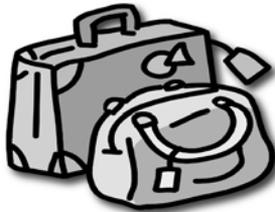


Rockwood School
District

Out-of-Town or
Overnight
Travel Field
Trip Booklet



This booklet includes Rockwood School District policies and regulations relevant to out-of-town or overnight field trips. Please carefully review the requirements with your student.

In order for your child to participate in the field trip, you will be required to complete two forms: 1) Out-of-Town or Overnight Travel Field Trip Permission to Participate, Release of Liability, and Indemnity Agreement, and 2) Out-of-Town or Overnight Travel Field Trip Agreement and Student Information Form. Both of these forms incorporate the information from this booklet and require you to acknowledge that you have reviewed this booklet with your child, and that you agree to abide by the requirements.

In addition, we have included the Code of Conduct for the teacher, sponsor or coach responsible for the field trip. We want to make you aware of their commitments concerning this trip.

Please attend all informational meetings and make sure any questions you have about the trip are answered by the sponsor or school principal.

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PART I

Policy 5662 and Regulation 5662

Policy 5662 (Regulation 5662)

Transportation (Forms 5662)

Field Trips Involving Out-of-Town or Overnight Travel

All field trips that are school or district sponsored or sanctioned must be carefully planned and must have a clear educational purpose and direct correlation with a specific activity, unit or course of study. To be educationally beneficial, field trips require thoughtful selection, appropriate advance preparation of students, and clearly defined learning objectives. If a proposed field trip will involve Out-of-Town or Overnight travel, additional factors must be considered by the sponsor and administration, including but not limited to the relationship between the distance to be traveled and the age of the students, mode and availability of transportation required, cost of the field trip, security of students, availability of an adequate number of sponsors, and ability to provide sufficient advance notice to parents. All requests for routine local field trips as defined in Regulation 5660 must be reviewed and approved by the building principal. All requests for unusual or non-routine field trips, including Out-of-Town or Overnight Travel field trips must be reviewed and approved by the building principal, as well as the superintendent/designee.

From time to time, private individuals or groups including school personnel, students, and/or parents may work with independent travel agencies outside of normal school hours in planning and organizing study/travel or touring trips involving students who attend Rockwood. All such trips, whether occurring within or outside the continental United States, are not sponsored or sanctioned by the Rockwood School District regardless of any potential educational value that the trips may offer. Meetings to promote such trips will be held away from school and will occur outside of normal school hours.

Teachers or other district staff involved in the promotion or organization of such trips are not acting in an official capacity on behalf of the Rockwood School District but are instead acting as private individuals.

As independent, non-district sponsored events, Rockwood Policies and Regulations are not applicable and the district assumes no liability of any kind for any aspect of the trips. (See “Comparison of School/District Sponsored Trips VS. Non School/District Sponsored Trips” in Regulation 5661)

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Rockwood R-VI School District, Eureka, Missouri

Regulation 5662 (Forms 5662)

Transportation

Field Trips Involving Out-of-Town or Overnight Travel

Prior to initiating any plans for field trips involving out-of-town travel or overnight stay(s), the teacher, coach, or sponsor should first review the district policies and regulations governing such travel. (Policy and Regulation 5660, 5661, and 5662.) Whenever possible, such field trips should take place when school is not in session.

The following procedures must be followed when planning field trips that require students to travel out-of-town or for overnight stays. It is not intended to establish procedures to be used in standard one day field trips or travel to or from standard interscholastic competitions.

Additionally, the approval procedures required in this Regulation may be waived in the event that a school-sponsored athletic team or other school-sponsored competitive activity advances on a short time frame through play-offs or another system of rapid competitive advancement. However, all standards of conduct established in this Regulation for students, sponsors, and other adults participating in the overnight, school-sponsored activity will continue to apply.

1. Approval Procedures

The Application for Out-of-Town or Overnight Travel should be completed and a copy filed with the building principal, activities director, or designee and the superintendent/ designee (if required). The trip should not be announced to students until it has received administrative approval.

