

EXPLANATION: HB 449 AMENDS KRS 160.180 TO EXPAND THE ACCEPTABLE DOCUMENTATION FOR EVIDENCING A SCHOOL BOARD CANDIDATE'S COMPLETION OF HIGH SCHOOL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

Name of School District: _____			
[Division # ____ (for county school systems) or the District at large (for independent school systems)]			
Name: _____		Birthdate: _____	
Last	First	MI	
Address: _____			
Street or Box #		State	Zip Code
Telephone: _____			
Business		Home	Cell
Email Address: _____			

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? Yes No
2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? Yes No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? Yes No
If yes, please identify. _____
4. Does the School District where you reside presently employ you? Yes No
5. Do you have any relatives employed by the District? Yes No
If yes, please indicate their relationship to you:
 Brother Sister Husband Wife Son Daughter Father Mother
 Other _____
6. Have you ever been a member of any local Board of Education in Kentucky? Yes No
If so, which District _____ and when _____?
7. Do you currently hold any elective federal, state, county, or city office? Yes No
If yes, please identify. _____
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? Yes No
If yes, please identify. _____
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? Yes No
If yes, please describe. _____
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? Yes No
If yes, please describe. _____

Application for Board Vacancy

11. Do you serve on any county, city, or joint agency government boards? Yes No

If yes, please describe. _____

12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?

Yes No

13. Have you completed at least the twelfth (12th) grade or been issued a High School Equivalency Diploma?

Yes No

14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Note: Application must include an affidavit signed under penalty of perjury certifying completion of the twelfth (12th) grade, a transcript evidencing completion of the twelfth (12th) grade, or if appropriate, the results of a twelfth (12th) grade equivalency examination.

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High School Attended Address Dates Attended/Graduated

College/University Attended Address Dates Attended/Degree

Graduate Schools Attended Address Dates Attended/Degree

15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: _____

16. Work Experience (Please provide employment history and attach current resume.)

a. _____
Current Employer Address

Date of Employment Duties

b. _____
Previous Employer Address

Date of Employment Duties

c. _____
Previous Employer Address

Date of Employment Duties

Application for Board Vacancy

COUNTY CLERK'S CERTIFICATION

RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

_____ who resides at _____
Name Address

is a resident and registered voter in _____ School District [Division # ____ (*for county school systems*) or the District at large (*for independent school systems*).]

Certified by: _____

_____ County Clerk's Office Date: _____

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

RELATED PROCEDURE:

01.3 AP.2

EXPLANATION: SB 2 CREATES AMENDS KRS 158.4451 TO REQUIRE DISTRICTS TO PROVIDE TRAINING ON AN ANONYMOUS REPORTING TOOL THAT ALLOWS STUDENTS, PARENTS, AND COMMUNITY MEMBERS TO ANONYMOUSLY SUPPLY INFORMATION CONCERNING UNSAFE, POTENTIALLY HARMFUL, DANGEROUS, VIOLENT, OR CRIMINAL ACTIVITIES, OR THE THREAT OF THESE ACTIVITIES, TO APPROPRIATE PUBLIC SAFETY AGENCIES AND SCHOOL OFFICIALS.

FINANCIAL IMPLICATIONS: COST OF OBTAINING ANONYMOUS REPORTING TOOL AND PROVIDING TRAINING ON THE USE OF SUCH

EXPLANATION: SB 2 AMENDS KRS 156.095 AND THE REQUIREMENTS FOR EVIDENCE-BASED SUICIDE PREVENTION TRAINING FOR BOTH STUDENTS AND STAFF.

FINANCIAL IMPLICATIONS: COST OF PROVIDING TRAINING

PERSONNEL

03.19 AP.23

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 hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
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	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations <u>training each year by November 1.</u>	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			✓	
Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4/09.311/09.224			✓	
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 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	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	✓		✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

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: <u>Provide two (2) suicide prevention awareness lessons each school year.</u> <u>Staff training for student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording each school 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.</u> [Employees with job duties requiring direct contact with students in grades four six (4) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
<u>Anonymous reporting tool: Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.</u>	<u>KRS 158.4451</u>	<u>09.22</u>		✓		
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

03.19 AP.23
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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	✓		✓	
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 158.842		✓			
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 multi-tiered system of supports upon District request.	KRS 158.305				✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

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*.

EXPLANATION: HB 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.

FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS

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 five (5) 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);
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction of an offense that would classify a person as a violent offender under KRS 439.3401, for a ~~felony~~-sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, or is required to register as a sex offender~~as a violent offender as defined in KRS 17.165;~~
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

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

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 449 AMENDS KRS 160.570 REMOVING THE LIMIT OF DEPOSITORIES A DISTRICT MAY APPOINT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.2 AP.1

Depositories

SELECTION OF DEPOSITORY(IES)

The Superintendent shall notify the Board if a depository or depositories (~~up to 3~~) are to be selected with an effective date of July 1.

INVITATION TO BID

The Superintendent shall recommend to the Board for its approval an invitation to bid for bank depository services. Following consideration of bids received, selection of depository(ies) to provide services will be placed on the Board agenda as an action item no later than the June Board meeting.

BIDDING

Prior to the June Board meeting, the Superintendent/designee shall prepare and send the bid documents to local financial institutions meeting the requirements of KRS 160.570 and capable of providing the necessary services.

EXPLANATION: HB 22 REMOVES MEDICAL OVERSIGHT OF THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) AND REMOVES REPORT OF USE OF AN AED TO THE LICENSED PHYSICIAN. FINANCIAL IMPLICATIONS: NO NEED TO PAY FOR A PHYSICIAN TO OVERSEE THE AED PROGRAM AND LESS TIME SPENT ON FILING REPORTS

SCHOOL FACILITIES

05.4 AP.1

Use of Automated External Defibrillators (AEDs)

HOPKINS COUNTY SCHOOL DISTRICT PROTOCOL FOR THE USE OF THE AED

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.

PROCEDURE

In the event of an unresponsive individual on the grounds of or in any of the buildings of the Hopkins County School District, the main office in that building is to be notified. The Emergency Response Plan is to be implemented at that time. The personnel in the main office shall announce a predetermined code word on the building all-call system and the location of the medical emergency. At least two (2) trained staff members shall go to the announced location of the patient, assess the patient and if necessary begin CPR. At least one (1) other trained staff member shall go to the location of the AED and bring the AED to the patient.

IMMEDIATELY UPON ARRIVAL, CHECK THE SCENE FOR SAFETY, THEN VERIFY SUDDEN CARDIAC ARREST:

- Verify unconsciousness.
- If no response, call or have someone call the main school office to activate the Emergency Response Plan; or if staff are not in the main office and not available, call 911 (EMS).
- Open airway.
- Verify no breathing.
- Deliver two (2) rescue breaths.
- Verify no carotid pulse.

After Verification of Sudden Cardiac Arrest

- Perform CPR until the AED unit becomes available.
- Move patient if lying on or near metal or water.
- Turn on the AED when available.
- Bare and prepare chest (cut or tear away clothing, if excessive chest hair, shave or clip; dry the chest if wet – never use alcohol pads).
- Apply defibrillation pads as per diagram on machine. For a child under 8 years old or under 55 lbs., pediatric defibrillation pads **MUST** be used. If pediatric pads are not available, **DO NOT USE THE AED.**

Use of Automated External Defibrillators (AEDs)**Allow AED to Analyze – If Treatment Advised**

- Clear patient verbally and visually prior to treatment/shock delivery.
- Deliver a treatment/shock when prompted by pushing the treatment button.
- Continue to follow prompts from AED unit until EMS arrives.

If No Treatment Advised

- Check pulse - if no pulse, perform CPR until the AED reanalyzes. If pulse is present, support airway and breathing until EMS arrives.
- Continue until AED prompts, “do not touch patient...” following instructions, or until EMS arrives.

Post-Use Procedure

The AED Coordinator will do the following after any AED use:

- ~~Notify the Medical Director.~~
- Complete AED incident report.
- Copy of incident report maintained by coordinator.
- Restock electrode pads, batteries, razors, gloves, etc. Inspect all supplies for any damage, expiration dates, and required replacement.
- Clean the AED. Inspect the exterior and connector for dirt or contamination.
- Notify staff AED is back in service.

