

KSBA Procedure Service 2014 Procedure Update (#18) Checklist

District: Spencer County Schools

Please complete the procedure checklist (date of your Board's review), and return it (signed and dated) to the KSBA Policy Service by September 1 or at your earliest opportunity. Please indicate below what decision you have made on the proposed new/revised procedures enclosed for your review.

Procedure Number	Accept as Written	Accept with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
01.61 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.19 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.1 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.11 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.11 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.111 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.133 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.133 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.11 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.11	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.111	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.15 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.224 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.2241 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.4281 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Procedure Number	Accept as Written	Accept with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
03.125 AP.2 ¹	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

*Please attach a copy of the modified procedure. DO NOT RETYPE the procedure - simply indicate the district-initiated changes by writing in colored ink, circling, highlighting, etc.

Superintendent's Signature

Date

Please return this completed form to KSBA by September 1 or at your earliest opportunity. Please contact your KSBA Consultant if you need KSBA to completely reprint all procedure pages or to order additional new manuals, instead of just getting copies of the updated procedures.

2014-15
PROCEDURE REVIEW/UPDATE

09.14 AP.11 – **Family Educational Rights and Privacy Act** – **add** – “The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization **that shall include breach security standards**. Such disclosure does not require parent/eligible student consent.

03.125 AP.21 – **Personnel** – **Travel Request Form** – see attached sheet

05.4 AP.1 – **Use of Automatic External Defibrillators (AED)** – see attached sheet

Travel Request Form

This form is to be used for employees who are requesting professional development, conference or overnight travel and for board members requesting conference or overnight travel.

NAME _____

☐ Board Member☐ Employee☐ Other, as specified _____

School/Work Site _____ Conference/Workshop _____

Date(s) _____ Departure Time _____ Return Time _____

Description of the PD Opportunity: _____Does the PD relate to the goals and objectives of: (please circle)

1) Individual Growth Plan 2) School Improvement Plan 3) District Improvement Plan

Provide a brief explanation of how it relates to the goals, objectives, and or activities of the IGP, SIP or DIP: _____Please indicate how this training will help you meet the needs of students and impact classroom instruction: _____Rationale for Attendance: _____Expenses paid by: ☐ Individual ☐ Board ☐ Special Education ☐ KEA ☐ Co-op
☐ School Council ☐ Other, as specified _____Substitute Needed? ☐ No ☐ Yes Number of Days _____Registration Reimbursement Requested ☐ No ☐ Yes, Amount: _____

Estimated Mileage _____ Total Miles: _____ Total Cost \$ _____

MapQuest is required to be submitted to document mileage. Mileage will be reimbursed at 40¢ per mile.Lodging Reimbursement Requested ☐ No ☐ YesAmount per night _____ ☐ Regular Rate ☐ Business Rate ☐ Conference Rate*The District will not reimburse for lodging expenses for guests/traveling companions.*Meals Reimbursement Requested: ☐ No ☐ Yes Per diem rates: Breakfast \$9; Lunch \$14; Dinner \$23*Overnight stay is required for meal reimbursement. The per diem rates include customary tip/gratuity.*Receipts required for all expenditures except for meals which are paid on a per diem basis.Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 20% of the meal charge. Receipts required for all expenditures except for meals which are paid on a per diem basis.**After Conference/Workshop, turn in expenses for registration, lodging, meals, and other related charges on a Travel Voucher Form (03.125 AP.22) and attach receipts, as appropriate, within one (1) week of travel.**_____
Applicant's Signature_____
Date_____
Superintendent/Designee's Signature_____
Date_____
Principal/Supervisor/Designee's Signature_____
Date

PO#: _____

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Use of Automatic External Defibrillators (AED)

NOTE: If an AED is not immediately available, perform CPR until AED arrives on the scene.

PURPOSE OF PROCEDURE:

To provide trained employees of the District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

DURING SCHOOL HOURS:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist.
2. Follow universal personal precautions. (add)**
3. Determine responsiveness of victim.
4. Activate emergency system:
 - a) At any phone, dial 911.
 - b) Call main office and alert them to emergency and location of unconscious person.
 - c) Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene.
 - d) The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived: ~~Remove this: Open airway.~~
~~Check for breathing — if not breathing, or if breathing is ineffective, give two (2) slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If victim is breathing, place him/her in the recovery position, and monitor breathing closely.~~
Replace with: a) Assess responsiveness and signs of life. If patient is not responding and has no sign of life, call 911 and obtain the AED.
 - a) If there are no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.
- NOTE:** If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform ~~one (1)~~ two (2) minutes of infant/child CPR prior to activating the emergency response system and getting the AED.
5. Turn on the AED- follow voice prompts.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c) Wipe chest clean and dry if victim's chest is dirty or wet.
 - d) Press electrode pads firmly to skin.

Use of Automatic External Defibrillators (AED)**AFTER SCHOOL HOURS**

1. Head Coach -covered events:
 - a) Determine unresponsiveness
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert athletic staff of emergency by sending a runner to inform the head coach, athletic director or field/gym manager.
 - c) If present, the head coach or designee will retrieve the AED.
 - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e) Follow procedure outlined above. See During School Hours section starting with 4a.
2. Other school events (if AED is available)
 - a) Determine responsiveness.
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert the supervising staff member of the emergency.
 - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
 - d) Follow procedure outlined above. See School Hours section starting with 4a.

AFTER USE

1. A copy of AED Reporting Form will be sent within 24 hours (weekdays) of the emergency to:
 - a) Medical Director
 - b) AED Program Coordinator
2. The responder will document the event using the District accident form and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to manufacturer guidelines.
4. Electrode pads must be replaced and reconnected to the device.
5. Contents of the resuscitation kit must be replaced if used.
6. Critical Event Stress debriefing will be conducted by:
 - a) Medical Director
 - b) AED Program Coordinator

EXPLANATION: EFFECTIVE JANUARY 1, 2015, HB 5 DEFINES "PERSONAL INFORMATION" AND SETS NOTIFICATION REQUIREMENTS TO ADDRESS A SECURITY BREACH.
FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF NOTIFICATION OF INDIVIDUALS IF A SECURITY BREACH OCCURS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61 AP.11

Notice of Information Security Breach

PROTECTION AND PREVENTION

The District will take reasonable security measures in accordance with KRS 61.931 - KRS 61.933, to guard against the foreseeable loss or exposure of restricted personal information that it maintains or possesses about staff, students, and parents. The District will consider practices concerning physical, technical and administrative safeguards for both paper and electronic records addressed in the Kentucky Department of Education report entitled HB 341: Personal Data Security Study.

