

**District Petty Cash****PETTY CASH FUND**

In order to facilitate refunds of minor purchases, the Board authorizes a petty cash fund in the Board office. The custodian for such account will be the Superintendent or his designated representative. The petty cash fund shall not exceed \$100.

**PURPOSES**

Petty cash funds shall be used for the following purposes: miscellaneous, postage, collect deliveries, and other small disbursements. The petty cash fund will be replenished as imprest funds and is to be reimbursed to each account through accounts payable. Each transaction must be supported with proper receipts by the account custodian. Petty cash funds must be reconciled at the end of each month.

**REFERENCES:**

KRS 160.340

KRS 160.290

**Internal Petty Cash****PETTY CASH FUND**

In order to facilitate refunds of minor purchases, the Board authorizes a petty cash fund in each school. The custodian for such account will be the Principal or his designated representative. The petty cash fund shall not exceed \$100.

**PURPOSES**

Petty cash funds shall be used for the following purposes: miscellaneous, postage, collect deliveries, and other small disbursements. The petty cash fund will be replenished as imprest funds and is to be reimbursed to each account through accounts payable. Each transaction must be supported with proper receipts by the account custodian. Petty cash funds must be reconciled at the end of each month.

**REFERENCES:**

KRS 160.290

702 KAR 3:130

Accounting Procedures for Kentucky School Activity Funds

**Organizational Meetings**

**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

The Board shall conduct an organizational meeting at its first regular meeting in January. At this meeting, the Board shall elect a Chairperson and a Vice-Chairperson from among its members.

**TERM OF OFFICE FOR CHAIRPERSON AND VICE-CHAIRPERSON**

The Chairperson and Vice-Chairperson shall serve one (1)-year terms beginning immediately following their election.

**COMMITMENT TO ABIDE BY MEETING POLICIES AND PROCEDURES**

~~At the Board's organizational meeting at the first regular meeting in January, each Board member will be asked to sign a written commitment to abide by the procedures and practices for the conduct of Board meetings established in Board policy.~~

~~If the Board Chairperson determines that a request or comment made by a Board member during a meeting of the Board goes outside of the established procedures and practices, he or she shall (a) thank the Board member for their request or comment and confirm their concern is valid; (b) express that the request or comment falls outside the agreed upon Board policy for the conduct of Board meetings; (c) cite the specific Board policy; and (d) ask the Board member to follow up on their request or comment using the agreed upon channels. The Board will take no action on the request or comment during the meeting.~~

~~If a Board member continues to disregard Board policy for the conduct of Board meetings, the Board Chairperson shall address the matter with the Board member.~~

**REFERENCE:**

KRS 160.160

**RELATED POLICY:**

01.45

Adopted/Amended: 02/09/2016  
Order #: 2016-025

**Gifts and Grants**

The Board shall accept gifts and grants from private sources subject to the provisions of Kentucky Revised Statutes [160.580](#) and with the understanding that the purpose must be consistent with policies and programs approved by the Board. Professional services provided to the district as a gift or donation shall be approved by the Board prior to acceptance of the donation and before beginning services within the District.

Adopted/Amended: 05/13/2013  
Order #: 2013-78



**Public Participation in Open Meetings**

The Board shall conduct its meetings in a manner which engenders public confidence and provides for full discussion of the issues and for the input and exchange of ideas in a reasonable manner to the end that appropriate decisions will be reached.

**PUBLIC ATTENDANCE**

The Board shall comply with the Kentucky Revised Statutes in the conduct of its meetings. All regular and special Board meetings shall be open to the public and the news media. The public shall be given notice of the time and place of Board meetings via the news media. No person may be required to identify himself in order to attend any such meeting.<sup>1</sup>

**EXCEPTION**

The Chairperson shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such presentation. The Board, as a whole, shall have the final decision in determining the appropriateness of all such rulings. The Chairperson may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.<sup>1</sup>

**PUBLIC PARTICIPATION/SPEAKERS**

Recognizing its responsibility to conduct the business of the school District in an orderly and efficient manner, the Board shall require reasonable controls for public presentations to the Board. Persons wishing to address the Board must first be recognized by the Chairperson.

