

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. AGENCIES CANNOT REQUIRE A PARTICULAR REQUEST FORM ALTHOUGH THEY MUST ACCEPT THE RECORDS REQUEST FORM CREATED FOR USE BY THE OFFICE OF THE ATTORNEY GENERAL VIA REGULATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.6 AP.2

Inspection of Board Records

INSPECTION OF RECORDS

Residents* of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office.

The principal office of the District is located at _____.

The official custodian/designee to whom requests for access to records should be submitted is at _____ and email address is _____.

Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on actual cost to the District.

The requesting party shall submit a written application that shall:

- be signed;
- include the applicant's name printed legibly;
- include mailing address (and email address if applicable); and
- include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.*

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General may be utilized by the requesting party.

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due within five (5) days (not including weekends or holidays) of receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident of the Commonwealth may inspect public records during regular office hours. If s/he resides outside the county and precisely describes the responsive records, s/he may receive responsive, nonexempt records by mail upon the District's receipt of copying fees and costs of mailing.

Inspection of Board Records

INSPECTION OF RECORDS (CONTINUED)

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

*Resident is defined under KRS 61.870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635(8)(b)1.a. to e.

Request to Examine and/or Copy District Records

NOTE: When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.

Public Access

~~RECORDS OF THE BOARD, EXCEPT THOSE SPECIFICALLY EXEMPTED BY STATUTE, ARE OPEN TO PUBLIC INSPECTION AT THE OFFICE OF THE SUPERINTENDENT. PERSONS DESIRING TO EXAMINE RECORDS THAT ARE NOT EXEMPT FROM PUBLIC DISCLOSURE MAY DO SO DURING REGULAR WORKING HOURS. REGULAR WORKING HOURS SHALL BE POSTED AT THE MAIN ENTRANCE OF THE CENTRAL OFFICE AND OF EACH SCHOOL BUILDING, AS APPROPRIATE.~~

~~Records exempted from public access include:~~

- ~~1. Records of a personal nature where public disclosure is an invasion of personal privacy.~~
- ~~2. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.~~
- ~~3. Records or negotiation of real estate transactions until such time as property has been acquired.~~
- ~~4. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.~~
- ~~5. Preliminary drafts and recommendations.~~
- ~~6. Student records that are prohibited from release by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.~~
- ~~7. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.~~
- ~~8. Emergency plan and diagram of a school.~~

Records Requested From:

Records Custodian: _____

District Name: _____

District Address: _____

Records Requested By:Name (**MUST BE PRINTED**): _____

Address: _____

Phone #: _____ Date: _____

Are you the parent/guardian of a child enrolled in one of the District's schools? ☐ Yes ☐ No

If Yes: Child's Name _____ School _____

Specify in detail the record(s) requested. (Attach another page if necessary.)

Signature of Person Requesting Record(s) _____ *Month/Day/Year***Please attach requests made by letter, email, or FAX to this form.**

REQUEST TO EXAMINE AND/OR COPY DISTRICT RECORDS

~~Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requestor does not pick up the copies.~~

~~Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.~~

~~NOTE: Except when individuals designated by the Superintendent are reviewing records, an authorized school employee shall provide appropriate supervision while records are being inspected.~~

For Office Use Only

Records Request received by _____ Date _____

Records Request referred to (if applicable) _____ Date _____

Records Request complied with by _____ Date _____

EXPLANATION: REPEAL OF 702 KAR 6:045 ALLEVIATES SOME OF THE ADMINISTRATIVE BURDEN ON SCHOOL DISTRICTS WHILE PRESERVING THE SAFETY OF SCHOOL NUTRITION PROGRAMS AS, UNDER CURRENT LAW, THE FOOD SERVICE STAFF FOR SCHOOL DISTRICTS PARTICIPATING IN FEDERAL CHILD NUTRITION PROGRAMS ARE SUBJECT TO LOCAL, STATE, AND FEDERAL TRAINING REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: REVISIONS TO 702 KAR 5:080 REQUIRE ALL SCHOOL BUS DRIVERS, STUDENT TRANSPORTATION TECHNICIANS, AND EMPLOYEES THAT TRANSPORT STUDENTS TO RECEIVE BASIC FIRST AID AND CPR TRAINING.

FINANCIAL IMPLICATIONS: COST OF ADDITIONAL TRAINING

District Training Requirements**SCHOOL YEAR:** _____

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.345	02.4244			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
If District owns automated external defibrillator (AEDs), training on use of such.	KRS 311.667	05.4			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.163	05.47		✓		
<u>First Aid and Cardiopulmonary Resuscitation (CPR) Training.</u>	<u>702 KAR 5:080</u>	<u>06.221</u>			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	702 KAR 6:045 KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305				✓	

THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky Records Retention/Public School District Schedule.

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

NEW/RETURNING SCHOOL BUS DRIVERS

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job. Driver applicants and current drivers are subject to checks of the Federal Motor Carrier Safety Administration Clearinghouse (FMCSA) and related rules as described in Policy 06.221.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence or driving while intoxicated.

CURRENT EMPLOYEES

Current bus drivers shall undergo driving records checks at intervals determined by Board policy. Those whose driving record checks reveal the following violations are subject to appropriate disciplinary action, up to and including, termination/nonrenewal.

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for driving under the influence (DUI) ~~/or driving while intoxicated (DWI)~~;
- ~~4-7.~~ Conviction for reckless driving;
- ~~2-8.~~ Citation for any moving motor vehicle violation including driving under the influence (DUI) ~~/or driving while intoxicated (DWI)~~ and reckless driving;
- ~~3-9.~~ Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
- ~~4-10.~~ Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165;
- ~~5-11.~~ Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or
- ~~6-12.~~ Other criminal or moving vehicle violation, as determined by Superintendent/designee to bear a reasonable relationship to the ability of the individual to perform the job.

NOTE: 702 KAR 5:080 requires school bus drivers to immediately report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

EXPLANATION: HB 378 (2019) REVISED KRS 156.160 TO REQUIRE DISTRICTS TO AWARD CREDIT, INCLUDING PARTIAL CREDIT, FOR ALL COURSEWORK SATISFACTORILY COMPLETED BY A HOMELESS STUDENT WHILE ENROLLED AT ANOTHER SCHOOL, ALLOW HOMELESS STUDENTS TO THE EXTENT PRACTICABLE TO COMPLETE THE COURSE AT NO COST TO THE STUDENT; AWARD A DIPLOMA AT THE HOMELESS STUDENT'S REQUEST BY A DISTRICT FROM WHICH THE STUDENT TRANSFERRED, AND EXEMPT THE HOMELESS STUDENT FROM ALL COURSEWORK AND OTHER REQUIREMENTS IMPOSED BY A LOCAL BOARD THAT ARE IN ADDITION TO THE MINIMUM STATE REQUIREMENTS FOR HIGH SCHOOL GRADUATION. ADDITIONALLY, AMENDMENTS TO 704 KAR 7:090 REQUIRE THE DISTRICT TO SUPPORT HOMELESS CHILDREN AND YOUTH AND HAVE WRITTEN PROCEDURES FOR SUCH.

FINANCIAL IMPLICATIONS: COST OF HOMELESS STUDENT'S COURSEWORK

STUDENTS

09.12 AP.25

Homeless Children and Unaccompanied Youth

The District shall support homeless children and unaccompanied youth by:

1. awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;
2. allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;
3. awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred; and
4. exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

Consistent with KRS 156.160, and to the extent feasible, homeless children and unaccompanied youth shall be awarded credit, including partial credit, for all coursework satisfactorily completed.

To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, the District shall adopt written procedures addressing:

1. the tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth;
2. the consolidation of partial credit, where appropriate, to provide opportunities for credit accrual that eliminate academic and nonacademic barriers for homeless children and unaccompanied youth;

Homeless Children and Unaccompanied Youth

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

3. how the District shall provide students experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at nominal or no costs;
4. the ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:
 - a) identifying systems that are in place to ease the transition of students experiencing homelessness, particularly during the first two (2) weeks at a new school;
 - b) requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness; and
 - c) granting priority placement in classes offered by the District that meet state minimum graduation requirements for students who change schools at least once during a school year as a result of homelessness.
5. how and in what circumstances the District shall allow a student experiencing homelessness who was previously enrolled in a course required for high school graduation to complete that course at no cost before the beginning of the next school year as required by KRS 156.160; and
6. the required review of credit accrual and the personal graduation plan for each homeless student and unaccompanied youth that is not on track to receive a high school diploma before the fifth year of high school enrollment.

REFERENCES:

KRS 156.160

704 KAR 7:090

42 U.S.C. § 1143

RELATED POLICY:

08.113

EXPLANATION: SB 127 AMENDS KRS 158.836 TO CHANGE THE DEFINITION OF EPIPENS OR OTHER EPINEPHRINE AUTO-INJECTORS TO INJECTABLE EPINEPHRINE DEVICES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1

Procedure for Dispensing Medication

Medications that are deemed essential to the well-being of the student shall be administered at school by trained personnel. When possible medications should be given at home

Medications must be in the pharmacy container clearly labeled with the student's name. Non-prescription medications must be in an original container.

All prescription medications must be accompanied by a physician's order and written parental permission. For short term medications, the pharmacy label on the bottle may be used in place of a physician order. Parental permission is required.

Prescription medications shall be administered only as prescribed on the physician's written authorization. Medication orders should clearly state the time medication is to be given. Be especially careful when the physician's order includes a morning dose to be sure where that dose will be given.

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider.

Allowing students to transport medications presents the risk for medication poisoning. Therefore, parents are encouraged to bring all medications to school.

Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

Medication brought to school shall be counted and the amount documented on the medication log.

Medications must be kept in a locked cabinet at all times accessible only to the authorized school personnel. Under special circumstances and with physician order, permission may be given for a student to possess and administer medications needed to preserve life, such as inhalers, Glucagon, FDA approved seizure rescue medications, insulin, and injectable epinephrine devices~~EpiPens~~.

DISPENSING MEDICATIONS

Students are expected to report to the health office for medication and be cooperative about taking medications. While some children need to be reminded, it is not the responsibility of the school staff to forcibly administer medication. If a student refuses to take a prescribed medication, the parent shall be notified.

Arrangements shall be made for the child to take the medication at the proper time.

Medication shall be administered under the supervision of the school nurse or other school employee who accepts delegation of responsibility from the nurse.

SELF-ADMINISTRATION OF MEDICATION

Students may be authorized to carry on their person and independently take their own prescription medication provided the parent/guardian and health care practitioner has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication.

Student Medication Guidelines**NONPRESCRIPTION MEDICATIONS**

Nonprescription medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form signed by the parent is on file. Medication must 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. Staff will assess the need for medication taking into consideration the possibility of masking symptoms and exposing other children to contagious diseases.

DOCUMENTATION OF ADMINISTRATION

Except for medications approved for self-administration, all medication given must be immediately documented on a medication log or student health visit record. Documentation should be complete with notation of missed doses and absences.

DESTROYING MEDICATION

Notice shall be sent to the parent/guardian prior to the end of the year informing them that their child has medication remaining and that it must be picked up. If the medication is not retrieved, the school nurse or designee, with a witness, shall count the pills remaining and document on the medication log. Leftover prescription medication shall then be destroyed. Medication shall not be flushed but may be put in glue and placed in a trash receptacle or destroyed in accordance with current health care standards.

Medication that is being returned to the parent shall be counted and documented as returned.

Medications left by students who withdraw shall be destroyed. Parental contact should be attempted before destroying medication.

MEDICATION ERROR

If an error in the administration of medication is noted, initiate the following steps:

1. Keep student in office for observation.
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.
5. Notify the parent.
6. Record all circumstances and actions taken, including instructions from the parent and/or physician/health care provider, and the student's status.
7. Complete a "Medication Administration Incident Report" form.