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The Superintendent/designee shall oversee a process to identify the following information to be kept on file in the Central Office:

- What information is considered restricted;
- Where it currently resides;
- How it is protected;
- As included in the District budget, the maximum amount to be spent in notifying individuals of a breach; and
- Who is responsible for providing each level of security for each piece of restricted information.

"Personal information" is defined as an individual's first and last name or first initial and last name; personal mark; or unique biometric or genetic print or image, along with any data element listed below:

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- Account number, credit or debit card number, that, in combination with any required security code, access code, or password would permit access to an account;
- Social Security number;
- Taxpayer identification number that incorporates a Social Security number;
- Driver's license number, state identification card number, or other individual identification number issued by any agency;
- Passport number or other identification number issued by the United States government;
or
- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.

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Restricted personal information is defined as that information protected under federal or state law (FERPA, HIPAA, Kentucky Open Records law, etc.). Examples of restricted personal information includes, but is not limited to, social security or other identification number, financial account access information, medical records, computer passwords and security codes. Restricted personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

Notice of Information Security Breach**PROTECTION AND PREVENTION (CONTINUED)**

A ~~breach of information security breach~~ refers to:

- an unauthorized acquisition, ~~distribution, disclosure, destruction, manipulation, or release~~ of ~~unencrypted or unredacted records or data in either electronic or paper format~~ ~~that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information~~ and results in the likelihood of harm to one (1) or more individuals; or
- ~~an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of encrypted records or data containing personal information along with the confidential process or key to unencrypt the records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals.~~

A security breach does not include the ~~Good-faith acquisition of such personal information by an employee, agent, or nonaffiliated third party of the agency for the purposes of the agency is not a security breach if the personal information is not used for a purpose related to the agency and~~ is not disclosed to others without authorization.

INCIDENT RESPONSE PLAN SECURITY PROCEDURES AND PRACTICES

The District shall ~~implement, maintain, and update security procedures and practices, including taking any appropriate corrective action, to protect and safeguard against security breaches, consider developing an incident response plan to provide direction in the event of a suspected information breach. That plan should be reviewed annually by staff designated by the Superintendent.~~

~~In Once it is determined ing whether restricted by the District or the District is notified of a security breach relating to personal information is reasonably believed to have been acquired by a person without valid authorization, the following shall take place as soon as possible, but within seventy-two (72) hours of the determination; appropriate action should be taken, after the following have been considered:~~

1. ~~Indications that the information is in the physical possession and control of an unauthorized person such as, but not limited to, a lost or stolen computer or document, file or other record containing personal information;~~
2. ~~Indications that the information has been downloaded or copied;~~
- ~~Indications that the information has been used by an unauthorized person to establish fraudulent accounts or instances of identity theft; and~~
- ~~Any other factors that the District deems appropriate and relevant to such a determination.~~

1. ~~Notify the Commissioner of the Kentucky State Police, Auditor of Public Accounts, Attorney General and the Commissioner of Education; and~~
2. ~~Begin conducting a reasonable and prompt investigation in accordance with the security and breach investigation and practices in accordance with state law.~~

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Notice of Information Security Breach**NOTIFICATION OF BREACH**

Upon conclusion of the investigation, if it is determined that a security breach has occurred and that misuse of personal information has occurred or is likely to occur, the District shall within forty-eight (48) hours notify the Commissioner of the Kentucky State Police, Auditor of Public Accounts, Attorney General, the Commissioner of Education, and the Commissioner of the Department of Libraries and Archives. Within thirty-five (35) days of providing these notices, the District shall notify all individuals impacted by the security breach as provided by law.¹ These notices shall be delayed upon written request of a law enforcement agency that the notices would impede an investigation.

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CONTRACTS WITH NONAFFILIATED THIRD PARTIES - INFORMATION SECURITY

On or after January 1, 2015, agreements calling for the disclosure of "personal information" to nonaffiliated third parties shall require the third party contracting with the District to follow information breach and security standards at least as stringent as those applicable to the District.

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OTHER PRIVATE INFORMATION

In the case of breach of information made private by law that does not fall within the definition of "personal information", the District may engage in similar investigative, response, or notification activities as provided above. Alternatively, the District may, after reasonable investigation, provide Notice of a breach of information security should be provided to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without unreasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation. Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

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INCIDENT RESPONSE PLAN (CONTINUED)

Depending on the number of people to be contacted, notification may be in the form of a face-to-face meeting, phone call, posting on a Web site or sending a written notice to each affected person's home. Notice should include the specific information involved and, when known, an estimate of how long it has been exposed, to whom the information has been released and how the breach occurred. In addition, the individual should be advised whether the information remains in the physical possession of an unauthorized person, if it has been downloaded or copied, and/or, if known, whether it was used by an unauthorized person for identity theft or fraud purposes.

REFERENCES:¹KRS 61.933KRS 61.931; KRS 61.932

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EXPLANATION: THIS OVERHAUL IS NEEDED DUE TO CHANGES TO 704 KAR 3:035 ADDRESSING PROFESSIONAL DEVELOPMENT REQUIREMENTS.
FINANCIAL IMPACT: NONE ANTICIPATED

PERSONNEL

03.19 AP.1

- CERTIFIED PERSONNEL -

Professional Development

DEFINITIONS

Professional development is defined as professional learning that is an individual and collective responsibility, that fosters shared accountability among the entire education workforce for student achievement, and:

1. Aligns with Kentucky's Core Academic Standards in 704 KAR 3:303, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

Professional development program means a sustained, coherent, relevant, and useful professional learning process that is measurable by indicators and provides professional learning and ongoing support to transfer that learning to practice.

DISTRICT PROFESSIONAL DEVELOPMENT PROGRAM

The school and District, under the direction of the Professional Development Coordinator (PDC), shall develop and implement a programplans of continuing professional development ~~for all certified employees based on the District's professional development plan(s).~~ The programplans shall include, but not be limited to, the following components:

1. A clear statement of the school or District mission;
2. Evidence of representation of all persons affected by the Professional Development plan;
3. A needs assessment analysis;
4. PD objectives that are focused on the school or District mission, derived from needs assessment, and that specify changes in educator practice needed to improve student achievement; and
5. A process for evaluating impact on student learning and improving professional learning, using evaluation results.

Professional development activities shall be in accordance with Kentucky State Regulation.