2. Plan for Appropriate Supervision

- a. Teacher/student ratios must be age appropriate and appropriate for the conditions of the trip. The principal/activities director/designee will review and approve the plan for the supervision of students.
- b. Parents must be notified of the staff/student ratio in advance of the trip. If other adults will travel with the group, that also must be stated. While parents may assist in the supervision of students

where needed, if appropriate, parents are not to be made solely responsible for the supervision of students on the trip. Other certified personnel and staff members who are going to attend the field trip must be approved by the principal/activities director and superintendent or designee.

- c. Adults are not to consume alcoholic beverages when supervising students on out-of-town or overnight field trips so as not to risk having impaired judgment should they need to make a decision on a student's behalf. For purposes of this Regulation, adults are considered to be supervising students at all times during out-of-town or overnight field trips.
- d. Parents must be informed, as part of the itinerary, if students will be unsupervised at any time. Expectations for this unsupervised time will be discussed with parents and students in orientation meetings and in written communications

3. Code of Conduct

- a. Parents shall be provided with an Out-of-Town or Overnight Travel Field Trip Booklet, which shall include a Code of Conduct for the students on the trip. In addition, it must be stated in written organizational materials for parents and students that Rockwood School District Discipline Policies are in effect for the entire trip. A review of the Policies, Regulations, Procedures and Consequences handbook should be encouraged.
- b. It must be stated in writing if any additional rules/regulations and consequences may apply to an individual trip.
- c. If, for disciplinary reasons, it is necessary to send a student home, the parent will be responsible for making all arrangements to ensure the student's safe return home. A teacher/coach/sponsor will not leave the group to escort a student home. The requirement that the parents make arrangements for the student's safe return home may cause the parent to come to the student's location and return home with him/her. A substantial cost can occur to the parents should there be a need to send their child home early.

- d. Teachers, coaches, sponsors and chaperones who are sponsoring an out-of-town or overnight field trip will file a signed copy of the Coaches/Sponsors Code of Conduct with the principal prior to departure on the trip.

4. Itinerary

A specific itinerary that includes on-site contacts and phone numbers must be completed. One copy shall be filed with the principal and one copy with the superintendent/designee, with one copy given to the student to carry and one copy given to the parent for reference at home.

5. Communication

- a. For trips involving overnight stays, a phone chain will be generated to deal with communication needs. One copy is to be filed with the principal and a copy given to parents. The principal/activities director should also receive a copy if the trip involves a school- sponsored activity.
- b. The sponsor will carry contact phone numbers for school administration or designee. The school administration should be contacted if any unusual circumstances arise during the trip. Contact must be made for illness, injury or for major disciplinary issues. If the teacher/coach/sponsor is in doubt, the administrator will be contacted.
- c. Staff member chaperones should make arrangements to carry a cell phone at all times unless prohibited by MSHSAA guidelines.

6. While Traveling

- a. The sponsor will carry copies of the Out-of-Town or Overnight Travel Field Trip Agreement and Student Information Form and phone chain at all times.
- b. The teacher/coach/sponsor will carry basic emergency first aid supplies.

7. Insurance

- a. Travel insurance to protect the investment in the trip such as cancellation insurance and lost baggage insurance is generally available. The district requires students to purchase trip cancellation insurance for longer trips such as educational tours.
- b. Each student must be covered by medical insurance with the cost of this insurance included in the student's fees for the travel if the student is not covered by any other means. The Chief Financial Officer may need to be contacted to determine if an additional insurance rider needs to be obtained prior to the start of the collection of fees. Any travel must be school- sponsored to be covered by the district's liability insurance.

8. Finances

- a. Once liability insurance has been secured or approved through the Chief Financial Officer, the collection of fees, if applicable, may begin.
- b. The school district must have financial control of funds for travel to be school sponsored. Funds are never to be received and disbursed directly by a staff member. All checks need to be made out to the Rockwood School District, not individual staff members. Failure of the district to have financial control will cause the travel to be classified as a non-school sponsored trip and can expose the staff member to questions, accusations of improprieties and liability issues. Any travel must be school sponsored to be covered by the district's liability insurance.
- c. When depositing funds, all building and district procedures for handling money must be followed.
- d. To access funds for payments, district procedures shall be followed.