Members of the public may be given time to voice opinions or express concerns. The Chairperson may require the name and address of the speaker.

Public viewpoint shall be recorded in the minutes if the speaker provides the Board secretary with a copy of his/her remarks.

1. Any person or persons wishing to present a matter to the Board shall register with the secretary of the Board prior to the meeting. The speaker's name, subject of the presentation, and if the presentation is taking a position for or against the subject of the presentation, shall be stated at that time.
2. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The Chairperson may terminate the speaker's participation if, after being called to order, the speaker persists in improper conduct or remarks.
3. A maximum of ten (10) speakers per meeting will be allowed to speak.
4. The first three (3) speakers to register shall be able to present after Recognitions and Resolutions in the Board agenda. All other speakers will be able to present to the Board after Board Reports, Requests and Planning Calendar in the Board agenda.
5. Speakers shall be limited to a maximum of three (3) minutes each and may not share these minutes with any other speaker; however, persons with medically recognized disabilities who are entitled to a reasonable accommodation under the Americans with Disabilities Act (ADA) shall be given an additional minute to speak. The Board shall reserve the right to limit, extend, or terminate discussion on any subject.

6. The period to register begins the next business day after the prior regularly scheduled BoE meeting during regular business hours and ends at 4:00 PM of the day before the next regularly scheduled meeting in which the person intends to speak or once ten (10) persons have registered to speak for said meeting.
7. No more than three (3) persons may speak with the same position on any one topic before the Board at any meeting (i.e., six (6) persons can speak on one topic before the Board at a particular meeting, three (3) in support and three (3) against);
8. Any materials presented to the Board shall be forwarded prior to or following all Board meetings to the secretary for dissemination purposes. ~~Materials intended for consideration by the Board may be left with the secretary at the time of registration.~~
9. Speakers before the entire Board are not allowed to use props, displays, or any other objects during their presentations. However, informational handouts may be given to the Board Secretary and distributed in accordance with policy.
10. Persons within the audience are allowed to have signs in the Board chambers that are no larger than 8 ½ x 11 inches. However, such signs may not be attached to any sort of stick and must be displayed in a manner that does not inhibit others from viewing the Board meeting.
11. Speakers may not engage in electioneering or the endorsement or promotion of any commercial product or service cannot be allowed.

#### NEWS MEDIA REPRESENTATIVES

All news media representatives will be encouraged to attend Board meetings. Prior to each meeting, the Superintendent shall notify the media as to the major business to be conducted and the time and place of the meeting. News media coverage, including but not limited to recording and broadcasting, shall be permitted and encouraged at all regular and special Board meetings. In accordance with Kentucky open meetings laws, news media shall not be permitted to attend executive sessions of the Board. The Board, through the Superintendent/designee, shall make available meeting announcements and reports to keep the public informed as to the plans and activities of the school system.

#### REFERENCE:

<sup>1</sup>[KRS 61.840](#)

#### RELATED POLICIES:

01.45; 10.2

Adopted/Amended: 05/28/2013  
Order #: 2013-087



**Records Management****RECORDS OFFICER**

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.<sup>1</sup>

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in KRS 171.410 and in the Records Retention Schedule, Public School District.

**SUPERINTENDENT'S RESPONSIBILITIES**

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.<sup>2</sup> The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.<sup>3</sup>

**RETENTION AND DISPOSAL OF RECORDS**

The District shall follow the Records Retention Schedule, Public School District in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.<sup>4</sup>

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.<sup>5</sup>

**LITIGATION**

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

**INFORMATION SECURITY BREACH**

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.

**Records Management****INFORMATION SECURITY BREACH (CONTINUED)**

The District shall acknowledge to the Board in a public meeting prior to August 31 of each year, that the District has reviewed the Data Security and Breach Notification Best Practice Guide and has implemented best practices that meet the needs of reasonable personal information ~~reasonable~~ security in the District.