Professional Development

- ~~Assemble a representative PD Committee composed of teachers and administrators to assist in program planning.~~
- ~~1. Recommend to the Superintendent/designee long range training priorities based on the needs assessment.~~
- ~~1. Recommend four (4) dates for professional development to the Superintendent/designee for inclusion in the calendar by APRIL of each year.~~
- ~~1. Recommend number of District, school-based and flexible (if applicable) professional development days to the Superintendent.~~
- ~~1. Approve/disapprove District, school-based and flexible professional development prior to their implementation and provide a rationale for those not approved.~~
- ~~1. Assure appropriate training strategies and use local personnel, when appropriate, to train colleagues.~~
- ~~1. Recommend consultants, as necessary.~~
- ~~1. Develop a budget for staff development.~~
- ~~1. Assist Principals by using effective professional development to meet District/school goals.~~
- ~~1. Assist with logistical arrangement for professional development activities (sign-in sheets, evaluations, equipment, etc.~~
- ~~1. Prepare and submit to the Superintendent for Board approval the Master Professional Development Plan for the coming year.~~

SCHOOL-BASED PDC RESPONSIBILITIES

~~Each school shall have a school-based professional development committee which shall meet as necessary to conduct the school's needs assessment, make recommendations for professional development topics, or direct other activities as needed.~~

CERTIFIED STAFF RESPONSIBILITIES

~~In addition to job-embedded professional learning included in the Professional Development Plan, it is the responsibility of each full-time certified staff member to plan and complete the twenty-four (24) hours of professional development for which s/he is paid required in the District calendar. Part-time employees shall complete the appropriate portion of the twenty-four (24) hours. Credit shall be awarded only for development activities that address needs identified in school/District Comprehensive Improvement plans.~~

Professional Development**ADMINISTRATIVE WORKSHOP**

~~An administrator's workshop may be held/conducted to include, but not be limited to, organizational management, instructional leadership, communication and interpersonal relations, staff evaluation, fiscal and facilities management, and goals for the new school year. This workshop will be under the direction of the Superintendent/designee who will have the authority to commit funds for travel, presenters, lodging, meals, and other related expenses.~~

NEW TEACHER ORIENTATION

Prior to the opening of school all teachers new to the District shall be required to attend an orientation session to acquaint new personnel with Board policies, administrative procedures, Central Office staff and the Principal(s) to whom they are assigned. The Superintendent/designee will be responsible for the program and all arrangements.

WHEN CONDUCTED

~~District and school-based professional development must be conducted on days designated in the calendar. Flexible hours may be completed after school, on weekends or during the summer if activities are pre-approved by the professional development committee. Individuals may be excused from District and school-based professional development if they meet the requirements for claiming a sick day or an emergency day. Vacation and personal days may not be used on designated professional development days. All flexible hours must be completed.~~

REQUIREMENT MUST BE FULFILLED

~~The p~~Professional development is ongoing. However the twenty-four (24) hours required by statute requirement must be fulfilled by the third Friday of June of each year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals and mileage are the responsibility of the individual unless supplemental funds are provided by another source.

RELATED PROCEDURES:

03.125 AP.21
03.19 AP.21

EXPLANATION: THESE CHANGES CLARIFY THAT REPORTS BY BOTH THE USDA AND KDE ARE REQUIRED BY SCHOOLS. HOUSEHOLD INCOME FORMS ARE TO BE USED BY DISTRICTS/SCHOOLS THAT PARTICIPATE IN THE COMMUNITY ELIGIBILITY PROVISION. THIS MEETS REQUIREMENTS OF BOTH THE FREE AND REDUCED LUNCH PROGRAM AND COMMUNITY ELIGIBILITY PROVISIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.1 AP.1

School and Community Nutrition Program

PROGRAM FUNDS

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
 - a. The purchase of land.
 - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept ~~for through the current fiscal year and the a period of three (3) fiscal years that follow or through the completion of any unresolved audit issues, whichever is longer, and are subject to audit by state and federal officials.~~
It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

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FOOD SERVICE/SCHOOL NUTRITION DIRECTOR REPORT

Each year, the District/area Food Service/School Nutrition Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.

4. ~~An evaluation of compliance with the National School Breakfast/Lunch program;~~
- ~~An evaluation of the availability of contracted fast foods or foods sold through commercial vendors;~~
5. ~~A review of access to foods and beverages sold outside the National School Breakfast/Lunch program, including vending machines, school stores, canteens and a la carte cafeteria sales;~~
5. ~~A list of foods and beverages available to students, noting the nutritional value of those foods and beverages; and~~
- ~~Recommendations for improving the school nutrition environment.~~

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REFERENCES:

702 KAR 6:090

7 C.F.R. 245.6

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EXPLANATION: PER COMMUNICATION WITH KDE, OFFICIALS ENABLED TO PROCESS AND ACT ON FREE AND REDUCED APPLICATIONS ARE NOT STRICTLY DICTATED BY TITLE IN LAW AND REGULATION BUT MUST HAVE A "NEED TO KNOW". THESE OFFICIALS SHOULD BE CONSISTENT WITH THOSE DESIGNATED IN THE APPLICATION AND AGREEMENT ENTERED INTO WITH KDE. TO ALLOW FLEXIBILITY, THIS A.P. USES A DEFINITION OF "AUTHORIZED SCHOOL OFFICIAL", HOWEVER DISTRICTS HAVE THE OPTION TO SPECIFY AN APPROPRIATE OFFICIAL AUTHORIZED UNDER THE APPLICATION AND AGREEMENT. ALSO, **THIS DOCUMENT APPLIES ONLY TO SCHOOLS THAT PARTICIPATE IN FREE AND REDUCED MEALS PROGRAM. DISTRICTS THAT PARTICIPATE OR HAVE SCHOOLS THAT PARTICIPATE IN THE COMMUNITY ELIGIBILITY PROVISION (CEP) SHOULD CONTACT THEIR KSBA CONSULTANT FOR AN ALTERNATE PROCEDURE.**

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11 AP.1

Free and Reduced-Price Meals

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, federal and state policies and regulations must be followed.

DEFINITION

For purposes of this administrative procedure, "authorized school official" means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education who are authorized by applicable law and regulation to process information or act in connection with the matter described.

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STUDENTS

To implement required policies and regulations, these procedures will be followed for student participants:

1. Free and reduced-price meals will be granted on the basis of need as determined by state and federal guidelines.
2. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year. If applicable, an application form for free and reduced-price meals will accompany the letter. Applications will be kept on file ~~for a period of through the current fiscal year and the three (3) fiscal years and are subject to audit by state and federal officials that follow or through the completion of any unresolved audit issues, whichever is longer.~~
3. If school personnel have knowledge of a student who is in need of free or reduced-price meals but does not have the parents' cooperation to submit an application, an application shall be submitted in the student's name by an authorized school official ~~the Principal or SFS Coordinator.~~
The parents shall be notified that the child has been certified eligible to receive free/reduced price meals.
4. After reviewing the application for free and reduced-price meals, the eligibility of each student shall be determined by an authorized school official ~~the SFS Coordinator.~~
5. Written notification of approval or denial of the application shall be provided to the parents, ~~by the SFS Coordinator.~~
6. If the parent or guardian is dissatisfied with the above decision regarding free and reduced-price meals, an appeal may be made to an authorized school official ~~the Superintendent/designee.~~
7. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent or designee ~~Director of Pupil Personnel.~~

Free and Reduced-Price Meals

ADULTS

All school personnel regularly assigned to a school may have access to meals served in the school food service program. The cost of the meal shall be determined by the Board. Charges for adult meals shall be as follows:

1. Those adults who are assigned to work full or part-time in the school food service program and whose salaries are paid entirely from food service funds may receive meals at no cost.
2. All other District employees who do not provide a service in the operation and administration of the school food service program and all other adults shall pay the full adult meal price.

EXPLANATION: DOCUMENTS THAT COMPLY WITH FEDERAL FREE/REDUCED MEALS PROGRAM AND COMMUNITY ELIGIBILITY PROVISION MEAL PROGRAM ARE MORE EASILY LOCATED AT THE KY.GOV LINKS. THIS MEETS REQUIREMENTS OF BOTH THE FREE AND REDUCED LUNCH PROGRAM AND COMMUNITY ELIGIBILITY PROVISIONS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11 AP.21

**Notification to Parents of Child's Eligibility for Free/Reduced-Price Meals
Program Forms and Letters**

FREE AND REDUCED PRICE MEAL PROGRAM

Forms, household letters, and other documents relating to the Free/Reduced-Price meal program may be found at the following link:

<http://education.ky.gov/federal/SCN/Pages/Forms%20School%20Lunch%20Programs.aspx>

Hard copies of applications and other free-reduced price materials shall be made available at each school. Documents include, but are not limited to; Free and Reduced Meal Application and Instructions; Free and Reduced Policy Statement; letters to households for notification of direct certification, approval/denial, and availability of the program; and media releases.

COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM

Household Income Forms and other documents relating to the Community Eligibility Provision meal program may be found at the following link:

[http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-\(CEO\).aspx](http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-(CEO).aspx)

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EXPLANATION: FEDERAL COMPETITIVE FOODS REGULATIONS NOW RESTRICT SALE OF ALL COMPETITIVE FOODS FROM MIDNIGHT UNTIL THIRTY (30) MINUTES AFTER THE END OF THE SCHOOL DAY.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM SALES

SUPPORT SERVICES

07.111 AP.1

Competitive Foods

SALE OF COMPETITIVE FOODS

The sale or serving of any food or beverage item to students in competition with the School Food Service Program shall be permitted only in accordance with current federal and state laws and regulations. Specifically, the sale of competitive foods shall be prohibited ~~from the time of arrival of the first student until one-half (1/2) hour after the close of the last lunch period, from midnight before until thirty (30) minutes after the end of the school day.~~

EXPLANATION: REVISIONS TO 704 KAR 3:390 NO LONGER INCLUDE BENCHMARK ASSESSMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S
REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT
RENEWED ALL PROVISIONS IN THIS PROCEDURE MUST BE FOLLOWED.
FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REINSTATING SUPPLEMENTAL EDUCATION
SERVICES

CURRICULUM AND INSTRUCTION

08.133 AP.1

Extended School/Supplemental Educational Services

Eligible students shall be provided extended school (ESS) and/or supplemental educational services (SES) in accordance with the following procedures.

ELIGIBILITY FOR EXTENDED SCHOOL SERVICES

One (1) or more of the following methods of documentation shall be used to determine which students shall be eligible for and in the greatest need of extended school services:

1. Teacher recommendation;
2. Academic performance data, including diagnostic, formative, ~~or~~ interim, ~~and benchmark assessments, and or~~ summative assessments;
3. Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
4. Behavioral and developmental progress as documented in formal and informal assessments and reports.

SELECTION FOR EXTENDED SCHOOL SERVICES

Selection criteria for the extended school services program shall be in compliance with applicable administrative regulations.

NOTIFICATION TO PARENTS OF EXTENDED SCHOOL SERVICES

Parents of eligible students shall be notified using procedure 08.133 AP.2.

The District will **provide** a notice of the availability of extended school services, the rationale for offering extended school services, and consequences of not obtaining a high school diploma.

STUDENTS ATTENDING PRIVATE, PAROCHIAL OR HOME SCHOOLS

Students residing within the District's boundaries who attend private, parochial, or home schools must apply to be eligible for the after school tutorial program. Upon application, they may also be considered for enrollment in the summer school program as required by P.L. 107-110 (No Child Left Behind Act of 2001). Their eligibility and selection shall be based on the same criteria as students enrolled in the District schools.

Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following provision is shall be waived through the 2014-2015 school year. If the request is not renewed, then the following section shall be in force.

Extended School/Supplemental Educational Services**SUPPLEMENTAL EDUCATIONAL SERVICES**

Eligible students shall be provided supplemental educational services (SES). "Eligible students" mean all students from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring. "Supplemental educational services" means additional academic instruction designed to increase students' academic achievement such as tutoring, remediation, distance-learning technologies, or other educational interventions provided by state-approved service providers outside of the regular school day.

In providing supplemental educational services, the District shall:

1. Notify parents of eligible children about the availability of supplemental educational services in a manner that is clear and concise, as well as clearly distinguishable from other school-related information that parents receive.

The District shall post on the District/school web site(s) information about available supplemental educational services to include:

- a. The number of students who were eligible for and who participated in supplemental educational services (SES), beginning with data from the 2007-08 school year and for each subsequent year; and
 - b. A list of SES providers approved to serve the District, as well as the locations where services are provided for the current school year.
2. Help parents, at their request, choose a provider;
 3. Determine which students should receive services, pursuant to criteria set forth in federal law, if not all students can be served;
 4. Enter into agreements with service providers whom the parents select;
 5. Assist the Kentucky Department of Education (KDE) in identifying potential providers within the District;
 6. Provide information KDE needs to monitor the quality and effectiveness of the services that providers offer; and
 7. Protect the privacy of students who receive supplemental educational services.

