

Withdrawals

TEACHER TO ASCERTAIN REASON

When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.¹

REPORT TO DPP

The teacher shall immediately report the withdrawal and the reason for it to the Superintendent's office (Director of Pupil Personnel).

CHANGE OF RESIDENCE

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.¹

MISSING CHILDREN

The Director of Pupil Personnel shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.¹

PERMISSION REQUIRED

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate his/her education prior to graduation, s/he shall comply with the requirements of [KRS 159.010](#).

A written permission for withdrawal shall be required from the parent, guardian, or other person residing in the state and having custody or charge of the student before the unmarried student may withdraw.

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday.²

Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in daily attendance in the schools to which they are assigned and shall be subject to compulsory attendance.²

FOLLOW-UP BY DISTRICT PERSONNEL

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student between the ages of sixteen (16) and eighteen (18) who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.²

REFERENCES:

¹[KRS 159.170](#); [KRS 158.032](#)

²[KRS 159.010](#); [KRS 159.020](#)

RELATED POLICY:

09.122

Adopted/Amended: 01/01/1900

Order #:

Admissions and Attendance

RESIDENCE DEFINED

Students in the custody of a parent or guardian who resides in the District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other students shall be classified as nonresidents for school purposes.¹

HOMELESS CHILDREN AND YOUTH

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless students enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.²

IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

NONRESIDENTS

Nonresident students may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.³

Written nonresident student contract information shall be kept on file at both the attending and resident districts.

TRANSFER OF ADA

Nonresident students may be admitted to the District schools upon payment of tuition and/or transfer of the student's average daily attendance as defined under Kentucky's public school fund.^{4&5}

Admissions and Attendance**NON-IMMIGRANT FOREIGN STUDENTS**

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.⁶

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

Admissions and Attendance

REFERENCES:

¹KRS 159.010; OAG 78-64

²42 U.S.C. 11431 et seq. (McKinney-Vento Act)

³KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602

⁴KRS 157.320

⁵702 KAR 7:125

⁶KRS 158.155; KRS 157.330, KRS 158.150

704 KAR 7:090; OAG 91-171

Public Law 104-208; P. L. 107-110 (No Child Left Behind Act of 2001)

8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214

Plyler v. Doe, 457 U.S. 202 (1982)

Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

09.11, 09.123, 09.124, 09.125, 09.211

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:
Order #:

Absences and Excuses

~~Pupils~~Students are required to ~~regularly and punctually~~ attend on time, daily at the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.¹

TRUANCY DEFINED

Any pupil who has been absent from school without valid excuse for three (3) days or more, or who has been tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. ~~A tardy shall be recorded for a pupil who is absent sixty (60) minutes or less of the regularly scheduled school day; the actual percentage of the school day shall be recorded for attendance of a pupil absent for more than sixty (60) minutes of the regularly scheduled day; and a full day absence shall be recorded for a pupil who is absent 100 percent of the regularly scheduled day.~~

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family, (a physician's note is required for verification after (10) absences for illness).
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
9. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Provided the date(s) requested do not conflict with the State or District testing periods, a student shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board.

A student receiving an excused absence to pursue an educational enhancement opportunity shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by [KRS 157.320](#).

Absences and Excuses**PARENT NOTES**

Parents/guardians are to notify the school on the day on which their child is absent and provide notes to explain and confirm excused absences and tardies within three (3) school days of the student's return.

MAKE-UP OPPORTUNITIES

A student receiving an excused absence shall have the opportunity to make up missed schoolwork pursuant to procedures outlined in the code of acceptable behavior and discipline and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. ~~A student returning to school after an excused absence or suspension may request make-up work within three (3) school days of his/her return to each class. The student shall have the number of school days of absence or suspension plus one (1) school day from the time he or she receives the make-up work to turn it in to the teacher.~~

~~The local School-based Decision Making Council, or if none exists, the pPrincipal, with input from teachers and parents, shall establish rules regarding make-up work for unexcused absences other than suspensions.~~

~~For students absent due to suspension, make-up work may be requested within three (3) school days of return from the suspension. Make-up work will include only written daily work (when possible), tests and major projects. Make-up work will be provided to the student as arranged with the teacher. The student will have the number of school days of suspension, plus one (1) school day, from the time s/he receives the make-up work to submit work to the teacher. When an absence or suspension occurs at the end of a semester or school year, the student or parent/guardian can make arrangements with the school administrator to take tests and turn in major projects.~~

REFERENCES:

¹[702 KAR 007:125](#)

[KRS 36.396, KRS 38.470, KRS 40.366](#)

[KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294](#)

[KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180](#)

[OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28](#)

RELATED POLICIES:

09.111, 09.122, 09.4281

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 01/01/1900

Order #:

Dismissal from School**RELEASE OF STUDENTS**

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released pursuant to the original written instructions provided by the parent/guardian.

