



Park Hill School District

Building Successful Futures • Each Student • Every Day

November 12, 2024

4:15 P.M. – VIA MICROSOFT TEAMS
2024-2025 POLICY COMMITTEE

THIS MEETING OF THE PARK HILL POLICY COMMITTEE WILL BE CONDUCTED VIA MICROSOFT TEAMS VIDEO CONFERENCE. PUBLIC MAY VIEW THE LIVE STREAM MEETING AT THE FOLLOWING LINK: https://youtube.com/live/cd1QAxV_rkc?feature=share

AGENDA

1. Call to Order
2. Approval of Minutes
 - ✓ **Attachment:** October 8, 2024 Policy Committee Minutes
3. Action Items **(Review Individually, Approve as a Whole)**
 - ✓ **Attachments:** Policies for Review

#	Section	Code	Title	Recommendation
3.1	E Support Services	EHBD	Artificial Intelligence Use	Adopt new Policy EHBD as recommended by MSBA, with additional revisions from district administration.
3.2	I Instructional Program	IGBH	Programs for English Learners	Amend current Policy IGBH as recommended by district administration.

4. Administrative Procedures and Forms **(For Information Only)**
 - ✓ **Attachments:** Administrative Procedures and Forms

#	Section	Code	Title	Notes
4.1	E Support Services	EEA-AP1	Student Transportation Services (Student Transportation in Private Vehicles/Common Carriers)	Amend current Administrative Procedure EEA-AP1 as recommended by MSBA.
4.2	E Support Services	EHBD-AP1	Artificial Intelligence Use (AI Use Plan)	Adopt new Administrative Procedure EHBD-AP1 as recommended by MSBA, with additional revisions from district administration.

4.3	G Personnel	GBEBC-AP2	Criminal Background Checks (Driving Records)	Adopt new Administrative Procedure GBEBC-AP2 as recommended by district administration.
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5. Adjournment

Posted 24 Hours In Advance of Meeting
 At Park Hill School District Central Office
 7703 NW Barry Road
 Kansas City, MO 64153
 (816) 359-4050

Minutes



Park Hill School District

Building Successful Futures • Each Student • Every Day

October 8, 2024 Policy Committee Meeting

The 2024-2025 Park Hill Policy Committee held its October 8, 2024 meeting at 4:15 p.m. at the District Office in Room 230.

Call to Order

Clay Fulghum, General Counsel called the meeting to order at 4:15 p.m.

Welcome and Introductions of 2024-2025 Policy Committee Representatives

Mr. Fulghum welcomed all committee members, asked them to introduce themselves, and thanked them for their service. He noted that each member commits to a 3-year term and shared that the policy committee membership includes teacher representation from each school, classified staff representation from district office and support services, district patrons, and a building administrator (*reference Article 5 of the 2022-2025 Teacher Agreement*).

Attendance – Committee Members

Last Name	First Name	Present	Absent
Anderson	Ayanna	Present	
Bland	Kevin		Absent
Bradshaw	Maria	Present	
Bush	DeNaé	Present	
Clarke	Sheba		Absent
Deering	Laura	Present	
Dodd	Kelly		Absent
Domingo	Brendan	Present	
Fabin	Rita		Absent
Franklin	Lauren	Present	
Goorsky	Michael	Present	
Hall	Semeria		Absent
Holder	Alissa		Absent
Kahmann	Rachel		Absent
Kernel	Kendra	Present	
Kilpatrick	Trevor	Present	
Muir	Mary	Present	
Richison	Stephanie	Present	
Robinson	Brandi		Absent
Roe	Jessica	Present	
Smith	Dana		Absent
Strube	Christine		Absent
Talbert	Cindi	Present	
Tobin	Emily		Absent
Ward	Rachel	Present	

Attendance – Others

Name	Title
Deayon, Terri	Director of Access, Inclusion and Family Engagement
Dial, Jaime	Assistant Superintendent for Quality and Student Services
Dillon, Amy	Assistant Superintendent for Human Resource Services
Framer, Mandy	Park Hill NEA President
Freeman, Tina	Alternate Board Secretary
Fulghum, Clay	General Counsel
Hibbs, Opal	Board Secretary
Hubbard, Marisol	Administrative Assistant to General Counsel
Kelly, Paul	Assistant Superintendent for Business and Technology Services
Wachel, Kelly	Chief Communications Officer

Policy Committee Orientation

Mr. Fulghum provided an overview of the *Board Policy Process Flowchart* which included a brief orientation on the role and function that the policy committee plays in the process.