REFERENCES:

KRS 158.6459
704 KAR 3:390

RELATED PROCEDURE:

08.133 AP.2

EXPLANATION: REVISIONS TO 704 KAR 3:390 NO LONGER INCLUDE BENCHMARK ASSESSMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.133 AP.2

Notification to Parents of Child's Eligibility for Extended School Services

Student's Name _____			
Last Name		First Name	Middle Initial
Student's Address _____			
City		State	ZIP Code
Student's Age _____	Date of Birth _____	Sex _____	Student's Phone Number _____
School _____	Grade _____	Homeroom/Classroom _____	

DATE _____

DEAR PARENT:

School District personnel have determined that your child is eligible for extended school services (ESS), to help ensure that s/he progresses from grade to grade with his/her cohort and that:

- ☐ Student exits elementary school ready to meet academic expectations at the middle school level;
- ☐ Student exits middle school ready to meet academic expectations at the high school level; and
- ☐ Student exits high school ready to meet academic expectations ~~of~~ at the postsecondary education level and in the workplace, with particular emphasis on literacy and mathematics.

This determination was based upon one (1) or more of the following:

- ☐ Teacher recommendation;
- ☐ Academic performance data, including diagnostic, formative, ~~or~~ interim, and ~~benchmark assessments, and/or~~ summative assessments;
- ☐ Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
- ☐ Behavioral and developmental progress as documented in formal and informal assessments and reports.

A ~~P~~personalized intervention plan and goals will be ~~addressed in keeping with the student's~~ included as part of your child's Individual Learning Plan.

NOTE: *Pupils shall not be excluded due to the inability of the parent or student to provide transportation.*

Notification to Parents of Child's Eligibility for Extended School Services**RECONSIDERATION**

You have the right to request we reconsider your child's identificationeligibility for extended school services outside of the school day. Check if you wish to make this request and return this form to the school:

- ☐ I request that the school review my child's eligibility for extended school services.
☐ I consent to my child's assignment in extended school services.

Reason for request: _____

Parent/Guardian's Signature

Date

Determination following review: ☐ The student remains eligible for ESS.

☐ The student is not eligible for ESS.

Principal/designee's Signature

Date

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS PROCEDURE MUST BE FOLLOWED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.11 AP.23

NCLB Transfer Notification Options

Because Pending renewal of the Kentucky waiver request to the U. S. Dept. of Education for flexibility ~~was granted~~, there will be no need to use school improvement/restructuring notification forms through the 20143-20154 school year. If the request is not renewed, then the following section shall be in force.

SCHOOL IMPROVEMENT YEAR 1

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____	FROM: _____
DATE: _____	GRADE: _____
RE: _____	_____
Student's Name	

In terms of our academic achievement, here is how our school compares with other schools in the District and in the state (information may be attached): _____

Our school was identified for these reasons: _____

We are working to improve student achievement by: _____

The District and state of Kentucky will help us by: _____

Parents wanting to get involved in addressing the academic issues that caused the school to be identified for school improvement should refer to the District's Title I Parental Involvement policy.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred, at no expense to you, to the same grade level at another public school selected by the District that has not been identified for school improvement, corrective action, or restructuring. Your child may also be eligible for transportation to or from that school at no cost to you.

☐ However, no other school option is available at this time for these reasons: _____

☐ The following are District schools available to accept transfers. Attached to this notice is information concerning performance and quality of the school(s). _____

You may also check our District web site (_____) for a list of available school transfer options for your child for the upcoming school year.

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request a transfer.

Contact

Telephone #

Failure to meet this deadline will result in loss of your option to request a transfer. You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

STUDENTS

09.11 AP.23
(CONTINUED)

NCLB Transfer Notification Options

SCHOOL IMPROVEMENT-RESTRUCTURING

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____ <i>Parent's Name</i>	FROM: _____ <i>School Name</i>
DATE: _____	RE: _____ <i>Student's Name</i>
	GRADE: _____

Dear Parent/Guardian,

Our school is dedicated to providing the best education possible for your child. We are notifying you because under the federal No Child Left Behind Act (NCLB), our school has been identified for

- ☐ second year school improvement ☐ corrective action year 1 ☐ corrective action year 2
☐ restructuring year 1 ☐ restructuring year 2 and beyond.

Being identified at any of these levels means the school did not make adequate yearly progress (AYP).

In terms of our academic achievement, here is how our school compares with other schools in the District and in the state (information may be attached): _____

Our school was identified for these reasons: _____

We are working to improve student achievement by: _____

The District and state of Kentucky will help us by: _____

Parents wanting to get involved in addressing the academic issues that caused the school to be identified for school improvement should refer to the District's Title I Parental Involvement policy. Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred, at no expense to you, to the same grade level at another public school selected by the District that has not been identified for school improvement, corrective action, or restructuring. Your child may also be eligible for transportation to and from that school at no cost to you.

☐ However, no other school option is available at this time for these reasons: _____

☐ The following are District schools available to accept transfers. Attached to this notice is information concerning performance and quality of the school(s). _____

If you are a parent who falls under the designation "low income" and you choose not to transfer your child to another school, your child may receive supplemental educational services (SES) before or after school. You may choose from a state-approved list of providers. The District shall pay the providers but you must provide transportation. The providers available to you are: _____

Included with this notification is a description of the services, qualifications and effectiveness for each available provider. Should the demand for supplemental education services exceed available funds, the amount of tutoring your child may receive will depend on the cost of the service selected. Should the number of students signing up for tutoring services exceed the ability of the District to fund the service, the District will give priority to students based on the following: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ (Contact) at _____ (Telephone #) to request a transfer or supplemental educational services. Failure to meet this deadline will result in the loss of your option to request a transfer or receive supplemental educational services (SES).

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

RELATED PROCEDURE: 08.133 AP.1

STUDENTS

09.11 AP.23
(CONTINUED)

NCLB Transfer Notification Options

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____ <i>Parent's Name</i>	FROM: _____ <i>School Name</i>
DATE: _____	RE: _____ <i>Student's Name</i>
	GRADE: _____

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because under NCLB and state law, our school has been designated as "persistently dangerous." A Kentucky public school is considered persistently dangerous if conditions exist over a period of time that expose students to injury due to violent criminal acts.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school that is making adequate yearly progress and that has not been identified as being persistently dangerous, or in school improvement, corrective action, or restructuring. Your child would be entitled to free transportation services.