9. Forms Needed

- a. Out-of-Town or Overnight Travel Field Trip Agreement and Student Information Form signed by parent and student. Out-of-town/overnight travel field trip agreement and student info. (form 5662-B)

- b. Out-of-Town or Overnight Travel Field Trip Permission to Participate, Release of Liability, and Indemnity Agreement signed by parents and students. Out-of-town/overnight travel field trip permission to participate release (form 5662-A)

10. Student Orientation Meetings

- a. Student orientation meetings that prepare the students for what they will see and do during the trip should be held prior to departure.

- b. Parent orientation meeting(s) should also be held with the same information conveyed in writing. For major trips, such as study tours, which involve a substantial cost to students, the first parent meeting must be held prior to a deposit being collected. Potential topics to be addressed may include but are not limited to the following: food and dining, electrical appliances, money/debit cards/travelers checks/spending money, schooling, itinerary, appropriate gifts for host families, family picture albums, packing lists and tips, current prescriptions and recommended medications, extra pair of glasses, advance planning for “free” time, public transportation, cameras, film, extra batteries, hotel behavior, telephones and phoning home, significant cultural differences, and specific steps to take in case of emergency.

- c. For major trips, such as study tours, students and their parents are required to participate in orientation meetings as a prerequisite to participation in the trip.

11. Availability of Alcohol/Drugs/Tobacco Products

The following information must be communicated in writing to parents and students:

Rockwood School District students are expected to follow district guidelines concerning use of alcohol, illegal drugs, and tobacco products on school-sponsored activities. Engaging in this behavior will subject a student to disciplinary action up to and including the possibility of being sent home and receiving additional consequences under the Student Code of Conduct. Student and parent signatures on the Out-of-Town or Overnight Travel Field Trip Permission to Participate, Release of Liability, and Indemnity Agreement and Out-of-Town or Overnight Travel Field Trip Agreement and Student Information Form indicate an understanding that the student's failure to abide by this rule can result in the student being sent home at the parent's expense and the student receiving disciplinary consequences upon returning to school. Parents are encouraged to review district policies related to alcohol and drug use and discipline.

12. Teacher/Sponsor Compensation

Travel for field trips is generally considered part of the regular responsibilities for teachers, coaches, and sponsors and is therefore covered in the salary or stipend given for the extra-curricular activity contract. Compensation by any other means will be openly discussed and approved prior to final approval being given for the trip.

Non-District Sponsored Field Trips

When a teacher or other district employee wishes to organize, lead, or otherwise promote a field trip that is not district/school sponsored, the employee must distribute a statement that clearly explains the trip's non-affiliation with the Rockwood School District to parents of all participants. A copy of the statement must be submitted to the principal of the school and the superintendent/designee.

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Rockwood R-VI School District, Eureka, Missouri

PART II

Rockwood School District Out-of-Town or Overnight Travel Field Trip *Student and Parent Code of Conduct*

The student and parents or guardians hereby agree to the following Code of Conduct for any out-of-town or overnight travel field trip:

1. As a student representative of the Rockwood School District, I will do my best to be aware of my role as a representative of the district. I will retain an open mind about what I see, experience and do while participating on this trip and I will live up to what is expected of me.
2. I know the Rockwood School District policies governing student behavior are in effect for the entire trip and I have reviewed the “Policies, Regulations, Procedures and Consequences” handbook where those rules are defined. I acknowledge the disciplinary consequences outlined in the Rockwood School District “Policies, Regulations, Procedures and Consequences” handbook apply to my actions on the trip.
3. I recognize that the teachers/coaches/sponsors/chaperones are responsible for my welfare and for the welfare of everyone participating in the program. I will, therefore, cooperate with them by listening to and following their instructions.
4. I will honor the expectations, rules and policies set for me by (a) Rockwood School District; (b) my school; (c) my teachers/coaches/sponsors/chaperones.
5. I will follow district guidelines concerning use of alcohol, illegal drugs and tobacco products on school-sponsored activities. Just like on a school field trip or a school dance, I will not drink alcohol, or use drugs considered illegal in Missouri, regardless of the laws in the state being visited. I acknowledge that engaging in this behavior could result in disciplinary action, including but not limited to the possibility of

being sent home, at parent's expense, and receiving additional consequences under the Student Code of Conduct. I have reviewed the district policies related to alcohol and drug use and discipline with my parents.