**RETENTION OF RECORDINGS**

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited, ~~and~~
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.<sup>6</sup>
- If an incident is being investigated, retain recordings until investigation and legal activity are completed.
- Permanently retain a master copy of any digital, video, or audio recordings of all Jefferson County Board of Education meetings held in open session without editing, altering, or destroying any portion of the recordings. A copy of these recordings shall be publicly accessible via the main website for Jefferson County Public Schools.

**REFERENCES:**

<sup>1</sup>725 KAR 1:010

<sup>2</sup>KRS 171.710

<sup>3</sup>KRS 171.720

<sup>4</sup>725 KAR 1:030; KRS 171.420; KRS 171.570

<sup>5</sup>KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020

<sup>6</sup>KRS 160.705

KRS 61.931; KRS 61.932; KRS 61.933

702 KAR 1:025; 725 KAR 1:025; 702 KAR 1:170

Records Retention Schedule, Public School District

Data Security and Breach Notification Best Practice Guide

**RELATED POLICIES:**

01.5; 04.41; 04.81

Adopted/Amended: 08/23/2016  
Order #: 2016-144



As requested, I have compiled information on feasibility and costs concerning the proposed amendment to Board policy that would require permanent preservation of recordings of Board meetings in open session.

Adopting a permanent retention period places considerable responsibility and associated costs on the district to maintain and migrate records in video format to ensure that they last forever.

I recommend that the district and the Board consider altering the policy amendment to make the retention period indefinite and focus on recent years' recordings made available on the district web site. Recordings would only be destroyed with Board approval.

I have collected information from vendors about software, storage, and conversion costs for permanent and long-term preservation activity.

Attached is a table outlining the present status with these audio/ video records, the steps and costs we would take to choose permanent retention, and the choices available to us with an indefinite retention period.

I hope this information is of assistance.

Sincerely,

Mary Margaret Bell  
Coordinator, Archives and Retrieval Systems

Attachment

Current Status	Change to Permanent Retention, All Accessible on Web Site, by Board Policy	Change to Retain Indefinitely, Dispose with Board Approval, Recent Meetings Accessibility on Web Site, by Board Policy
<p>The mandated retention period for a Board meeting recording is 30 days after approval of that meeting's minutes, unless the minutes are challenged. If challenged, a recording must be kept until the challenge is resolved.</p> <p>Presently, the district acquires recordings of the regular meeting broadcasts aired by the local cable operator. If the meeting exceeds the standard time slot, the broadcast and the archived recording are not complete.</p> <p>The district maintains videos on its web site, back to 2013, along with audio versions, for access by the public. A contract with Livestream streams the video. The communications specialist maintains a backup of the video files on an external hard drive in her office.</p> <p>The JCPS Archives also has Board meeting recordings, both audio and video, in its holdings. These are eligible for destruction but have not been destroyed to date as the Archives has focused on destroying other past due records. The Archives has 15.5 cubic feet of audio tapes from 1966 to 1999 and 12.5 cubic feet of VHS tapes and DVDs from 1993 to the present.</p> <p>Many of the recordings have video and/or audio quality issues that were not addressed during their broadcasts.</p> <p>The Archives documents requests for access to its holdings, in the last thirteen years, the recordings were sought on five instances during those years.</p>	<p>The Board and district take the responsibility to preserve video and audio permanently, for the present generation and the lifetimes of subsequent generations.</p> <p>The recordings are required to be stored on servers within an active computer system. The records will be upgraded with changes to the system. The system accepts continuous additions as more meetings occur. Older recordings are converted and added to the system. Permanent retention requires the provision of a Systems Description to the Kentucky Department for Libraries and Archives. An appropriate offsite backup plan would be required and funded.</p> <p>The meeting videos now being streamed have individual file sizes of 100MB to 2.6GB. If a regular open meeting is estimated as 2 GB, 22 meetings a year would approximate 1 terabyte of storage.</p> <p>An archival system, including software, quote is \$12,000 a year for 1 TB of fast storage (files accessed frequently). Each additional TB for fast storage would be an additional \$1500 a year up to 10 TB. A volume discount would apply after 10 TB. Files accessed infrequently would be \$600 per TB per year (slower storage).</p> <p>Conversion of video estimate: \$20-30/hour          Estimate meeting hours per year: 55 hours per year of regular open meetings, at 2.5 hours of broadcast times 22 meetings          Conversion of audiotapes estimate: \$30/tape</p> <p>Media files would be converted regularly, as required by policy, to account for future format changes and ensure accessibility.</p> <p>Funds to outsource identification, review, and digitization of all audio and video board meeting recordings held by the district. *Some earlier audio tapes may be of closed sessions but the content and quality of many older recordings are not certain.          Streaming costs would increase to provide access to all recordings.</p>	<p>The Board and district continues to meet the mandated retention period defined in the public school records schedule.</p> <p>The Board and district retain the recordings indefinitely and provides public access, with emphasis on recent meetings.</p> <p>Recordings would be destroyed only with Board approval.</p> <p>The district may continue to use a variety of storage media and approaches to maintain previous recordings, keeping within statutory and regulatory requirements.</p> <p>Conversion of older material can occur if deemed appropriate and funding is available. A particular focus could be selected, such as meetings occurring during the tenure of the present superintendent.</p> <p>Usage statistics may guide efforts for long-term preservation as warranted.</p>