Election of Chair, Vice-Chair and Recorder

Trevor Kilpatrick nominated Mike Goorsky to serve as the 2024-2025 Policy Committee Chair. There were no further nominations. Mr. Fulghum called for a vote to elect Mike Goorsky to serve as the 2024-2025 Policy Committee Chair. All in favor. None opposed.

Kindra Kernel nominated Ayanna Anderson to serve as the 2024-2025 Policy Committee Vice-Chair. There were no further nominations. Mr. Fulghum called for a vote to elect Ayanna Anderson to serve as the 2024-2025 Policy Committee Vice-Chair. All in favor. None opposed.

Laurie Deering nominated the Board Secretary to serve as the 2024-2025 Policy Committee Recorder. Mr. Fulghum called for a vote to elect the Board Secretary to serve as the 2024-2025 Policy Committee Recorder. All in favor. None opposed. *(It should be noted that the Board Secretary is not a voting member of the Policy Committee and is serving as the Policy Committee Recorder at the committee's request.)*

Approval of Minutes

Motion by Trevor Kilpatrick, second by Lauren Franklin to approve the May 14, 2024 Policy Committee Minutes, as presented. All in favor, motion carried.

Update re Summer 2024 Policy Developments

Mr. Fulghum updated the committee on the following summer 2024 policy development:

	Section	Code	Title	Notes
6.1	B School Board Governance and Operations	BBFA	Board Member Conflict of Interest and Financial Disclosure	Annual adoption of Policy BBFA. No changes to policy.

Action Items *(Approve as a Whole)*

Mr. Fulghum shared an update on each policy below and provided opportunity for committee members to ask questions or make comments. Motion by Cindi Talbert, second by Trevor Kilpatrick to take to the Board of Education Action Items 7.1 and 7.2, with a request to the Board to approve each policy recommendation, as presented. All in favor, motion carried.

	Section	Code	Title	Notes
7.1	B School Board Governance and Operations	BDC	Closed Meetings, Records, and Votes	Amend Policy BDC as recommended by MSBA.
7.2	J Students	JECA	Eligibility to Enroll	Amend Policy JECA as recommended by MSBA>

Consent Agenda Action Items *(Approve as a Whole)*

Motion by Brendan Domingo, second by Maria Bradshaw to take to the Board of Education Consent Agenda Action Items 8.1 thru 8.4, with a request to the Board to approve each policy recommendation, as presented. All in favor, motion carried.

	Section	Code	Title	Notes
8.1	G Personnel	GBEBC	Criminal Background Checks	Amend Policy GBEBC as recommended by MSBA, with additional revisions from district administration.
8.2	I Instructional Program	IND	Ceremonies and Observances	Amend Policy IND as recommended by MSBA.
8.3	J Students	JEC	School Admissions (K-12 Districts)	Amend Policy JEC as recommended by MSBA.
8.4	J Students	JO	Student Records	Amend Policy JO as recommended by MSBA.

Adjournment

Meeting adjourned at 4:48 p.m.

Mike Goorsky
Policy Committee Chair

Opal Hibbs, Recorder
Secretary to Board of Education

Action Items

3.1 ACTION: Below is proposed new policy EHBD from MSBA, with additional revisions from district administration (redlined). MSBA recommends that districts adopt this policy and the accompanying administrative procedure (EHBD-AP1) to address AI use in the district. District experts from Technology and Academic Services reviewed this policy and provided input.