6. I will not operate any motor vehicle while participating in the program.
7. I will participate in and be punctual to all activities planned for the group unless specifically excused from such activity by the group leaders.
8. I will handle any unstructured "free" time in a responsible manner.
9. I am subject to being sent home early in the event the teacher/coach/sponsor/chaperone determines I have engaged in inappropriate behavior. Examples of behavior that constitute sufficient cause to return a student home prior to the scheduled end of the trip include, but are not limited to, the following:
 - (a) Evidence or strong suspicion of use, possible or under the influence of illegal substances.
 - (b) Problems relating to alcohol.
 - (c) Leaving a hotel without permission after curfew.
 - (d) Committing any act that endangers the health or well-being of anyone else.
 - (e) Evidence or strong suspicion of inappropriate sexual behavior.
 - (f) Refusal to follow teacher's/coach's/sponsor's/chaperone's instructions.

Students and parents/guardian agree that if student does not abide by this Code of Conduct, the student may be sent home at the discretion of the teacher/coach/sponsor/chaperone, at student's expense, and the student's family will be responsible for all financial and other consequences of the student's behavior. Any student whose behavior warrants the potential for being sent home will be addressed as the teacher/coach/sponsor/chaperone deems appropriate after a conversation involving the teacher/coach/sponsor/chaperone, the student, a parent or guardian and the principal or school administrator.

PART III

Administration of Medicine

1. Over the Counter.

- (a) Sponsor Administration. The student's physician shall provide a written request that the student be given medication by a sponsor during the trip. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for the use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions.

Over-the-counter medications to be administered must be given to the sponsor in their original container and kept in the possession of the sponsor.

- (b) Self-Administration. Students in grades nine through twelve may carry their own over-the-counter medication and consume or apply this medication as directed by their physician. This medication must be in its original container. A self-administration waiver must be on file with one copy given to the sponsor and another copy on file in the principal's office with a parent and physician signature.

2. Prescription Medication.

- (a) The student's physician shall provide a written request that the student be given medication on the trip. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions. A parent/guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication.

In lieu of the physician's written request, the district will accept a prescription label 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, and the name of the physician. Along with the labeled medication, a parent/ guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication.

- (b) Any student with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration, any medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis, including without limitation metered dose inhalers containing “rescue” medication and Epi-Pen. Possession and self-administration of these prescription medications must comply with Regulation 2870 as set forth herein.

Rockwood Board of Education - Administrative Regulations

Regulation 2870

Administering Medicines to Students

Prescription Medication

The student's physician 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 name of the physician. The diagnosis/ indication for use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions. A parent/guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication.

The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally NOT be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is part of a student's necessary treatment, subject to the approval of the district's nursing supervisor.

In lieu of the physician's written request, the district will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of the administration, route of administration, and the name of physician. Along with the labeled medication, a parent/guardian shall provide a written request that Rockwood School District comply with the physician's request to give medication.

When parent/guardian does not provide a written request for the administration of medicine, the registered professional nurse or his/ her designee will attempt to contact the parent and obtain the written request.

If it is not possible to contact the parent/guardian, the child's physician shall be contacted. If that is not possible, Rockwood's consulting physician shall be contacted for directions. The district will not administer the initial dose of any medication. The day's first dose of medication should be given at home.

In the absence of the parent/guardian's written request, correct prescription label, manufacturer's label or the physician's request, the parent/guardian may personally administer medication to his/her child at school. Usual precautions regarding proper identification of the parent/guardian shall be exercised. The driver's license may be used as a means of identification.