- ☐ However, no other school option is available at this time.
- ☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request

_____ Contact Telephone # _____
a transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

STUDENTS

09.11 AP.23
(CONTINUED)

NCLB Transfer Notification Options

THIS FORM IS A MODEL TO BE CUSTOMIZED TO MEET THE NEEDS OF SPENCER COUNTY

TO: _____ <i>Parent's Name</i>	FROM: _____ <i>School Name</i>
DATE: _____	RE: _____ <i>Student's Name</i>
	GRADE: _____

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because the Superintendent has determined that your child has been a victim of a violent criminal offense as defined under state law.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school that is making adequate yearly progress and that has not been identified as being persistently dangerous, or in school improvement, corrective action, or restructuring, if such a school is available within the District.

- ☐ However, no other school option is available at this time.
- ☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request a transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

NOTE: This parent was contacted by telephone by _____ on _____
Staff Member

Date

NCLB Transfer Notification Options

Due to Pending the renewal of the Kentucky NCLB waiver request through the 20143-20154 school year, only those sections addressing persistently dangerous schools, victims of a violent criminal offense, and related deadlines will apply. If the request is not renewed, then all transfer options shall be in force.

TIMELINE INFORMATION**NCLB Improvement School:**

- ◆ When a school is identified for “school improvement, corrective action, or restructuring,” the District shall notify parents of students attending the designated school of the option to transfer their child to another public school not identified for improvement and provide details about the available options as far in advance as possible, but no later than fourteen (14) days before the start of the school year.
- ◆ As required by federal regulations, the District shall post on the District/school web site(s) information about available public school choice options to include the number of students who were eligible for and who participated in public school choice, beginning with data from the 2007–08 school year and for each subsequent year, and a list of available schools to which students eligible for public school choice may transfer for the current school year.

SUPPLEMENTAL EDUCATIONAL SERVICES:

- ◆ To assist parents of eligible students in requesting and selecting an SES provider, the District shall provide at least two (2) enrollment windows at separate points in the school year.

PERSISTENTLY DANGEROUS SCHOOL:

- ◆ Within ten (10) days of receiving notification of a school being designated as a “persistently dangerous school” (as defined by the Kentucky Board of Education), the District shall notify parents of students attending the designated school.
- ◆ Within twenty (20) school days from the date the District receives notice of being designated as “persistently dangerous,” the District must notify students attending the school and their parents of the opportunity to transfer to a safe District school with transportation provided.

VICTIM OF VIOLENT CRIMINAL OFFENSE:

- ◆ The District shall notify parents within twenty-four (24) hours, both in writing and by telephone, of a final determination that their child has been a victim of a violent criminal offense.
- ◆ The District shall offer the parent/guardian of the student the opportunity to transfer to a safe District school within ten (10) calendar days of such a determination.

DEADLINE:

- ◆ Transfers resulting from any of these designations must be completed within thirty (30) school days from the date the District receives notice of the designation. The District will make every effort to arrange for a requested transfer prior to the beginning of a school year.

◆ = time requirement designated by federal law

EXPLANATION: THIS CHANGE IS TO CLARIFY THAT PER KRS 160.730, A CHALLENGE TO A STUDENT RECORD MAY TAKE THE FORM OF AN INFORMAL DISCUSSION IF DOCUMENTED IN WRITING.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14 AP.11

Family Educational Rights and Privacy Act

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Family Educational Rights and Privacy Act (FERPA).

The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal/designee at the time of enrollment.

2. Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters on the same basis as it is provided to the public.

3. Parents or eligible students who wish to review educational records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review. Because, a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.

If circumstances effectively prevent a parent or eligible student from exercising inspection rights, copies of the requested records shall be provided within the above stated time frame.

Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review.

4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student. In compliance with FERPA, notice to the parent is not required when a court order directs that the parent/eligible student is not to be notified, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party.

5. As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.

As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.

6. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization. Such disclosure does not require parent/eligible student consent.

Family Educational Rights and Privacy Act

The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.

7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
 - a. Disclosures made to parents or eligible students,
 - b. Records released pursuant to written consent,
 - c. Access by school officials and others having a legitimate educational interest under FERPA,
 - d. Disclosure to a party with written consent from a parent or eligible student,
 - e. Disclosures of directory information, or
 - f. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
8. A challenge to the records may take the form of an informal discussion among the parents, student, and school officials. Any agreement between these parties shall be reduced in writing, signed by all parties, and placed in the student's records.
- ~~8.9.~~ Upon request, the Superintendent/designee shall, arrange for a record amendment hearing in compliance with 702 KAR 1:140.

RELATED PROCEDURES:

All 09.14 procedures

EXPLANATION: ON ADVICE OF KSBA LEGAL STAFF, THIS CHANGE CLARIFIES THAT FERPA RIGHTS APPLY TO STUDENTS 18 OR OLDER OR STUDENTS ATTENDING A POSTSECONDARY INSTITUTION.

FINANCIAL IMPACT: NONE ANTICIPATED

STUDENTS

09.14 AP.111

Notification of FERPA Rights

Distribute this notice annually to parents and students.

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students ~~over~~ 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student's education records. They are:

1. ***The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. ***The right to inspect and review logs documenting disclosures of the student's education records.***

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

Notification of FERPA Rights

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
 - c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
 - d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.
Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.
5. *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.*
To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.
6. *The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.*
Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.
7. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

EXPLANATION: A NEW FORM IS NEEDED FOR THE AUTHORITIES TO WHICH STUDENT DATA IS RELEASED TO CERTIFY THAT ANY EDUCATIONAL RECORDS OBTAINED SHALL BE RELEASED ONLY TO PERSONS AUTHORIZED BY STATUTE AND SHALL NOT BE RELEASED TO ANY OTHER PERSON WITHOUT THE WRITTEN CONSENT OF THE PARENT OF THE CHILD.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14 AP.2

Juvenile Justice Agency Certification Form

Date: _____

Name of Agency Receiving Records: _____

The _____ Schools have released education records of

_____, who was born on _____

Student's Name

to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.

Printed Name of Agency Representative

Date

Signature of Agency Representative

Date

EXPLANATION: THIS DOCUMENT HAS BEEN REVISED TO APPLY TO BOTH DISTRICTS/SCHOOLS THAT PARTICIPATE IN FREE AND REDUCED MEALS PROGRAM AND DISTRICTS/SCHOOLS THAT PARTICIPATE IN THE COMMUNITY ELIGIBILITY PROVISION (CEP).
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15 AP.1

Student Fees

SCHEDULE APPROVED ANNUALLY

If student fees are charged, a schedule of fees shall be reviewed and approved annually by the Board. The approved schedule shall be published in student handbooks or other written notice, as appropriate.