Recommendation: Adopt new Policy EHBD as recommended by MSBA, with additional revisions from district administration.

Section: Support Services
Title: Artificial Intelligence Use
Number: EHBD – Critical
Legal: Electronic Communications Privacy Act, 18 U.S.C. Sections 2510-2520
Family Education Rights and Privacy Act, 18 U.S.C. Sections 2701-2711
Individuals with Disabilities Education Act, 20 U.S.C. Sections 1400-1417
Protection of Pupil Rights Amendment, 20 U.S.C. Section 1232h
Stored Communications Act, 18 U.S.C. Sections 2701-2711

Adopted:

This policy and other district policies and procedures addressing artificial intelligence (AI) apply to student and employee AI use of district technology resources (as defined in policy EHB and including district-provided login credentials) regardless of whether the use occurs on district property, at district activities, or off campus when a nexus can be drawn to the educational environment.

This policy and other district AI policies and procedures also apply to free AI resources.

Students and employees may be disciplined, and employees may be terminated, for AI use that violates this policy or any related policy or procedure.

Definitions

The following definitions will apply to all district policies and procedures that relate to artificial intelligence:

Artificial Intelligence (AI) – Any hardware or software capable of adapting its output or performance by applying probabilistic algorithms to input. For the purposes of this policy, any product or service that contains or uses AI, is marketed as AI, or is marketed as using or containing any kind of AI will also be defined as AI when the AI component is used.

Confidential Data/Information – Information that the district is prohibited by law,

3.1 ACTION: Below is proposed new policy EHBD from MSBA, with additional revisions from district administration (redlined). MSBA recommends that districts adopt this policy and the accompanying administrative procedure (EHBD-AP1) to address AI use in the district. District experts from Technology and Academic Services reviewed this policy and provided input.

Recommendation: Adopt new Policy EHBD as recommended by MSBA, with additional revisions from district administration.

policy, or contract from disclosing or that the district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and employee medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.

Critical Data/Information – Information that is essential to district operations and that must be securely maintained to avoid disruption to district operations.

Generative AI – A type of AI whose primary purpose is to accept input, process the input through probabilistic algorithms, and use the result to generate new output that resembles human-made intellectual or creative work, such as writing or art. Large language models (chatbots) are an example of generative AI.

AI Coordinator and AI Use Plan

The superintendent will designate a district AI coordinator who will have chief responsibility for regulating, monitoring, and adjusting AI use in the district and developing the district's AI Use Plan. The AI coordinator will collaborate with other experts and stakeholders in the district regarding AI use in the district and the district's AI Use Plan. The AI coordinator may consult with experts or others outside the district but may share critical or confidential data only under appropriate confidentiality or nondisclosure agreements. The board encourages employees, students, parents/guardians, and community members to provide input to the AI coordinator on the district's AI Use Plan.

The AI Use Plan will provide a detailed set of rules for acceptable AI use in the district that may be regularly updated as new issues emerge. The purpose of the AI Use Plan is to protect the safety and security of students, employees, and the district while allowing for appropriate educational and productive enhancements enabled by AI. AI may be used by employees and students only in accordance with the AI Use Plan.

The AI Use Plan and any actions or decisions that affect AI use must prioritize the security of student, employee, and district data.

The AI coordinator must be knowledgeable of the contents of the privacy policies of all AI products used in the district, including any relevant changes to the policies. Any AI product used must comply with legal privacy requirements.

If the district has an information security officer (ISO) who is not also the AI coordinator, the AI coordinator will coordinate with the ISO to maintain the integrity, privacy, and safety of the district's network(s), technology, and data.

3.1 ACTION: Below is proposed new policy EHBD from MSBA, with additional revisions from district administration (redlined). MSBA recommends that districts adopt this policy and the accompanying administrative procedure (EHBD-AP1) to address AI use in the district. District experts from Technology and Academic Services reviewed this policy and provided input.

Recommendation: Adopt new Policy EHBD as recommended by MSBA, with additional revisions from district administration.

Annual Review of AI Use

~~At least once per school year,~~ The AI coordinator will regularly review the district's AI use for safety, data privacy, appropriateness, and effectiveness and make appropriate changes. Employees and students may submit requests for new AI uses to the AI coordinator according to the procedures outlined in the AI Use Plan.

Notice to Parents/Guardians

The district will update parents/guardians ~~at least annually with a summary of~~ as needed regarding AI use in the district, including any significant changes to the AI Use Plan.

Training

The district will train ~~all~~ employees and students as needed on the requirements of this policy, other district policies regarding data management and privacy, acceptable uses of AI, and AI prohibitions.

Park Hill School District, Platte County, MO

3.2 ACTION: Below are recommended revisions to Policy IGBH as recommended by district administration. The Director of Intervention Services is now the district’s English Learner (EL) program coordinator.

Recommendation: Amend current Policy IGBH as recommended by district administration.

Section: Instructional Program
Title: Programs for English Learners
Number: IGBH – Critical
Legal: Equal Educational Opportunities Act, 20 U.S.C. Section 1703(f)
English Language Acquisition, Language Enhancement, and Academic Achievement Act, 20 U.S.C. Sections 6811 - 7014
Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d
34 C.F.R. Part 100
Plyler v. Doe, 457 U.S. 202 (1982)
Lau v. Nichols, 414 U.S. 563 (1974)
Castaneda v. Pickard, 648 F.2d 989 (5th Cir.1981)
Adopted: June 9, 2016
Revised: ~~January 27, 2022~~

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

Definitions

English Learner (EL) – Any student who:

1. Is age 3-21, and
2. Is enrolled or is preparing to enroll in the district, and
3. Has difficulties speaking, reading, writing or understanding English that may be sufficient to deny the individual the ability to attain proficiency on state assessments, the ability to be successful in a classroom where instruction is in English, or the opportunity to participate fully in society, and
4. Meets one of the following additional requirements:
 - Was not born in the United States or whose native language is a language other than English, or

3.2 ACTION: Below are recommended revisions to Policy IGBH as recommended by district administration. The Director of Intervention Services is now the district's English Learner (EL) program coordinator.

Recommendation: Amend current Policy IGBH as recommended by district administration.

- Is Native American, an Alaska Native or a native resident of the outlying areas who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency, or
- Is a migratory individual whose native language is a language other than English and who comes from an environment where a language other than English is dominant.

Immigrant Student – A student between the ages of 3 and 21 who was not born in a state of the United States of America and who has not been attending schools in any one state for more than three full academic years.

Identifying EL Students

The district will screen for EL students by administering the Language Use Survey (LUS) created by the Missouri Department of Elementary and Secondary Education (DESE) to all enrolling students. The LUS will be administered in a language the parent/guardian understands using translation or interpretation. This survey may be incorporated into district enrollment forms provided to all students.

Students whose LUS indicates a language other than English and possible language barriers will be referred to the superintendent or designee for additional screening using the DESE-adopted screening tool for determining the level of English language proficiency. The screening results will be used to identify students eligible for EL services and assist in a program placement that meets the students' needs. The district will make every effort to complete the screening process within 30 days of the first day of school or, for students who enroll after the first day, within 30 days of the student's enrollment.

The completed LUS and all other screening results will be retained in the student's permanent record.

Placement of EL Students

Students will be placed in a language instruction educational program (LIEP) based on their current level of English proficiency and in accordance with the standards established by DESE. The district's program is designed to increase English proficiency and academic achievement. Students in these programs will be held to the same academic achievement standards established for all students. If the district offers more than one type of LIEP, students will be placed in an LIEP that is in their best educational interest.

3.2 ACTION: Below are recommended revisions to Policy IGBH as recommended by district administration. The Director of Intervention Services is now the district's English Learner (EL) program coordinator.