Over-the-Counter Medication

The student's physician 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 name of the physician. The diagnosis/indication for the use of the medicine shall be provided. When possible, the physician should state adverse effects and applicable emergency instructions.

Over-the-counter medications must be brought to school in their original container and kept in the health room in the possession of the nurse.

The prohibition against the possession and use of over-the-counter medication on school property and at school-sponsored activities on or away from school property shall not apply to products containing sunscreen and sun blocking agents, including lotions, creams, lip balm and other similar products, so long as such product (1) contains no other substances prohibited under this or any other Board policy and (2) is in the original, clearly labeled manufacturer's container.

The student will assume the responsibility for requesting the medication each day at the proper time.

The parent/guardian will provide a written request that Rockwood School District comply with the physician's request to give medication.

NOTE: Physician - person who can legally prescribe in the state of Missouri.

Emergency Medication

For students who may be in need of emergency medication, written standing orders from the district's consulting physician will be obtained annually for the administration of such medication, i.e., epinephrine, albuterol, Tylenol.

The school nurse shall determine and maintain an adequate supply of albuterol sulfate inhalation solution, 0.083% and prefilled auto syringes of epinephrine with fifteen hundredths milligram or three-tenths milligram delivery at the school. Albuterol and epinephrine will be obtained for the district from a prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Epinephrine will be administered by a school nurse or other school employee trained by and supervised by the nurse on any student the school nurse or trained employee believes is having a life threatening asthma episode or anaphylactic reaction.

Procedures for Medication Administration and Control

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.

The administration of medication, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act. It must be performed by the registered professional school nurse. Said nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. Said registered nurse must provide and document the requisite education, training, and competency verification.

Medication Administration and Control

The transportation of medication to school or from school by students is prohibited with the exceptions provided for self-administration of medication by waiver.

- Upon receipt of medication from parent/guardian, count or measure the initial quantity delivered to school and document on the Daily Medication Record (Form 7146).
- If medication is brought to school by a student, count or measure the initial quantity delivered to school and document on the Daily Medication Record (Form 7146) and document in SOAP notes as “Meds from Student.”
- If medication brought to school is needed for administration at home, the parent/guardian must pick up the needed quantity from the school nurse or designee and the quantity taken will be documented on the Daily Medication Record. Student will not be allowed to transport medication on the bus.
- Controlled medications are to be counted upon receipt at school and again at least weekly by a nurse and a witness (e.g., school nurse and trained staff member). Each count is to be documented and signed by both individuals.
- The latest medication order is to be placed behind each student’s Daily Medication Record in the Medication Log. (Replaced orders are to be filed in the student’s medical file).
- Medication is not to be left out of the designated storage location at any time (e.g., left on counter, desk, etc.).
- Medications must be left in and dispensed from the pharmacy or manufacturer labeled container.

- The following safety mechanisms are to be verified at the time medication is administered:
 1. The right student
 2. The right medication
 3. The right dose
 4. The right time
 5. The right route
- Documentation is to be completed promptly for all medications administered, including any errors that occur during the administration process.
- Any medication administration errors are to be documented on Report of Medication Error (Form 7159). Advise the building administrator of the error and notify the parent/guardian. The completed Report of Medication Error (Form 7159) is to be filed in the nurse's office and medication error documented in student SOAP Notes as "Medication Error." If parent/guardian requests a copy of the completed Report of Medication Error (Form 7159), the nurse may provide them a copy.
- Medications remaining from a course of treatment or at the end of the school year is to be picked up from the nurse (or an authorized alternate) by the parent/guardian or an adult designated by the parent/guardian. These medications will not be sent home with the student. Quantity of medication picked up by parent/guardian is to be documented on the Daily Medication Record with signature of nurse and parent/guardian.
- Any medication not picked up will be destroyed according to DEA regulations. The destroying of the medication is to be performed by the nurse and witnessed by another nurse or staff member and documented on the Daily Medication Record with signatures of both persons.