Current Status	Change to Permanent Retention, All Accessible on Web Site, by Board Policy	Change to Retain Indefinitely, Dispose with Board Approval, Recent Meetings Accessibility on Web Site, by Board Policy
	<p>District staff would review the recordings regularly to ensure they were preserved permanently.</p> <p>Summary of estimated costs:</p> <p>\$12,000 system startup, including 1 TB of storage</p> <p>\$13,500 for total of 10 TB storage, covering 10 years of meeting video</p> <p>\$14,500 estimating discount for storage of additional 14TB of video, additional 14 years of meetings</p> <p>\$5,000 for additional storage for audio (estimated – may vary when audio is appraised)</p> <p>Total: estimated \$45,000 annually for preservation and maintenance in system. Starting figure, costs will increase as new meeting video continues to be added.</p> <p>\$78,000, conversion of existing video and audio to accessible formats, cost as permanent retention is started. Conversion to new formats will be a repeated cost in future.</p> <p>Outsourcing of preparation work for conversion (identification and review): figures not available at present</p>	



LEGAL: 2 C.F.R. 200.318 REQUIRES THAT SCHOOL DISTRICTS HAVE A CODE OF CONDUCT FOR PROCUREMENT USING FEDERAL FUNDS. THIS CONFLICT OF INTEREST LANGUAGE SPEAKS TO THAT REQUIREMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## FISCAL MANAGEMENT

04.32

### Purchasing

#### **AUTHORITY**

The Kentucky Model Procurement Code contains specific provisions in KRS 45A.345 to 45A.460 that may be adopted by local public agencies, including local boards of education. The Board has adopted the local public agency provisions of the Code. KRS 45A.343 provides that no other statutes governing purchasing shall apply to the local public agency upon adoption of these provisions. The Board has adopted procurement regulations, not inconsistent with the local public agency provisions, as permitted by KRS 45A.360. The Superintendent shall develop procedures for the implementation of the local public agency provisions of the Code and the Board's procurement regulations.

#### **GENERAL PURCHASING REQUIREMENT**

All contracts and purchases shall comply with the local public agency provisions of the Code and the Board's procurement regulations. All contracts and purchases shall be made through competitive sealed bidding<sup>1</sup> or competitive negotiation, both of which may include the use of a reverse auction, unless the purchase or contract satisfies the requirements for noncompetitive negotiation or small purchases.

#### **ETHICAL STANDARDS**

To avoid conflicts that may arise during the decision-making process for procurement of services and products for the District, employees shall adhere to the ethical standards set out in KRS 45A.455 and the Board's procurement regulations.

#### **FEDERAL AWARDS/CONFLICT OF INTEREST**

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.<sup>3</sup>

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. In determining whether an activity constitutes an impermissible acceptance of a gratuity or item of monetary value, the definition of "gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than twenty-five dollars (\$25.00) in value, present or promised, unless consideration of substantially equal or greater value is received (covering anything of more than fifty dollars [\$50] value) set forth in KRS 45A.445 shall apply. Violation of these standards may result in disciplinary action including, but not limited, to suspension, dismissal, or removal.