NO CHILD DENIED

Students will not be denied access to any educational program due to an inability to pay a fee, purchase school supplies, or rent or purchase instructional resources.

PRINCIPAL'S RESPONSIBILITY

Principals shall determine those students who qualify for free school supplies and instructional resources as follows:

1. Principals shall use the guidelines of the free and reduced-price lunch program to determine the inability of students to rent instructional resources, pay fees, and purchase necessary school supplies.*
2. During the first week of school, the Principal shall send to the parents of each student the eligibility guidelines for free and reduced-price lunches. The eligibility guidelines form shall include a statement that if the student qualifies for free or reduced-price lunches, s/he also qualifies for free necessary school supplies.
3. Parents shall be informed that they must complete the required documentation to be eligible for exemption from payment of fees for necessary school supplies.

*If a school or District participates in the Community Eligibility Provision (CEP) meal program, the Principal shall use the Household Income Form (HIF) to determine the inability of students to rent instructional resources, pay fees, and purchase necessary school supplies.

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SUPPLIES PAID

Necessary school supplies that are furnished to students who qualify for free or reduced-price lunches are to be paid from the miscellaneous instructional supply account.

SBDM

In SBDM schools, councils shall provide free supplies and/or instructional resources from funds allocated to the school.

EXPLANATION: HB 98 AMENDED KRS 158.838 TO ALLOW TRAINED NON-LICENSED PERSONNEL TO ADMINISTER OR ASSIST WITH SELF-ADMINISTRATION OF INSULIN WHEN A WRITTEN AUTHORIZATION IS IN PLACE. THE BILL ALSO ALLOWS USE OF A VARIETY OF SEIZURE RESCUE MEDICATIONS BY NON-LICENSED PERSONNEL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224 AP.1

Emergency Medical Care Procedures

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

EMERGENCY INFORMATION

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address and date of birth.
2. Parents' names, addresses and home, work and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number "emergency" contact (person other than parent/guardian) to reach, if necessary.
5. Unusual medical problems, if any.

MEDICAL EMERGENCY PROCEDURES

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the child's parent or other authorized person(s) listed on the school emergency card to:
 - a) Inform parent or authorized contact that the child is not able to remain at school.
 - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
 - c) Advise the contact that s/he may want to contact a physicianhealth care practitioner regarding the child's condition.
3. Take care of child until parent, physicianhealth care practitioner (~~health care professional~~) or ambulance arrives.
4. Use emergency ambulance service if needed.
5. Administer medication in accordance with District policy and procedure ~~only~~ when ordered by the student's personal physicianhealth care practitioner.
6. Keep the student in a first aid area if s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/guardian/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with contagious diseases, including AIDS, according to state guidelines.

STUDENTS

09.224 AP.1
(CONTINUED)

Emergency Medical Care Procedures

MEDICAL EMERGENCY PROCEDURES (CONTINUED)

11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.

SUPPLIES/PERSONNEL

1. Each school shall have an approved first aid kit and designated first aid area.
2. At least two (2) adult employees in each school shall have completed and been certified in a standard first aid course, including but not limited to, CPR.
3. Any school that has a student enrolled with diabetes or seizure disorders shall have on duty ~~At least one (1) school employee who is a licensed medical professional, or has been appropriately trained, shall be on duty at each school to administer or assist with the self-~~ administration of glucagon, insulin or diazepam rectal gel to students with diabetes or seizure disorders. FDA approved seizure rescue medication as prescribed by the student's health care practitioner.

DOCUMENTATION

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

RELATED POLICIES:

09.224
09.2241

RELATED PROCEDURES:

09.224 AP.21
09.2241 AP.21
09.2241 AP.22
09.2241 AP.23

EXPLANATION: HB 98 AMENDED KRS 158.838 TO ALLOW STUDENTS TO CARRY AND SELF-ADMINISTER MEDICATION FOR DIABETES IF THE PARENT MAKES A REQUEST AND A WRITTEN AUTHORIZATION FROM THE HEALTH CARE PRACTITIONER IS IN PLACE. ALSO, GLUCAGON AND DIASTAT ARE NO LONGER CONSIDERED EXCLUSIVELY EMERGENCY MEDICATIONS UNDER STATUTE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: SINCE STATUTES REQUIRE SPECIFIC TRAINING FOR NON-LICENSED SCHOOL PERSONNEL AUTHORIZED TO ADMINISTER OR ASSIST IN ADMINISTERING MEDICATIONS, THIS LANGUAGE IS BEING MOVED TO POLICY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1

Student Medication Guidelines

Students may be authorized to carry on their person and/or independently administer their own life saving prescription medication to include: Glucagon, Insulin, Epipen, FDA approved seizure rescue medication, Diastat, or asthma rescue inhaler provided both parent/guardian and the student's ~~physician/health care practitioner provider~~ have completed a Permission Form for Prescribed or Over-the-Counter Medication, Authorization Form 09.2241 AP.21. This form assures school personnel that the student has been properly instructed in self-administering the medication.

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ALL OTHER MEDICATIONS

1. Medication should be given at home when possible. First dose or any new medication should be given at home and not at school. Medication that must be given at school should be brought to school by the parent/guardian. Medication that is brought to school by the parent/guardian should be transported in the original labeled container and given to designated school personnel upon arrival.
2. Prescribed oral medications in pill or tablet form shall be counted by the parent/guardian and school staff and the number recorded on the Medication Administration Record.
- ~~3. School personnel authorized to give medications must be trained in accordance with KRS 156.502 and 702 KAR 1:060.~~
- ~~4.3~~ Except for emergency medications (including, but not limited to Diastat, Glucagon, FDA approved seizure rescue medications and EpiPens) and medications approved for students to carry for self-medication purposes such as asthma rescue inhalers, all medications shall be kept in a locked, safe, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
- ~~5.4~~ School personnel who administer medication shall arrange for the child to take the medication at the proper time.
- ~~6.5~~ Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.

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PRESCRIPTION MEDICATIONS

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates.

Prescription medications shall be administered only as prescribed on the physician /guardian's written authorization. Parents/guardians shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

Student Medication Guidelines**PRESCRIPTION MEDICATIONS (CONTINUED)**

All prescription medication, original or refill, shall be sent to school in a pharmacy labeled container which includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration of a prescription medication must be received in the form of a new, completed permission to give medication form (09.2241 AP.21) signed by the student's parent/guardian and physician and a new labeled prescription bottle from the pharmacy that indicates the change.