Failure of Student to Come For Medication or Refusal to Take Medication

Student Fails to Come for Medication

- If student fails to come to health room at prescribed time, initiate building protocol to administer medication consistent with physician's order.
- If necessary, develop a plan to help student to remember to come for medication (Example: prompts from alarm on wristwatch, reminder from classroom teacher, etc.). Assess and revise the plan until results are consistently within the 30-minute variance.

Student Refuses to Take Medication

- If a student refuses to take a medication, physical force and/or restraining devices are not appropriate.
- Upon refusal, document on Daily Medication Record and advise the parent/guardian.

Field Trips and After School

1. Repackaging of medications will be witnessed. The nurse will record as a field trip (F) or after school (AS) medication on the front of the student Medication Log and the witness will sign on the backside of student Medication Log.
2. Repackaged medications will be labeled with
 - Teacher name
 - Student name
 - Medication name
 - Dosage to be given (# of pills if in pill form)
 - Time to be given
3. The individual giving medication on a field trip or after school will record the time given and signature on the pill envelope or the inhaler/Epi-Pen bag label and return the envelope and bag to the nurse.

4. The nurse will include the record of the administration of the medicine in the Medication Log Notebook by stapling the envelopes/ labels to a blank page of paper or by making a photocopy of the envelopes/labels.
5. The nurse will train annually, and follow appropriate delegation procedures for teachers and other staff who may be expected to handle medication administration, including, but not limited to oral medications, metered dose inhalers and epinephrine auto- injectors.

Health Room and Medications Accessibility Information

1. Two sets of keys will always be kept for the health room.
 - Nurse will have a set.

Transfer of keys will be recorded on Nurse's Health Room Key Log.
(For example, while nurse is at lunch and a team member has the keys)

- Principal will have a set.

Each principal will determine building procedure for key control.

2. Emergency medications such as inhalers and Epi Pens are to be accessible at all times when students are present including after school activities.

Exception for Potentially Harmful Administration of Medication

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.

Self-Administration of Medication

Students in grades nine through twelve may carry their own over-the-counter medication and consume or apply this medication as directed by their physician. This medication must be in its original container. A self-administration waiver must be on file in the nurse's office with a parent and physician signature.

When students and/or parents of students in grades nine through twelve prefer that over-the-counter medication be kept in the school nurse's office and administered by the school nurse, the requirements of Over-the-Counter Medication, of this procedure shall apply. Any student with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration any medicine prescribed or ordered by a physician for the treatment of asthma or anaphylaxis, including without limitation metered dose inhalers containing "rescue" medication and Epi-Pen.

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 child. The parent should report to the office to have the child summoned to meet the parent in the office.

Appendix A

Self-Administration of Medication

1. The parent/guardian shall provide written authorization for the child's self-administration of this medication with a written history of the child's experience with the potentially life-threatening respiratory illness. He/she shall provide a treatment plan approved and signed by the student's physician for managing asthma or anaphylaxis episodes and for the medication used by the student.
2. The parent/guardian shall provide written certification from the child's physician, or the physician shall provide written certification that the child has asthma, anaphylaxis, or another potentially life-threatening respiratory illness. This certification shall further state that the child has been instructed in and is capable of the proper method of self-administration of the specific medication, that he/she has been informed of the dangers of improper use and the danger of permitting other persons to use the prescribed medication.
3. The district shall inform the parent/guardian of the child in writing that the district, its employees or agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the child.
4. The parent/guardian shall sign a statement acknowledging the district shall incur no liability as a result of injury arising from the self-administration of this medication by the child. The parent/guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the child.
5. The student has demonstrated to his or her physician and the school nurse, the ability to administer such medication as prescribed.
6. This authorization is effective for the school year for which it is granted and must be renewed annually, renewal contingent upon completion of the above five steps with each request for renewal.