PURPOSE

To provide guidance in the management or administration of a school-based AED program.

“Sudden cardiac arrest” (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm, called “ventricular fibrillation” (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is applied only to victims who are unconscious and without pulse and without normal breathing. The AED will analyze the heart rhythm and advise the operator if a “shockable rhythm” is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a treatment.

PROGRAM COORDINATOR _____

Use of Automated External Defibrillators (AEDs)

PROGRAM COORDINATOR (CONTINUED)

Responsibilities:

- 1) Selecting employees for AED training and distribution of AED-trained employee list as required.
- 2) Coordinating training for emergency responders.
- 3) Coordinating equipment and accessory maintenance.
- 4) Maintaining on file a specifications/technical information sheet for each approved AED model assigned to the school.
- 5) Revising this procedure as required.
- 6) Monitoring the effectiveness of this system.

~~Communicating with the medical director on issues related to the medical emergency response program including post-event reviews.~~

Applicable Documents:

- 1) County/State AED Guidelines
- 2) District Emergency Response Plan
- 3) Infection control procedure for universal precautions
- 4) State immunity from liability exclusion
- 5) AED procedure

~~**MEDICAL CONTROL**~~

~~The medical director of the AED program has ongoing responsibility for:~~

- ~~0) Providing medical direction for use of AEDs.~~
- ~~0) Writing a prescription for AEDs.~~
- ~~0) Reviewing and approving guidelines for emergency procedures related to the use of AEDs and CPR.~~
- ~~0) Evaluation of post-event review forms and digital files downloaded from the AED.~~

AUTHORIZED AED USERS

Each building is to maintain a list of personnel authorized to use the AED. These staff members will have current certification in CPR and the use of the AED from a recognized training agency. The staff member shall provide the District Central Office and the Health and Safety Committee at their school with a copy of their current certification. The use of CPR and the AED in accordance with the training received and approved protocols shall be considered within the scope of the employment of the staff member.

Use of Automated External Defibrillators (AEDs)**AED-Trained Employee Responsibilities:**

- 1) Activating internal emergency response plan and providing prompt basic life support, including AED and first aid according to training and experience.
- 2) Understanding and complying with the requirements of this procedure.
- 3) Following the more detailed procedures and guidelines for the AED program.

School Office Responsibilities:

- 1) Receiving emergency medical calls from internal locations.
- 2) Contacting the external community 911-response team (EMS) if required.
- 1) Deploying AED-trained employees to emergency location.
- 2) Assigning someone to meet responding EMS aid vehicle and directing EMS personnel to site of medical emergency.

EQUIPMENT

The ZOLL Automated External Defibrillators (AEDs) have been approved for this program and are available at each of the high schools. The school athletic trainers have the Phillips AED. The AEDs conform to the state/county standards.

- 1) The AED and first-aid emergency care kit will be brought to all medical emergencies.
- 2) The AED should be used on any person who displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
 - *Victim is unresponsive.
 - *Victim is not breathing, or is breathing ineffectively.
 - *Victim has no signs of circulation.

LOCATION OF AEDS

During school hours, the AED will be at designated locations. These locations shall be specific to each school but should allow the device to be easily seen by staff. Portable AED units may be available for use away from the main school campus (e.g., athletic events, practice fields, etc.) as determined by the school's Health and Safety Committee.

Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

ADDITIONAL RESUSCITATION EQUIPMENT

Each AED will have one (1) set of defibrillation electrode pads, with one (1) adult electrode pad. One (1) resuscitation kit will be connected to or stored with the AED unit. This kit shall contain one (1) pair of latex-free gloves, one (1) razor, one (1) set of trauma shears, and one (1) facemask barrier device.

Use of Automated External Defibrillators (AEDs)

EQUIPMENT MAINTENANCE

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- 1) The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn for service, the main school office shall be informed and then notified when equipment is returned to service.
- 2) The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- 3) The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- 4) Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

STAFF TRAINING

Designated staff shall complete training adequate to provide basic first-aid, CPR, and AED that will be provided at no cost to the employee. The District Central Office and each building/school office shall maintain training records for the trained employees.