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21; 09.2241 AP.22

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. THE NOTICE INFORMATION IS FOUND IN THE UPDATE FOR ADMINISTRATIVE PROCEDURE 01.6. AP.2
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

COMMUNITY RELATIONS

10.11 AP.21

Public Records Notice

To be posted at the main entrance of the Central Office and of each school building, as appropriate.

Rules/Regulations for Inspection

~~Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the _____ Board of Education are open for inspection.~~

~~Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the Central Office and of each school building. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form. The official custodian may require:~~

- ~~a) Written application, signed by the applicant and with his/her name printed legibly on the application, describing the records to be inspected. The written application shall be hand delivered, mailed, or sent via facsimile to the public agency;~~
- ~~a) Facsimile transmission of the written application; or~~
- ~~a) Email of the application.~~

~~Completed application forms should be submitted to _____, the Board's official custodian of public records, at the following address:~~

~~An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.~~

~~Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.~~

Public Records Notice

~~Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.~~

~~Persons who live outside the area and who wish to request copies of public records should contact the person listed above.~~

Designated Representative

Date

Home/Hospital Instruction Forms

APPLICATION FOR HOME/HOSPITAL INSTRUCTION

(Please type or print neatly.)

Parent/Student Information

SECTION I

To be completed by the parent(s)/guardian(s) prior to full completion by the licensed medical or mental health professional.

School District _____ School _____

Grade _____ County of Residence _____

Last Date Attended _____ Special Education Student ☐ Yes ☐ No

Name of Student _____ Date of Birth _____

Address of Student _____ Zip Code _____

Sex _____ Race _____ Social Security/Student ID# _____ Telephone # _____

Full Name of Father/Guardian _____ Work Phone _____

Full Name of Mother/Guardian _____ Work Phone _____

List any Special Education Programs in which your son or daughter may be enrolled: _____

Directions to Student's Home _____

Pursuant to KRS 159.030, Section (2), before granting an exemption, the Board of Education shall require satisfactory evidence, in the form of a signed statement of a licensed physician, Advanced Practice Registered Nurse, psychologist, psychiatrist, chiropractor, or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. On the basis of such evidence, the Board may exempt the child from compulsory attendance. Eligibility for home/hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) in accordance with their Individual Education Program (IEP). In lieu of this application, the ARC chairperson shall provide written notice of this eligibility to the local Director of Pupil Personal (DPP) for purposes of program enrollment.

Any child who is excused from school attendance more than six (6) months must have two (2) signed statements from two (2) different local health personnel which can be a combination of the following professional persons: a licensed physician, Advanced Practice Registered Nurse, psychologist, psychiatrist, chiropractor, and health officer. If a medical professional certifies that a student has a chronic physical condition unlikely to substantially improve within one (1) year, then the one signed statement is sufficient for services that extend beyond six (6) months. This exception does not apply to students with mental health conditions.

Exemptions of all children must be reviewed annually with the evidence required being updated, except that children with disabilities certified by a medical professional to have a chronic physical condition unlikely to substantially improve within three (3) years may continue to be eligible for home/hospital instruction services, based on the admissions and release committee's (ARC) annual review of documentation to determine if updated evidence is required. Updated documentation of evidence of need for home/hospital services for children with chronic physical conditions shall be provided as requested by the ARC, or at least every three (3) years.

Pursuant to 704 KAR 7:120, the condition of pregnancy is not to be considered physical or health impairment in and of itself, and the nature and extent of any complication shall be delineated prior to consideration of home/hospital instruction for this condition.

RELEASE OF INFORMATION

I understand that the Home/Hospital Review Committee may request a review of the information provided on these forms by local health personnel. I hereby authorize this committee to have access to pertinent information regarding this request.

Parent/Guardian Signature

Date

Home/Hospital Instruction Forms

(Please type or print neatly.)

PROFESSIONAL STATEMENT**SECTION II**

This section is to be filled out by the authorized medical or mental health professional.

It shall be determined that a child or youth is to be provided home/hospital instruction if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by signed professional statement in accordance with KRS 159.030 (2) and 704 KAR 7:120.

Please Note: Home Instruction (homebound) is a short-term instruction provided in a home or other designated site for a student who is temporarily unable to attend school. According to state guidelines, two (2) hours of home instruction each week is the equivalent to one (1) full week of school attendance. Home instruction is not designed to take the place of a more appropriate school placement.

Name of Student _____

Please check one of the following:

☐ The student can attend school without any type of modifications or special provisions.

Comments _____

☐ The student can attend school only with modifications or special provisions.

Describe Modifications Needed _____

☐ The student is unable to attend school at this time due to health concerns, and I do support home/hospital instruction. (If checked, please complete the rest of this section).

☐ I ☐ do ☐ do not support home/hospital instruction for the student. If you do not support home/hospital instruction at this time, please state your concerns and/or recommendations:

If you do support home/hospital instruction at this time, please fill out the rest of Section II.

Diagnosis: _____ Prognosis: ☐ Good ☐ Fair ☐ Poor

Specific reason(s) why the student is unable to attend school at this time: _____

How long have you been seeing the patient for the diagnosis listed?

Approximate length of time student will need Home/Hospital Instruction _____

Please summarize test and all other data collected that supports the need for Home/Hospital Instruction at this time. _____

Home/Hospital Instruction Forms

(Please type or print neatly.)

PROFESSIONAL STATEMENT (CONTINUED)

What is the treatment plan for the patient? _____

What is the expected duration of treatment? _____

☐ Check here if this student has a chronic physical condition that is unlikely to substantially improve within one (1) year.

What ancillary services are involved in treatment? _____

List consultants/specialists to whom this student has been referred:

Will you be following this patient? ☐ Yes ☐ No If not, who will?

Name _____ Phone Number _____

Address _____

Anticipated date of student's return to school _____

What are your recommendations to assist this student in his/her return to school? _____

Remarks/Comments _____

Signature of Licensed Professional Title Date

Please Print or Type Name of Professional: _____

Office Address _____ Phone Number _____

_____ Fax Number _____

Home/Hospital Instruction Forms

(Please type or print neatly.)

HOME/HOSPITAL REVIEW COMMITTEE**SECTION III**

This section is to be completed by the Home/Hospital Review Committee.

Name of Student _____

Date Application Received: _____ ☐ Approved ☐ Denied ☐ IncompleteIf approved, date of services will be from _____ until _____
(Review Date)

If eligibility for services denied, reason for denial _____

If incomplete application, type of additional information requested _____

Date of Request _____ Person Contacted _____**Signatures of Committee Members:**Director of Pupil Personnel: _____
DateHome/Hospital Services Teacher
or Program Director: _____
DateLocal Medical or Mental Health Personnel: _____
Date

Comments: _____

Home/Hospital Instruction Forms**HOME/HOSPITAL PROGRAM FORM**

2_____ - 2_____ (school year)

District: _____

Grade: _____

School Name: _____

Year Beginning: _____, 2_____

Year Ending: _____, 2_____

Teacher Name: _____

Student: _____

Date of Birth: _____/_____/_____

Reason for Admission: ☐ MEDICAL ☐ MENTAL HEALTH ☐ Complications from Pregnancy

If admission is based on mental health reasons, was the student served in the:

Home ☐ Hospital ☐ Both ☐IEP on file: ☐ Yes ☐ No**RECORD OF INSTRUCTION IN MINUTES**

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL MINUTES
AUGUST																																
SEPTEMBER																																
OCTOBER																																
NOVEMBER																																
DECEMBER																																
JANUARY																																
FEBRUARY																																
MARCH																																
APRIL																																
MAY																																
JUNE																																
JULY																																

Instructions:

- Fill in all blanks.
- Reason for Program Admission must be completed.

~~Send form to:~~~~Kentucky Department of Education~~~~Office of District Support Services~~~~Capital Plaza Tower, 15th Floor~~~~500 Mero Street~~~~Frankfort, Kentucky 40601~~

Teacher Signature: _____

If more than one teacher provides instruction, they must sign below.

Teacher Name (please print): _____

Teacher Signature: _____

Dates of Instruction: _____

Teacher Name (please print): _____

Teacher Signature: _____

Dates of Instruction: _____