Recommendation: Amend current Policy IGBH as recommended by district administration.

Students will transition out of an LIEP only after meeting state-established exit standards.

Parental Information

The district will, through parental involvement and outreach activities, provide parents/guardians of English learners with information about how the parents/guardians can be active participants in helping their students learn English, achieve at high levels in core academic subjects and meet state-established learning standards.

The parents/guardians of each student identified as an EL student will be informed of:

1. The reasons for identifying their student as an English learner in need of placement in the district's LIEP.
2. The student's level of English proficiency in reading, writing, speaking and listening; how that level was assessed; and the status of the student's academic achievement.
3. The method of instruction that will be used in the program the student is or will be participating in and the methods of instruction used in available alternative programs, including how such programs differ in content, instructional goals and the use of English and a native language in instruction.
4. How the program will meet the educational strengths and needs of the student.
5. How the program will help the student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
6. The specific exit requirements of the program, including expected rate of transition from such programs into classrooms that are not tailored for EL students.
7. The expected rate of graduation from high school, including four-year and extended-year adjusted cohort graduation rates for the program if Title III funding is used in high schools.
8. If the student has an individualized education program (IEP), how the LIEP will meet the student's IEP objectives.

Parental Rights

3.2 ACTION: Below are recommended revisions to Policy IGBH as recommended by district administration. The Director of Intervention Services is now the district's English Learner (EL) program coordinator.

Recommendation: Amend current Policy IGBH as recommended by district administration.

Parents/Guardians will be notified within 30 days after the opening of school enrollment if their student is identified for participation in or is participating in an LIEP. For those students who were not identified as EL prior to the beginning of the school year, but are identified during the school year, such notice shall be provided within two weeks of the student being placed in an LIEP.

Parents/Guardians of EL students have the right to decline the placement of their student in an LIEP, choose an LIEP other than the one recommended by the district (if other programs are offered by the district) or have their student immediately removed from an LIEP upon their request.

Parents/Guardians may opt their student out of the district's LIEP by contacting the EL coordinator and attending a meeting with the coordinator and one or more LIEP instructors to discuss the results of the student's screening assessment and information about the LIEP. Parents/Guardians who decline language instruction will be asked to sign a waiver exempting their student from instruction. Students removed from the district's LIEP will continue to receive language supports in the regular classroom, and the district will continue to monitor the student's progress toward English proficiency. Parents/Guardians may not refuse regular classroom supports and may not opt their students out of statewide assessments to determine English proficiency.

A written copy of these rights, which may be a copy of this policy, will be provided to parents/guardians of EL students and, to the extent practicable, will be provided in a language the parents/guardians understand.

Parental Notification

Pursuant to federal law, if the district's English language program fails to make progress on annual measurable achievement objectives, the district will notify parents/guardians of students participating in the district's program. Such notice shall be provided within 30 days after the district learns of the failure.

EL Coordinator

The district's EL program coordinator is the ~~Coordinator of Educational Programs~~Director of Intervention Services.

The EL coordinator shall have the following duties:

1. Provide parents/guardians with notice of and information regarding the LIEP as required by law.

3.2 ACTION: Below are recommended revisions to Policy IGBH as recommended by district administration. The Director of Intervention Services is now the district's English Learner (EL) program coordinator.

Recommendation: Amend current Policy IGBH as recommended by district administration.

2. Ensure that any student whose LUS indicates a language other than English will be further screened and assessed for English proficiency using the state-provided instruments.
3. Determine the appropriate instructional environment for EL students.
4. Maintain records relating to the LIEP and prepare reports for submission to DESE.
5. Ensure that district staff reach out regularly to parents/guardians of EL students, assist them in becoming active participants in their students' learning, and provide information about the district's parent and family involvement and engagement activities.
6. Evaluate the effectiveness of the LIEP and make recommendations for revisions.
7. Prepare reports on immigrant students for submission as required by DESE.

LIEP Staff

Teachers and paraprofessionals working in the district's LIEP will have all required state and federal certifications and other qualifications required by law. In addition, teachers and paraprofessionals providing services to English learners will be comparable in terms of education, experience and effectiveness to teachers and paraprofessionals who are providing services to students who are not English learners.

Assessment

In addition to other required assessments, the district will annually assess the English proficiency of EL students in accordance with state and federal law and the district's assessment policy.

Nonpublic Participation

The district will consult with representatives of nonpublic schools as required by federal law.

Park Hill School District, Platte County, MO

Administrative Procedures and Forms

4.1 For Information Only: Amend current Administrative Procedure EEA-AP1 as recommended by MSBA. These updates reflect new DESE regulations regarding transportation of students in vehicles other than buses.

Section: Support Services

Title: Student Transportation Services (*Student Transportation in Private Vehicles/Common Carriers*)

Number: EEA-AP1

Adopted: January 10, 2019

Revised: ~~April 28, 2022~~

Section 304.060, RSMo., authorizes vehicles other than approved school buses to be used for transportation of students subject to regulations adopted by the State Board of Education. The district, its officers and employees, volunteers, and every person employed under contract by a school district shall be subject to these regulations. All contracts executed for transporting children in school buses on behalf of the district shall include a reference to these regulations. ~~The following is a copy of Missouri Regulation 5 C.S.R. 30-261.045:~~

~~This procedure does not apply to private carpooling arrangements or persons transporting their own children unless parents/guardians are transporting students in accordance with an agreement with the district to provide student transportation on the district's behalf.~~

Requirements for Transportation of Students in Vehicles Designed for Transporting ~~more~~ More than Than Ten ~~(10)~~ Passengers Including the Driver

~~After July 1, 2001, newly purchased, newly leased, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity, as defined by the manufacturer, Vehicles designed to carry more than ten ~~(10)~~ passengers including the driver, that are used to transport students to or from school or to transport students to or from any place for educational purposes or school purposes shall meet state and federal specification and safety standards applicable to school buses. Contract common carriers meeting federal Department of Transportation standards may be used for field trips as outlined later in ~~Section III of~~ this procedure.~~

Requirements for Transportation of Students in Vehicles Designed for Transporting Ten ~~(10)~~ Passengers or Fewer Including the Driver

1. The number of passengers, including students and driver, that may be transported at any one time shall be limited to the number the manufacturer suggests as appropriate for that vehicle in accordance with § 304.060, RSMo., or if not posted in the vehicle, then limited to the number of seat belts in the vehicle.

4.1 For Information Only: Amend current Administrative Procedure EEA-AP1 as recommended by MSBA. These updates reflect new DESE regulations regarding transportation of students in vehicles other than buses.

2. The driver and each passenger shall be properly secured with the appropriate seat restraint at all times while the vehicle is in motion.
3. Motor vehicles designed for enclosed passenger transportation may be used subject to board approval ~~by the local board of education.~~
4. Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
5. The driver of a district-owned or district-contracted vehicle shall have a valid Missouri operator's license for the motor vehicle operated ~~and comply with § 302.272, RSMo., and 5 C.S.R. 30-261.010(2)(A) 1-3, not to include a parent or guardian transporting only their children under a written contract with the district and who is not compensated by the district. The parent or guardian shall have a valid Missouri operator's license for the vehicle operated as per 5 C.S.R. 30-261.010(2)(A).~~
6. The driver of a privately owned vehicle ~~who is not compensated by the school district to~~ transporting students to and from school or school-related events on the school district's behalf shall have a valid Missouri operator's license for the vehicle operated ~~as per 5 C.S.R. 30-261.010(2)(A). This shall include any person who transports school children as an incident to employment with a school or school district, such as a teacher, coach, administrator, secretary, school nurse or janitor unless such person is under contract with or employed by a school or school district as a school bus operator as per § 302.010(19), RSMo. Compensation shall be defined for the purpose of this section as any reimbursement received by the driver that exceeds the average cost of operating a car per mile as established by the American Automobile Association.~~
7. Motor vehicles shall have liability insurance coverage in accordance with law § 537.610, RSMo., and as required by the local Board of Education. The transportation contracts with private firms or individuals may establish the minimum policy limits the private firm or individual must have in force.
8. When transportation service in motor vehicles other than those licensed as school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.
9. Drivers must be at least 21 years old and comply with applicable state regulations and other legal requirements.

4.1 For Information Only: Amend current Administrative Procedure EEA-AP1 as recommended by MSBA. These updates reflect new DESE regulations regarding transportation of students in vehicles other than buses.

10. Drivers shall exercise care and caution while driving and may only communicate by mobile telephone when doing so will not compromise the safety of passengers or others in their proximity. In addition, drivers are prohibited from using mobile phones or other electronic devices to view electronic data (other than maps) or to send or read text messages while driving.

Requirements for Transportation of Students in Authorized Common Carriers

1. Authorized common carriers shall ~~only~~ be used only to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this procedure, are over-the-road, intercity-type coaches equipped with reclining seats, and air conditioning. Authorized common carriers must also hold authority from the Missouri Department of Transportation Motor Carrier Services or the Federal Motor Carrier Safety Administration.
2. There shall be a written contract between the district and the individual or firm providing the vehicle.
3. All contracts with authorized common carriers shall include:
 - Proof of liability insurance in the amount of five million dollars per accident.
 - Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
4. The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

Park Hill School District, Platte County, MO

4.2 For Information Only: Adopt new Administrative Procedure EHBD-AP1 as recommended by MSBA, with additional revisions from district administration (redlined). This procedure, which accompanies proposed new policy EHBD, addresses the district's AI Use Plan. District experts from Technology and Academic Services reviewed this procedure and provided input.

Section: Support Services

Title: Artificial Intelligence Use
(AI Use Plan)

Number: EHBD-AP1

Adopted:

This procedure and other district policies and procedures addressing artificial intelligence (AI) apply to student and employee AI use of district technology resources (as defined in policy EHB and including district-provided login credentials) regardless of whether the use occurs on district property, at district activities, or off campus when a nexus can be drawn to the educational environment.

This procedure and other district AI policies and procedures also apply to free AI resources.

The superintendent designates the Chief Technology Officer as the district AI coordinator.

AI Use and Prohibitions

District students and employees must use AI responsibly and in accordance with this AI Use Plan. AI users are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective.

District students and employees are strictly prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates any district policy or applicable law;
2. Inputting into any AI any confidential or critical data, as defined in policy EHBD, or any other confidential information unless the AI coordinator has approved the use as safe, appropriate, and legal;
3. Using AI to violate the instructions or requirements of any assignment;
4. Representing AI-generated content as their own work;
5. Using AI to create or disseminate false information on matters or events of public importance;

4.2 For Information Only: Adopt new Administrative Procedure EHBD-AP1 as recommended by MSBA, with additional revisions from district administration (redlined). This procedure, which accompanies proposed new policy EHBD, addresses the district's AI Use Plan. District experts from Technology and Academic Services reviewed this procedure and provided input.

6. Using AI to create any altered image or voice of any person without obtaining that person's permission;
7. Using AI to generate any material that is obscene or harmful to minors;
8. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person;
9. Using AI to cause disruption to district operations, including instruction;
10. Using an AI product that is not permitted by the AI Use Plan; or
11. Using AI to negatively affect the district or in a way that causes harm.

The AI coordinator may intervene in or prohibit additional AI use that, in the AI coordinator's determination, poses unacceptable risk to the privacy or safety of any person.

Students may be disciplined and employees may be disciplined or terminated for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment. When AI is involved in other misconduct, the principal or designee may view the use of AI as an aggravating factor that justifies stronger disciplinary consequences.

Reporting AI Concerns and Misuse

Individuals who have a concern about the safety or effectiveness of approved AI products should report the concern to the AI coordinator. The AI coordinator or designee, who will investigate the matter and take steps to resolve the concern.