Unless the school has been informed and given evidence of a state law or court order concerning the status of the student, both parents shall have the right to release of the student under their care.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

RELEASE PROCESS

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

EXCEPTIONS

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal/designee.

REFERENCE:

[702 KAR 007:125](#)

RELATED POLICIES:

09.12311; 09.432
09.434; 10.5

Adopted/Amended: 01/01/1900

Order #:

**Release of Student Information to
Divorced, Separated, or Single Parents**

The Board shall release information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures:

Unless the school has been informed and given evidence of a court order concerning the release of information concerning the student, both parents shall have equal access to any information concerning the student.

REFERENCES:

20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
[OAG 85-130](#), [OAG 90-52](#)

RELATED POLICIES:

01.0
09.14

Adopted/Amended: 01/01/1900
Order #:

Students of Military Families

The following are key provisions that apply to students from military families that are based on the compact agreed upon by states belonging to the Interstate Commission on Educational Opportunity for Military Children:

ENROLLMENT

Students from a household of an active duty service member who are moving into the District shall be enrolled and appropriately placed as quickly as possible based on information provided in the student's unofficial records pending validation by the official record that the District shall request from the sending school.

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in a jurisdiction other than that of the custodial parent may continue to attend the school in which s/he was enrolled while residing with the custodial parent.

TUITION

Tuition shall not be charged for a transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in the jurisdiction other than that of the custodial parent.

IMMUNIZATION REQUIREMENTS

Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations or additional time as may be determined by the Interstate Commission Compact rules.

PLACEMENT

Kindergarten and first grade students from a household of an active duty service member moving into the District from an accredited school in another state shall be allowed to continue placement at their current grade level, regardless of age.

Decisions about placement of students from military families in educational programs shall be based on current educational assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to the following programs:

1. Gifted and talented; and
2. English as a second language (ESL).

This shall not preclude the District/school from performing subsequent evaluations to ensure appropriate placement of a student.

SPECIAL EDUCATION SERVICES

The District shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP).

The District shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing Section 504 (Title II) Plan*, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

* In Kentucky, a student Title II Plan is the same as a Section 504 Plan.

Students of Military Families**DEPLOYMENT-RELATED ABSENCES**

Students whose parent or legal guardian is an active member of the uniformed services, as defined by this compact, and has been called to active duty or, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment.

EXTRACURRICULAR PARTICIPATION

The District shall facilitate the opportunity for transitioning children of military families to participate in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

GRADUATION REQUIREMENTS

The District shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the District shall ensure receipt of a diploma from the sending school district if the student completed graduation requirements of that district.

Exit exam scores from sending schools shall be accepted in accordance with the Interstate Commission Compact.

CHILDREN OF CIVILIAN MILITARY EMPLOYEES

Children of civilian military employees shall be afforded the same rights as children of military families under [KRS 156.730](#) if the parents are required to move to perform their job responsibilities resulting in the students having to change schools.

REFERENCES:

[KRS 156.730](#); [KRS 156.735](#)

Individuals with Disabilities Education Improvement Act of 2004
Section 504 of the Rehabilitation Act; District 504 procedures
Americans with Disabilities Act

RELATED POLICIES:

02.4241; 08.113; 08.131; 08.132; 08.13452
09.12; 09.121; 09.123; 09.124; 09.211; 09.3; 09.313

Adopted/Amended: 01/01/1900
Order #:

Student Fees

BOARD APPROVAL REQUIRED

Fees for rental or purchase of instructional resources may be charged. All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

Fees collected for a specific purpose shall be used for that purpose only.

CLASSROOM SUPPLIES

The Principal shall review any supply lists or written requests for supplies to be purchased by parents prior to such lists or written requests being sent to parents.

INABILITY TO PAY

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.¹

WAIVER OF FEES

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.²

REFERENCES:

¹[KRS 158.108](#); [704 KAR 003:455](#)

²[KRS 160.330](#); [702 KAR 003:220](#)

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

08.232

Adopted/Amended: 01/01/1900

Order #:

Health Requirements and Services

HEALTH AND SAFETY

The Superintendent shall develop procedures to insure District compliance with all health and safety governance requirements.

The protocols and guidelines for health procedures performed by health professionals and school personnel shall be accessible to school personnel.¹ Policies and related procedures for these policies in the 09.2 section of this Manual, as referenced in the Health Services Reference Guide, are incorporated herein.