7. The district may require children to maintain current duplicate metered-dose “rescue” inhalers with the school nurse.
8. The child shall report to the school nurse within a timely manner when he/she has had occasion to use his/her “rescue” medication.
9. The registered professional nurse shall communicate to parent/guardian and/or physician the effect of the medication on the student, and apprise them of frequency of need. Concerns regarding proper use of the medication can be discussed with parent/guardian and the physician.
10. When administration pursuant to the physician’s order is perceived to be ineffective or when it is believed that the safety of the child is at risk, the physician shall be contacted immediately. If said physician is unavailable, Rockwood’s consulting physician shall be contacted for direction.

Adopted: August 3, 2000

Cross Ref:

Legal Ref: Sections 195.070, 167.600, 167.627, 167.630 RSMo. State of Missouri Nursing Practice Act (1995)

Revised: August 1, 2001, January 14, 2002, January 15, 2004, April 28, 2004, August 29, 2006, October 5, 2006

Rockwood R-VI School District, Eureka, Missouri

PART IV

Rockwood School District

Code of Conduct

Teachers/Coaches/Sponsors/Chaperones

Participation in school and district activities and athletic events are an important part of our students' education and development. With your role or designation as a teacher/coach/sponsor/chaperone comes a great responsibility to protect the well being of each of our students. It is your job to ensure that each student is treated with respect and accorded the opportunity to develop that he or she needs and deserves.

This Code of Conduct has been written for all personnel teachers/coaches/sponsors/chaperones who will be working with our students in activities. All teachers/coaches/sponsors/chaperones should take time to review this document thoroughly and reflect on its implications for their particular role. Veteran teachers/coaches/ sponsors/chaperones should annually review the district's expectations.

Teachers/coaches/sponsors/chaperones must adhere to the following standards of conduct. It is important for all teachers/coaches/ sponsors/chaperones to understand that this list is not exhaustive. It is intended to provide specific, but not exclusive, examples of the standards of conduct that are appropriate for persons who teach/coach/ sponsor/ chaperone student activities.

1. It is your responsibility to speak and act respectfully to all students, staff, parents and members of the public.
2. Possession of or use of alcohol, drugs and/or tobacco or being under the influence of drugs and/or alcohol is not permitted while in the company of students whether on or off district property. Adults are not to consume alcoholic beverages when supervising students on out-of-town or overnight field trips so as not to risk having impaired judgment should they need to make a decision on a student's behalf. For purposes of this regulation, adults are considered to be supervising students at all times during out-of-town or overnight field trips.
3. Remarks that refer to an individual's race, sex, religion, national origin or mental or physical disability are not permitted.

4. Language or jokes that may be offensive to others are not permitted.
5. Clear notice must be given when entering locker rooms or other private areas occupied by members of the opposite gender.
6. Teachers/coaches/sponsors/chaperones must not have physical contact with students that are likely to cause the student to be uncomfortable.
7. Fraternization between teachers/coaches/sponsors/chaperones is strictly prohibited. This includes close personal or special relationships, dating and/or sexual contact.
8. Sexual harassment of any person is expressly prohibited. Teachers/coaches/sponsors/chaperones must refrain from all gestures, comments or physical contact that a reasonable person may judge as unwelcome.
9. Threatening comments or profane language damaging to students' self-esteem are not permitted.
10. Extreme care should be used to monitor the physical condition of students. This is particularly important in extremely cold or hot weather.
11. Teachers/coaches/sponsors/chaperones are encouraged to pay attention to and develop all students to his/her individual potential.
12. When traveling with students, teachers/coaches/sponsors/ chaperones are prohibited from visiting the accommodations of individual students one-on-one.
13. Except in an emergency that threatens the life or immediate safety of a student or other person, teachers/coaches/sponsors/chaperones may not drive students home (or to any other location) from practice or events, if by doing so, the teacher/coach/sponsor/ chaperone will, at any time during the drive, be alone with one student.
14. Private tutoring for compensation must not occur with students that you teach/coach/sponsor/chaperone during the school year if said tutoring is in conflict with district policy.
15. The sale of personal objects or general merchandise not endorsed by the district is not permitted.

This principal or activities director has reviewed these rules with me this date and I understand the district's expectations.

Name of teacher/coach/sponsor/chaperone

Date