Individuals who suspect AI misuse or are aware of AI use that is potentially harmful or otherwise violates the law or district policies or procedures must report the matter to the AI coordinator. The AI coordinator will notify the building-appropriate administrator of the allegations and work with the administrator to investigate the alleged misuse or harm.

Approved AI Products

The AI coordinator will identify AI products and uses that align with the philosophy and strategy set by the board and that meet the criteria for AI use in the district as set out in this AI Use Plan. The AI coordinator will maintain a list of approved AI products and make the list available to employees and students.

New AI Products or Uses

4.2 For Information Only: Adopt new Administrative Procedure EHBD-AP1 as recommended by MSBA, with additional revisions from district administration (redlined). This procedure, which accompanies proposed new policy EHBD, addresses the district's AI Use Plan. District experts from Technology and Academic Services reviewed this procedure and provided input.

District employees and students who wish to use an approved AI product for an unapproved use or who wish to use an unapproved AI product may submit a request to the AI coordinator. The request must:

1. Clearly identify the AI product and use being requested;
2. Articulate an educational or productive purpose for the new product or use;
3. Include a copy of the product's data privacy policy and terms of use; and
4. Explain why the requester believes the requested use of the product would be safe.

The AI coordinator will decide whether the request meets these requirements and whether the requested use is safe, appropriate, and legally compliant. The AI coordinator will promptly approve or deny all requests. If a request is denied, the AI coordinator will provide an explanation for the denial to the person who made the request.

AI Training

The AI coordinator will be responsible for providing appropriate training to employees and students on the nature of AI; safe, appropriate use of AI; and compliance with district policies and procedures governing AI use.

Park Hill School District, Platte County, MO

4.3 For Information Only: Adopt new Administrative Procedure GBEB-C-AP2 as recommended by district administration. This procedure establishes a new process and standards for driving record checks for employees who drive district vehicles.

Section: Personnel

Title: Criminal Background Checks
(Driving Record Checks)

Number: GBEB-C-AP2

Adopted:

Driving Record Checks

Park Hill School District requires all employees who operate district-owned or district-contracted vehicles to maintain a driving record that meets the district’s standards of acceptability.

Driving a district vehicle and/or transporting students is a serious and important responsibility. Employees entrusted with such responsibilities are required to adhere to the following guidelines:

1. Self-report and assist the district in learning all possible information about past and current records in all states, which may include signing consent forms, getting records from government agencies, or other reasonable requests that the district might make at any time.
2. Immediately report, without delay, any citations received while operating a district-owned or district-contracted vehicle.

The district typically reviews driving records on an annual basis but reserves the right to do so at more frequent intervals as needed. Employees holding out-of-state licenses may be required to obtain and submit driving records at their own expense upon request.

Employees with driving records that do not meet the established minimum standards will be disqualified from driving or will have their driving privileges revoked. The list below includes specific examples that disqualify an employee from driving but does not include all possible disqualifying entries. The district retains sole discretion in determining whether a violation disqualifies a person.

Driving Record Violations Resulting in Employee Disqualification as an Approved Driver	
Felony, homicide, or manslaughter involving the use of a motor vehicle	Any violation at any time, regardless of date of the violation
Leaving the scene of an accident	One or more violations in the previous 10 years
Reckless, negligent, or careless driving	
License suspended or revocation resulting from accident or moving violation	
Driving under the influence	One or more violations in the previous 10 years

4.3 For Information Only: Adopt new Administrative Procedure GBEB-AP2 as recommended by district administration. This procedure establishes a new process and standards for driving record checks for employees who drive district vehicles.

Speeding 14 mph or more over the limit	Two (2) in previous three (3) years and/or three (3) or more violations in the previous 10 years
Failure to obey sign	
Failure to yield	
Illegal turn	
Preventable accident	
Restricted or suspended license	One or more violations in the previous 5 years

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