REQUIREMENTS

All students shall meet school health requirements as required by Kentucky Administrative Regulation.²

The Board shall adopt a program for continuous health supervision for all students, including screening tests related to growth and development.

REFERRAL

Referral and appropriate follow-up of an abnormality noted by screening or teacher observation shall be recorded on school health records.

EMERGENCY CARE

Schools shall have emergency care procedures as required by 702 KAR 1:160.

HEALTH RECORD

Each school shall initiate a cumulative health record for each student entering school. Such record shall be maintained throughout the student's attendance on forms prescribed by the Kentucky Administrative Regulation or maintained electronically in the student information system.

REFERENCES:

¹[KRS 156.501](#)

² 702 KAR 1:160

[KRS 158.297](#); [KRS 159.150](#)

Health Services Reference Guide

RELATED POLICIES:

08.1213; 08.131; 08.222; 09.2 (entire section); 09.211; 09.224

Adopted/Amended: 01/01/1900

Order #:

Contagious Diseases

The Superintendent/designee, in cooperation with ~~the Louisville and Jefferson County Board of Health~~ the Louisville Metro Department of Public Health and Wellness, ~~will~~shall develop procedures for the control of communicable disease in the ~~d~~District. All procedures ~~will~~shall conform to the regulations for communicable disease control issued by state agencies.

NOTIFICATION

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's Principal if the student has any medical condition which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.¹ The Principal/designee shall notify Health Services who shall provide the Principal/designee with appropriate procedures and protocols.

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent/designee shall obtain from consultation with the student's health care provider or the Louisville Metro Department of Public Health and Wellness medical director.

EPIDEMICS

In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the Board may close the schools.¹

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as AIDS/HIV, as set forth in Kentucky Administrative Regulation.

MEDICAL CONFIDENTIALITY

Unless otherwise permitted by law, signed parental consent designating District personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel.

The Superintendent/designee shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

CLEANUP PROCEDURES

The Superintendent/designee shall develop procedures to promote adequate and proper cleanup and measures to aid in the prevention of infection and communicability of contagious diseases.

REFERENCES:

¹[KRS 158.160](#)

[902 KAR 002:020](#)

Kentucky Department for Public Health; Centers for Disease Control and Prevention

[KRS 214.185](#)

Adopted/Amended: 01/01/1900

Order #:

Student Health and Safety

PRIORITY

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state regulatory agencies relating to student safety and sanitary conditions shall be implemented in each school.

HEALTH SERVICES TO BE PROVIDED

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician, nurse practitioner or registered nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by Health Services in accordance with the Kentucky Department of Education (KDE) requirements.

SAFETY PROCEDURES

All students shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

SUICIDE PREVENTION

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of training on suicide prevention.³

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

REFERENCES:

¹[KRS 156.501](#); [KRS 156.502](#); 702 KAR 1:160

²[KRS 156.095](#)

³KRS 158.070

[KRS 156.160](#)

[702 KAR 005:030](#)

RELATED POLICY:

09.2241

Adopted/Amended: 01/01/1900

Order #:

Emergency Medical Treatment**FIRST-AID ROOM**

A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

In accordance with state law, every school shall have personnel trained each school year to administer emergency medication to students for seizures (Diasat), diabetes (Glucagon), life threatening allergic reactions (EpiPen) and asthma (Nebulizer, inhaler, etc.) as directed on the appropriate "Primary Care Provider Authorization" form.

INFORMATION NEEDED

A number at which parents can be reached and the name of the health care provider shall be maintained at each school for all of its students.¹ Parents shall be notified in the event of an accident.

REFERENCES:

¹[704 KAR 004:020](#)
[KRS 156.160](#)
[KRS 156.502](#)
[KRS 158.838](#)

RELATED POLICIES:

09.21
09.22
09.2241

Adopted/Amended: 01/01/1900
Order #:

Student Medication

School employees who have completed the appropriate annual (by school year) health services training in accordance with state law may store a student's medication and call the student to take the medication if the “*Authorization to Give Prescription Medication*” form and/or the “*Authorization to Give Over the Counter Medication*” form and/or the appropriate “*Primary Care Provider Authorization*” form has been completed.

The “*Authorization to Give Prescription Medication*” form must be notarized, the medication must be in its original container and written instructions from the health care provider (physician, nurse practitioner, etc.) must be on the container.

The “*Authorization to Give Over the Counter Medication*” form must include the health care provider’s instructions and signature for administering the medication and the medication must be in its original container.