#### **PREFERENCE FOR RESIDENT BIDDERS**

For all contracts funded in whole or in part by the District, the Board shall apply the reciprocal preference for resident bidders required by law. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.<sup>2</sup>

#### **EXEMPTIONS**



**Purchasing**

Federal regulatory requirements do not provide a bidding exception for purchase of perishables using school nutrition service funds. Such purchase must follow applicable federal regulations.<sup>3</sup>

**REFERENCES:**

<sup>1</sup>Includes the State Bid List

<sup>2</sup>KRS 160.303; 200 KAR 5:400; KRS 45A.494

<sup>3</sup>2 C.F.R. 200.3187 C.F.R. 210.21 and 7 C.F.R. 3016.36

KRS 156.076; KRS 160.290

KRS 45A.070; KRS 45A.343; KRS 45A.345; KRS 45A.360; KRS 45A.370

KRS 45A.380; KRS 45A.385; KRS 45A.420; KRS 45A.445; KRS 45A.455

KRS 45A.460; KRS 45A.620

OAG 79-501; OAG 82-170; OAG 82-407

Kentucky Educational Technology Systems (KETS)

**RELATED POLICIES:**

05.1; 06.4; 07.13

LEGAL: 2 C.F.R. 200.318 REQUIRES THAT SCHOOL DISTRICTS HAVE A CODE OF CONDUCT FOR PROCUREMENT USING FEDERAL FUNDS. THIS CONFLICT OF INTEREST LANGUAGE, ORIGINALLY LOCATED IN 07.13 AP.1 FOR DISTRICTS IN THE KSBA PROCEDURE SERVICE, SPEAKS TO THAT REQUIREMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SUPPORT SERVICES

07.13

### School and Community Nutrition Procurement

#### FOOD PURCHASING

The School and Community Nutrition Services Unit shall purchase food products and recurring common use items in compliance with the regulations stated in the Kentucky Model Procurement Code and in a manner that provides full and open competition consistent with the standards in applicable federal regulations. Individual schools must submit requests for food according to the method approved by the School and Community Nutrition Services Unit.

#### CONFLICT OF INTEREST

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Program Funds.

1. No employee, officer, or agent of the District shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a) District employee, officer, or agent;
  - b) Any member of his/her immediate family;
  - c) His/her partner;
  - d) An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than twenty-five dollars (\$25.00) in value, present or promised, unless consideration of substantially equal or greater value is received (covering anything of more than fifty dollars [\$50] value) set forth in KRS 45A.445 shall apply.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.
5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the District and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to, a fine, suspension, or dismissal.

**School Nutrition Procurement****USE OF DONATED COMMODITIES**

The School and Community Nutrition Services Unit shall develop a program for the use of donated foods in compliance with the USDA and the Kentucky Department of Education and Kentucky Department of Agriculture regulations. Commodity foods shall be used solely for the benefit of those eligible persons served by the School and Community Nutrition Services Unit.

**DONATION OF PERISHABLES**

Donation of leftovers, scraps, unused food, or commodities to organizations shall occur pursuant to procedures established by the Superintendent/designee and partnership agreements with the recipient organizations or agencies. Only food items deemed surplus after being served once as a leftover, or perishable items deemed to go out of date before they can be used as intended in the Federal meal programs administered by SCNS, or perishable food items deemed surplus as a result of unscheduled school closings may be donated. Donated surplus perishables shall be the sanitation and transport responsibility of the recipient agency.

**REFERENCES:**

7 CFR 3016.362 C.F.R. 200.318

7 CFR 210.212 C.F.R. 200.320

KRS 160.290

KRS 424.260

KRS 45A.345 – KRS 45A.460

702 KAR 6:010



LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROP-OUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR.

FINANCIAL IMPLICATIONS: ADDITIONAL STUDENTS MAY REQUIRE ADDITIONAL STAFFING AND RESOURCES

STUDENTS

09.111

## Withdrawals

### TEACHER TO ASCERTAIN REASON

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

### REPORT TO DPP

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

### CHANGE OF RESIDENCE

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

### MISSING CHILDREN

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

### PERMISSION **REQUIRED**

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

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

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

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

### FOLLOW-UP BY DISTRICT PERSONNEL

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



STUDENTS

09.111  
(CONTINUED)

**Withdrawals**

**REFERENCES:**

<sup>1</sup>KRS 159.170; KRS 158.032

<sup>2</sup>KRS 159.010; KRS 159.020

**RELATED POLICY:**

09.122

LEGAL: REVISIONS TO 702 KAR 1:160 REQUIRE THAT WHEN ENROLLED STUDENTS, FOR WHOM DOCUMENTATION UNDER KRS 158.838 (2) OR (7) HAS BEEN PROVIDED TO THE SCHOOL, ARE PRESENT DURING SCHOOL HOURS OR AS PARTICIPANTS IN SCHOOL-RELATED ACTIVITIES, A SCHOOL EMPLOYEE WHO HAS BEEN APPROPRIATELY TRAINED TO ADMINISTER OR ASSIST WITH THE SELF-ADMINISTRATION OF GLUCAGON, INSULIN, OR SEIZURE RESCUE MEDICATIONS SHALL BE PRESENT.

FINANCIAL IMPLICATIONS: POSSIBLE ADDITIONAL STAFFING

STUDENTS

09.224

### **Emergency Medical Treatment**

#### **FIRST-AID ROOM**

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

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

#### **STOCK EPINEPHRINE**

As suggested in KRS 158.836, each school shall stock epinephrine, so that trained staff may administer epinephrine to any student believed to be having a life-threatening allergic or anaphylactic reaction.<sup>1</sup>

When enrolled students, for whom documentation under KRS 158.838 has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, or seizure rescue medications shall be present.

#### **INFORMATION NEEDED**

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its students.<sup>2</sup> Parents will be notified in the event of an accident.

#### **REFERENCES:**

<sup>1</sup>KRS 158.836

<sup>2</sup>702 KAR 1:160

KRS 156.160

KRS 156.502

KRS 158.838

#### **RELATED POLICIES:**

09.21

09.22

09.2241

**Lowe, Jonathan G**

09.224

**From:** Averette, Alicia L  
**Sent:** Thursday, December 01, 2016 12:45 PM  
**To:** Lowe, Jonathan G  
**Cc:** Herring, Lisa N.; Brazley, Ella M; Robbins, Lea A  
**Subject:** RE: Board Policy Review

Jonathan,

I do not see any immediate issues with the first two policy revisions under School Health Requirements and Student Health and Safety. Health Services already accepts equivalent forms of electronic medical records, and we keep track of all trained staff in medication administration via PdCentral and the competency test.

We have always maintained that trained staff should be present for school related activities for students with documentation requiring the administration of glucagon or seizure rescue medications. However, we have a concern about the way the emergency medication policy reads including insulin and self-administration. We do not delegate insulin administration to unlicensed personnel, and earlier in the policy, insulin is not listed as an emergency medication for trained staff to administer. If a student requires insulin administration, then we would be utilizing a school nurse or a contract nurse to provide that health service. We don't want there to be any confusion or policy inconsistencies. Medication trained staff are not trained on insulin administration, as it requires medical services beyond their scope. They may assist with an independent student, but they cannot administer insulin. Also, students cannot self-administer the other emergency medications (glucagon or seizure rescue medications). If they were to require these medications following medical protocols, they would be medically unable to self-administer. If insulin and the assist with self-administration can be removed, then the policy would be fine. Here is the policy for your reference with highlighted suggested omissions:

When enrolled students, for whom documentation under KRS 158.838 has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer **or assist with the self-administration of glucagon, insulin,** or seizure rescue medications shall be present.

If you have any questions, please let me know.

Alicia Averette, Ed.D.  
Assistant Superintendent  
Academic Support Programs  
Jefferson County Public Schools  
3332 Newburg Road  
Louisville, KY 40218  
Phone: (502) 485-3255  
Fax: (502) 485-3810