REFRESHER TRAINING

Designated employees will maintain certification as required by their positions' requirements.

MEDICAL RESPONSE DOCUMENTATION

Internal Post-Event Documentation:

The following form shall be sent to the AED Program Coordinator or designee within twenty-four (24) hours of a medical event requiring the use of an AED:

- 1) The AED-trained employee shall complete an AED Incident Report (05.4 AP.231) whenever an AED is used.

External Post-Event Documentation:

A copy of AED use information shall be presented within forty-eight (48) hours of the emergency to the following:

- ~~1) Medical Director of the AED program.~~
- 2) 1) Local EMS, county or state officials as designated in state AED requirements and local regulations.
- 3) 2) At a minimum, event information supplied shall include any recorded data and all electronic files captured by the AED.

Use of Automated External Defibrillators (AEDs)

Post-Event Review:

Following each deployment of the emergency response team, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement.

Annual System Assessment:

Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include review of the following elements:

- 1) Training records.
- 2) Equipment operation and maintenance records.

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.0 AP.1

Implementation of System

District personnel shall comply with requirements established in Kentucky Administrative Regulations, [the Statewide Transportation Services Policy Guidelines](#), the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation, [and Board Policy 09.2261](#).

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.22 AP.1

Driver's Rights and Responsibilities

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

DRIVER RIGHTS

[Driver rights are delineated in KRS 158.110 and Board Policy 06.22.](#)

NON-IDLING

In order to reduce student, driver and community exposure to diesel exhaust particulate matter, the following procedures to limit unnecessary idling shall apply to the operation of all District-owned school buses:

1. When school bus drivers arrive at loading or unloading areas to pick up or drop off passengers, they should turn off the bus as soon as possible to eliminate idling time. The school bus should not be restarted until it is ready to begin the loading process. Exceptions include conditions that would compromise passenger safety, such as extreme weather conditions and idling in traffic.
2. At the school bus terminal, drivers shall limit idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
3. Buses should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off school grounds.
4. In colder weather, schools shall provide a space inside the school where bus drivers who arrive early may wait.
5. If warmth of the bus is an issue during colder weather, idling shall be kept at the very minimum and occur outside the school zone. The "warmed" bus will enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
6. The drivers of all service delivery vehicles shall turn off the engine while making deliveries to school buildings.
7. Transportation Operations staff shall revise bus schedules so that school bus caravans can be avoided when possible.
8. All drivers shall receive a copy of this bulletin at the beginning of every school year.

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EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.34 AP.1

Conduct on Bus

RULES OF CONDUCT

Specific rules of conduct on school buses can be found in the Student Code of [Acceptable Behavior](#) and [Discipline Conduct](#) and/or in the student handbook.

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ENFORCEMENT

Bus drivers will assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal. The Principal may withhold bus-riding privileges (consistent with Board [pPolicies 06.34 and 09.2261](#)) if the pupil continues to disobey the rules. If withholding of bus-riding privileges becomes necessary, the Principal shall notify the parents and inform the appropriate Central Office personnel.

VIDEO SURVEILLANCE

Video surveillance may be placed on Board vehicles used for pupil transportation.

EXPLANATION: THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC) HAS DEVELOPED THEIR OWN FORM AOC-JW-8 FOR CERTIFYING THIS INFORMATION. THIS FORM IS RECOMMENDED TO BE RESCINDED AND THEIR FORM TO BE USED INSTEAD.

FINANCIAL IMPLICATIONS: TIME SAVINGS NOT HAVING TO FILL OUT MULTIPLE FORMS

STUDENTS

09.14 AP.2

Juvenile Justice Agency Certification Form

Date: _____

Name of Agency Receiving Records: _____

The _____ Schools have released education records of

_____, who was born on _____

Student's Name

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

Printed Name of Agency Representative

Signature of Agency Representative _____ *Date*

EXPLANATION: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN
ENUMERATED CRIMES TO LAW ENFORCEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211 AP.21

Documentation of Reporting Required by Law

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

This form shall be used to document reports listed in Policy 09.2211 that are required by KRS 158.154, KRS 158.155, and KRS 158.156. After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall also report the alleged incident to the Principal for documentation.