The “*Primary Care Provider Authorization*” form must include the health care provider’s instructions and signature, along with the parent/guardian’s signature.

When ~~JCPS~~ medically licensed District personnel are available and are acting within their scope of practice, the medically licensed personnel may administer any medication and/or treatment with the ~~parent/guardian’s~~ written authorization of the parent/guardian and healthcare provider.

Students may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file.¹

SELF-ADMINISTRATION

Under procedures developed by the Superintendent, a student may be permitted to carry and self-administer medication limited to an EpiPen, asthma inhaler and/or diabetic medication and supplies that have been prescribed or ordered by a health care provider as documented by the appropriate “*Primary Care Provider Authorization*” form for the current school year.^{2 & 3}

Students shall not carry any other prescription or over the counter medication. Students shall not share any prescription or over the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

REFERENCES:

¹[OAG 73-768](#)

²[KRS 158.834](#)

³[KRS 158.836](#)

[OAG 77-530](#)

[OAG 83-115](#)

RELATED POLICIES:

09.22

09.224

Adopted/Amended: 01/01/1900

Order #:

Health Care Examinations School Health Requirements**IMMUNIZATIONS**

A valid immunization certificate shall be on file within two (2) weeks of a student's enrollment in school.^{1, 2 & 4} Forms relating to exemptions from immunization requirements shall be available at each school. Immunizations/exemptions shall be reported on the state-required forms.

Immunization certificates shall be kept current.¹

PREVENTATIVE HEALTH CARE EXAM

As required by Kentucky Administrative Regulation, all ~~pupils~~students shall undergo preventative health care examinations within one (1) year prior to the ~~child's~~student's initial admission to school and again upon entry into sixth grade. The results shall be submitted to the school within two (2) months of enrollment. ~~Additionally, an eye examination shall be performed by an optometrist or ophthalmologist and submitted to the school no later than January 1 of the first year that the child is enrolled in public school, public preschool, or Head Start.~~ Results of these examinations shall be reported on the state-required forms.

DENTAL EXAM

A dental screening or examination shall be required for five (5) and six (6) year old students enrolling in the District and shall be submitted no later than January 1 of the first year that the student is enrolled in the District. This is a one-time requirement. Results of the examination shall be reported on the state-required form.

VISION EXAM

A vision examination performed by an optometrist or ophthalmologist shall be required for three (3), four (4), five (5) or six (6) year old students enrolling in the District and shall be submitted no later than January 1 of the first year that the student is enrolled in the District. This is a one-time requirement. Results of the examination shall be reported on the state-required form.

REFERENCES:

¹ [KRS 156.160; 704 KAR 004:020](#)

² [KRS 214.036; KRS 214.034](#)

³ [902 KAR 002:090](#)

⁴ [KRS 158.035](#)

[OAG 82-131](#)

[902 KAR 002:060](#)

Health Services Reference Guide, Kentucky Department of Education

RELATED POLICIES:

09.121

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 01/01/1900

Order #:

Conduct on School Bus**STUDENTS' RESPONSIBILITIES**

Students shall conform to transportation rules and regulations prescribed under state statutes¹ and under state and local regulations.

INSTRUCTION IN BUS CONDUCT AND SAFETY

Instruction in bus conduct and safety shall be provided all transported students. Instruction shall include the following rules:

STUDENTS TO WAIT AT ASSIGNED STOP

Students shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus.

CROSSING ON DRIVER'S SIGNAL

Students shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

CROSSING IN DRIVER'S VISION

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

SEATING

When students enter the bus, they shall proceed directly to a seat.

SEATED UNTIL COMPLETE STOP

Students shall remain seated until the bus has come to a complete stop.

BODY NOT TO PROTRUDE FROM WINDOW

Students shall not extend their arms, legs, or heads out the bus windows.

CHANGING SEATS

Students shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

STUDENT NOISE

Students shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

REFERENCES:

¹[KRS 156.160](#), [KRS 156.070](#), [KRS 189.540](#), [KRS 160.340](#), [KRS 160.290](#)

RELATED POLICY:

06.34 (bus disciplinary policy)

Adopted/Amended: 01/01/1900

Order #:

Scholastic Student Accident Insurance Program**INSURANCE PROGRAM TO BE PROVIDED**

The Jefferson County Public Schools District shall issue a master group policy with an insurance carrier, selected in compliance with prevailing state law, for accident coverage of students. ~~This group plan shall be offered as a public service, and enrollment shall be optional.~~

~~Insurance enrollment material shall be distributed to all schools and offices at the beginning of the school year.~~

RELATED POLICY:

09.312

Adopted/Amended: 01/01/1900

Order #: