

Jefferson County Board of Education

2023 KSBA Annual Admin Procedure Update, Set #2

August 15, 2023 Board Meeting

House Bill 319 AN ACT relating to teachers.

03.123 AP.2 Sick Leave and Statement (Classified)

03.223 AP.2 Leave Request Form and Statement (Classified)

House Bill 331 AN ACT relating to the emergency medical preparedness of schools.

05.4 AP.1 Use of Automated External Defibrillators (AEDs)

05.4 AP.23 Compliance with Automated External Defibrillator (AED) Requirements

05.4 AP.231 Automated External Defibrillator (AED) Reporting Form

05.4 AP.232 Automated External Defibrillator Inspection Log

FBI Criminal Justice Info Services - Security Policy Update

03.11 AP.2521 Criminal History Record Information

House Bill 319
AN ACT relating to teachers.

EXPLANATION: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.123 AP.2

Sick Leave and Statement Affidavit

A certified employee ~~Certified employees~~ shall be credited with sick days according to contract base days specified in the charts below.

Certified	
Base Days	Annual Sick
Less than 143	0
143-189	10
190-205	10.5
206-259	11
260	12

Part-time Certified Teachers	
Base Days	Annual Sick
0-89	0
90-139	5
140 and greater	10

Part-time Certified Teachers and Administrators	
Base Days	Annual Sick
0-89	0
90-139	5
140 -184	10
185 and greater	10

An employee ~~Employees~~ must submit the Application for Sick Leave Statement Affidavit, kept by the respective department secretary, stating that the employee or member of the employee’s immediate family was ill on the day or days the employee was absent from duty providing the employee has not exhausted the current and accumulated sick leave credit. An employee ~~Employees~~ who misses ~~miss~~ ten (10) or more consecutive days due to sick leave or have exhausted all credited leave time shall present a Certification of Healthcare Provider form to the Leave Center. Sick leave shall be granted in accordance with District leave policies and applicable negotiated labor agreement.

EXPLANATION: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.223 AP.2

Leave Request Form and Statement Affidavit

A classified employee ~~Classified employees~~ shall be credited with sick days according to contract base days specified in the chart below.

Base Days	Annual Sick
Less than 143	0
143-210	10
211-259	11
260	12

An employee ~~Employees~~ must submit the Application for Sick Leave Statement Affidavit, kept by the respective department secretary, stating that the employee or member of the employee's immediate family was ill on the day or days the employee was absent from duty providing the employee has not exhausted the current and accumulated sick leave credit. An employee ~~Employees~~ who misses ~~miss~~ ten (10) or more or consecutive days due to sick leave or have exhausted all credited leave time shall present a Certification of Healthcare Provider form to the Leave Center. Sick leave shall be granted in accordance with District leave policies and applicable negotiated labor agreement.

House Bill 331

**AN ACT relating to the emergency
medical preparedness of schools.**

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.1

Use of Automated External Defibrillators (AEDs)

Each school's emergency plan shall include procedures to be followed in case of a medical emergency, a written cardiac emergency response plan, and a diagram that clearly identifies the location of each AED. Procedures for the use and training of AEDs shall be included in the emergency response plan.

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.23

Compliance with Automated External Defibrillator (AED) Requirements

Name of Employee: _____ Date of Training: _____

Having completed the required AED training, I hereby confirm that I have read and understand the policies and procedures for use of AEDs for the District.

Should I have questions at any time while serving as an Expected AED User, I shall contact the designated AED contact for clarification. I agree to follow the terms and guidelines set forth in policy and procedures for this District.

Expected AED User's Signature Date

Superintendent/designee's Signature Date

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.231

Automated External Defibrillator (AED) Reporting Form

Submit this form to Manager, District Health Services Superintendent/designee within forty-eight (48) hours of AED use.

AED USER: _____

LOCATION OF AED USE: _____

NAME: _____ **DATE OF INCIDENT:** _____

Staff Member Student Parent/Visitor

Condition upon arrival (check all that apply)

- unconscious
- not breathing
- no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

NUMBER OF DEFIBRILLATIONS: _____

Please describe the incident from the beginning of the emergency until its conclusion:

Were efforts terminated? Yes No **If yes, please explain.**

Signature of AED User

Date

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.232

Automated External Defibrillator Inspection Log

<u>DATE</u>	<u>INSPECTED/ IN-SERVICE</u>	<u>INSPECTED/OUT- OF-SERVICE</u>	<u>SUPT/DESIGNEE & SITE /SUPERVISORS NOTIFIED AND DATE</u>	<u>MISSING/FAULTY EQUIPMENT (LIST)</u>	<u>INITIALS OF INSPECTOR</u>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		

FBI Criminal Justice Info Services Security Policy Update

EXPLANATION: THE UPDATED FBI CJIS SECURITY POLICY CHANGES THE TRAINING REQUIREMENTS FROM EVERY TWENTY-FOUR (24) MONTHS TO EVERY TWELVE (12) MONTHS.
FINANCIAL IMPLICATIONS: MORE FREQUENT TRAINING

PERSONNEL

03.11 AP.2521

Criminal History Record Information

PURPOSE

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualifications for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

AUTHORITY

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

NONCRIMINAL JUSTICE AGENCY CONTACT (NAC) & LOCAL AGENCY SECURITY OFFICER (LASO)

The Superintendent shall designate employee(s) to serve as the NAC and LASO points of contact with KSP through whom communication regarding audits, District personnel changes, training, and security shall be conducted. The NAC and LASO shall receive and disseminate communications from KSP to all authorized District personnel. Additionally, the LASO shall, where applicable:

1. Identify who has access to and is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware, and ensure no unauthorized individual or process has access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are followed as stated.
4. Ensure approved and appropriate security measures are in place and work as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

AUTHORIZED PERSONNEL

Authorized personnel shall be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District shall keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

TRAINING OF AUTHORIZED PERSONNEL

The District shall ensure all persons authorized to have CHRI access complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC shall keep the Security Awareness Training certificate on file for all authorized personnel.

The District shall ensure authorized users complete recertification of Security Awareness Training every ~~twelvetwenty-four~~ (1224) months.

Authorized personnel shall review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

Criminal History Record Information

FINGERPRINT CARD PROCESSING

The District shall contract with a third-party vendor to conduct fingerprinting for every covered person for whom a fingerprint is required. The third-party vendor shall:

1. Require a covered person to provide a valid, unexpired form of government-issued photo identification to verify the covered person's identity;
2. Document a proper reason for fingerprinting a covered person; and
3. Implement proper chain of custody procedures protecting the integrity of a covered person's fingerprints prior to submission.

A covered person that has disclosed a conviction must still be fingerprinted.

A copy of the FBI Privacy Rights Notification will be provided to a covered person prior to fingerprinting. A covered person shall be advised of the process regarding a challenge of the criminal history record.

COMMUNICATION

Authorized personnel may discuss the CHRI results with a covered person in a secure, private area. Extreme care shall be taken to prevent overhearing, eavesdropping, or interception of communication.

The District shall not allow a covered person to have a copy of his/her/their record or take a picture of it with an electronic device.

The District shall provide the covered person with required forms and options to obtain his/her/their record if a record is to be challenged.

PHYSICAL SECURITY

The District shall ensure that information system hardware, software, and media used to access CHRI are physically protected through access control measures, including that the physically secured location is prominently posted and separated from non-secure locations by physical controls.

The District shall :

1. Control all access points (except for those areas within the facility officially designated as publicly accessible) and shall verify access authorization of an individual before granting access.
2. Control physical access to information system distribution and transmission lines within the physically secure location.
3. Control physical access to information system devices that display Criminal Justice Information (CJI) and shall position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI.
4. Monitor physical access to the information system to detect and respond to physical security incidents.

Criminal History Record Information**PHYSICAL SECURITY (CONTINUED)**

5. Control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and shall ensure that visitors to a secured location are escorted by an authorized individual.

STORAGE AND RETENTION OF CRIMINAL HISTORY RECORD INFORMATION (CHRI)

The fingerprint results from KSP shall only be handled by authorized personnel.

During the fitness determination:

- CHRI shall be stored in a locked drawer/container at the Central Office that is accessible only to authorized personnel.
- CHRI shall be stored in a separate file from other personnel records.
- CHRI shall not be archived in a publicly accessible location.
- CHRI results shall be stored electronically using appropriate security and encryption methods.
- If CHRI is stored electronically, the District shall ensure compliance with CJIS Security Policy for the Network Infrastructure, to include the following:
 1. Network Configuration;
 2. Personally Owned Information Systems;
 3. Publicly Accessible Computers;
 4. System Use Notification;
 5. Identification/User ID;
 6. Authentication;
 7. Session Lock;
 8. Event Logging;
 9. Advance Authentication;
 10. Encryption;
 11. Dial-up Access;
 12. Mobile Devices;
 13. Personal Firewalls;
 14. Bluetooth Access;
 15. Wireless (802.11x) Access;
 16. Boundary Protection;
 17. Intrusion Detection Tools and Techniques;
 18. Malicious Code Protection;
 19. Spam and Spyware Protection;
 20. Security Alerts and Advisories;

Criminal History Record Information**STORAGE AND RETENTION OF CHRI (CONTINUED)**

21. Patch Management;
 22. Voice over Internet Protocol (VoIP);
 23. Partitioning and Virtualization; and
 24. Cloud Computing
- Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and shall not be released under an open records request.

MEDIA TRANSPORT

The District shall protect and control digital and physical CHRI media during transport outside of controlled areas and shall restrict the activities associated with the transport of CHRI media to authorized personnel.

DISPOSAL OF CHRI MEDIA

The District shall properly retain or destroy physical or electronic CHRI in accordance with the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI media through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release. Inoperable digital media shall be destroyed (e.g., cut up, shredded, etc.) The District shall ensure the overwriting, degaussing, or destruction is witnessed or carried out by authorized personnel.

MISUSE OF CHRI

In the event of deliberate or unintentional misuse of CHRI by an employee, the District shall subject the employee to disciplinary action in accordance Board policy and procedures, up to and including termination, and, if warranted, refer the matter to an appropriate authority for criminal investigation.