STUDENT REPORTED FOR VIOLATION _____
Last Name First Name Middle Initial

General nature of the alleged violation:

On _____, I reported the above incident to:
Date

- District law enforcement agency
- Local law enforcement agency official; specify: _____
- Department of Kentucky State Police County Attorney
- The Superintendent, who shall report it to the Board, if required by KRS 158.156

Signature of Principal Reporting

Date

The following information about the student involved is for internal tracking purposes only:

INFORMATION FOR STUDENT REPORTED:

BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____
Last Name First Name Middle Initial

PARENT/GUARDIAN ADDRESS _____

PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

If the report concerns an alleged student victim, the following information applies to that student:

ALLEGED VICTIM _____
Last Name First Name Middle Initial

BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____
Last Name First Name Middle Initial

PARENT/GUARDIAN ADDRESS _____

PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

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STUDENTS

09.2211 AP.21
(CONTINUED)

Documentation of Reporting Required by Law

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

PARENTAL NOTIFICATION

If their child is involved in an incident related to KRS 158.156, the Principal shall notify parents/guardians in writing.

BOARD NOTIFICATION

For an incident related to KRS 158.156, the Principal shall report only the following information to the Superintendent to share with the Board:

On _____, _____ students were involved in an incident <i>Date</i> <i>Number</i> reportable under KRS 158.156. _____ <i>Name of School</i> <i>Signature of Principal</i>

RELATED PROCEDURE:

09.438 AP.21

EXPLANATION: HB 829 CREATES KRS 218B.045 WHICH REQUIRES THE BOARD TO ENACT A POLICY BY DECEMBER 1, 2024, TO EITHER PERMIT OR PROHIBIT THE USE OF MEDICINAL CANNABIS BY A STUDENT ON SCHOOL PROPERTY.
IF THE BOARD DOES NOT PERMIT THE USE OF MEDICINAL CANNABIS, THIS FORM IS NOT NEEDED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2242 AP.2

Medicinal Cannabis Administration

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I (the school nurse or other school staff member) refuse to administer or supervise the administration of medicinal cannabis on school property.

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Name: _____ Title: _____

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Signature: _____ Date: _____

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EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261 AP.2

Transportation Services Policy Acknowledgement Form

Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.

SCHOOL: _____ **DATE:** _____

STUDENT NAME (PRINTED) _____ **STUDENT SIGNATURE**

PARENT/GUARDIAN NAME (PRINTED) _____ **PARENT/GUARDIAN SIGNATURE**

Per KRS 148.158, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.

EXPLANATION: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING AN ~~ORAL~~ REPORT

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an oral or written report, including but not limited to electronic submission, to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by ~~statute~~ (KRS 620.050).

EXPLANATION: SB 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43 AP.1

Juvenile Court Records

RECEIPT BY PRINCIPAL

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee. When the Principal receives juvenile court records or other information as permitted by KRS 610.345, s/he shall ascertain that the student named in the confidential record is currently enrolled in his/her school.

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The Principal receiving this information shall retain the information in a locked file. Records or information disclosed to the Principal pursuant to this procedure shall not be disclosed to any other person, including school personnel, except the following:

1. School administrative, transportation, and counseling personnel,
2. Any teacher to whose class the student has been assigned,
3. Any school employee with whom the student may come in contact, or
4. Others as may be permitted by law.

The Principal is required by law to release the information to employees of the school having responsibility for classroom instruction or counseling of the child.

Those persons receiving this confidential information shall sign a confidentiality statement (09.43 AP.22).

If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed.

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STUDENTS NOT ENROLLED IN THE SCHOOL

If the juvenile is not currently enrolled in the school, the Principal shall return the records to the court and notify the clerk that the child is not enrolled.

In addition, the Principal shall return the records to the court and notify the clerk if the juvenile is changing school assignment within the District, transferring to a school in another district, graduating, or withdrawing from school.

RELATED PROCEDURES:

- 09.14 AP section
- 09.43 AP.22