NON-PRESCRIPTION MEDICATIONS

Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication shall be in the original container, dated upon receipt and given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date or in doses greater than what is recommended on the medication label.

DOCUMENTATION OF ADMINISTRATION

Except for medications approved for self-administration, all medication given shall be immediately documented on a medication log. Records shall be kept on file in the student's cumulative folder. Documentation should be complete reflecting beginning and ending dates and other applicable data. Subject to confidentiality requirements in policy 09.14 and accompanying procedures, medication recording sheets shall be filed in student's cumulative folder when completed or when the medication is changed/discontinued.

MEDICATION FOR EXTENDED DAY/OVERNIGHT FIELD TRIPS

In some situations, students may be authorized to self-administer their own medication while on school-sponsored trips. A school employee will be responsible for keeping the medication in a safe and secure place while on a field trip until such time that the student requires the medication. At the appropriate time the medication will be available to the student to self-administer in the presence of the school employee. The medication must be in the original container with a valid expiration date. If the medication is prescribed by your healthcare provider, the original prescription label must be attached.

DISPOSAL OF UNUSED MEDICATION

Notice shall be mailed to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may shall then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the

Student Medication Guidelines**DISPOSAL OF UNUSED MEDICATION (CONTINUED)**

Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

MEDICATION REFUSAL

If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) shall be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

MEDICATION ERROR

If an error in the administration of medication is recognized, the following steps shall be completed and documented:

1. Keep the student in the first aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first aid location.
2. Assess the student's status and document.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21; 09.2241 AP.22; 09.36 AP.211

EXPLANATION: FEDERAL REGULATIONS REQUIRE A SPECIFIC FORM BE USED FOR FILING COMPLAINTS ABOUT DELIVERY OF SCHOOL NUTRITION SERVICES. THIS LINK AND MAILING ADDRESS SPEAK TO THOSE REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4281 AP.1

Grievance Procedures

Students wishing to initiate a harassment/discrimination complaint should use procedure 09.42811 AP.2.

CONDITIONS

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

TIME LIMITS

Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

BOARD OF EDUCATION'S INVOLVEMENT

1. If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education, or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.

Grievance Procedures**BOARD OF EDUCATION'S INVOLVEMENT (CONTINUED)**

2. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance, and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

NOTES:

- Students/parents wishing to initiate a complaint about a Title I issue should refer to Procedure 08.13451 AP.1.
- Students/parents wishing to initiate a Complaints concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.S., Washington D.C. 20250-9410, or email, program.intake@usda.gov are to be referred to the Superintendent/designee.

http://www.ascr.usda.gov/complaint_filing_cust.html

RELATED PROCEDURES:

08.13451 AP.1

09.42811 AP.2

Use of Automatic External Defibrillators (AED)

NOTE: If an AED is not immediately available, perform CPR until AED arrives on the scene.

PURPOSE OF PROCEDURE:

To provide trained employees of the District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

DURING SCHOOL HOURS:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist.
2. Follow universal personal precautions. (add)**
3. Determine responsiveness of victim.
4. Activate emergency system:
 - a) At any phone, dial 911.
 - b) Call main office and alert them to emergency and location of unconscious person.
 - c) Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene.
 - d) The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived: ~~Remove this: Open airway.~~

~~Check for breathing — if not breathing, or if breathing is ineffective, give two (2) slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If victim is breathing, place him/her in the recovery position, and monitor breathing closely.~~

Replace with: a) Assess responsiveness and signs of life. If patient is not responding and has no sign of life, call 911 and obtain the AED.

- a) If there are no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

NOTE: If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform ~~one (1)~~ two (2) minutes of infant/child CPR prior to activating the emergency response system and getting the AED.

5. Turn on the AED- follow voice prompts.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c) Wipe chest clean and dry if victim's chest is dirty or wet.
 - d) Press electrode pads firmly to skin.

Use of Automatic External Defibrillators (AED)**DURING SCHOOL HOURS (CONTINUED)**

NOTE: If victim is under eight (8) years old or under 25 kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, b, c, and d. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for ~~a minute~~ **two minutes**, and the child is over one (1) year old, you may use regular adult pads. Do not delay treatment to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four (4) feet of victim while AED is evaluating heart rhythm.

SHOCK ADVISED (REVISED USING ZOLL PROCEDURE)

1. Clear area, making sure no one is touching the victim.
2. Push the shock button when instructed. Device will analyze and shock.
3. **Shock only once**, if indicated by analysis (no three stacked shocks). If shock is not successful, start CPR and continue for two minutes. Device will countdown two minutes of CPR and will analyze when CPR is over. If a second shock is needed, the AED will advise, charge, and prompt the rescuer to push the shock button.
4. Continue to follow voice prompts until EMS arrives

NO SHOCK ADVISED (REVISED USING ZOLL PROCEDURE)

1. If shock is not advised, start CPR and continue for two minutes. Device will countdown two minutes of CPR and will analyze when CPR is over.
2. After two minutes of CPR, the machine will advise to stay clear of victim. It will then reanalyze for a shockable rhythm and advise to push the shock button if needed.
3. Continue cycles of analysis, shock (if advised), and CPR until professional help arrives.
4. If victims regain signs of circulation, such as breathing or movement, place them on their side in the recovery position, and monitor their breathing closely.
5. Victim must be transported to hospital.
6. Leave AED attached to victim until EMS arrives, and disconnect AED.
7. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.
8. After use, the AED will be cleaned and stocked with new electrodes and resuscitation kit.

Use of Automatic External Defibrillators (AED)**AFTER SCHOOL HOURS**

1. **Head Coach** -covered events:
 - a) Determine unresponsiveness
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert athletic staff of emergency by sending a runner to inform the **head coach**, athletic director or field/gym manager.
 - c) If present, the **head coach** or designee will retrieve the AED.
 - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e) Follow procedure outlined above. See During School Hours section starting with 4a.
2. Other school events (if AED is available)
 - a) Determine responsiveness.
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert the supervising staff member of the emergency.
 - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
 - d) Follow procedure outlined above. See School Hours section starting with 4a.

AFTER USE

1. A copy of AED **Reporting Form** will be sent within 24 hours (weekdays) of the emergency to:
 - a) Medical Director
 - b) AED Program Coordinator
2. The responder will document the event using the District accident form and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to manufacturer guidelines.
4. Electrode pads must be replaced and reconnected to the device.
5. Contents of the resuscitation kit must be replaced if used.
6. Critical Event Stress debriefing will be conducted by:
 - a) Medical Director
 - b) AED Program Coordinator