

EXPLANATION: HB 48 AMENDS KRS 156.095 REQUIRING DISTRICTS TO IMPLEMENT A FOUR (4) YEAR RECURRING PROFESSIONAL DEVELOPMENT TRAINING SCHEDULE THAT INCLUDES ALL REQUIRED PROFESSIONAL DEVELOPMENT TRAININGS, AND THAT ALL CERTIFIED SCHOOL EMPLOYEES COMPLETE DESIGNATED TRAININGS WITHIN TWELVE (12) MONTHS OF INITIAL HIRE AND AT LEAST ONCE EVERY FOUR (4) YEARS THEREAFTER. SOME PROFESSIONAL DEVELOPMENT REQUIREMENTS ARE BEING RELOCATED INTO OTHER POLICY AREAS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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 Situation training <del>each year by November 1.</del>	KRS 156.095	03.19/ <del>03.29</del>	✓		✓	
<del>Student suicide prevention training for certified employees.</del>	<del>KRS 156.095</del>	<del>03.19</del>	✓			
<del>Self-study review of seizure disorder materials.</del>	<del>KRS 156.095</del>	<del>03.19</del>	✓		✓	
<del>Child abuse and neglect prevention, recognition, and reporting.</del>	<del>KRS 156.095</del>	<del>03.19</del>	✓		✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent <del>may</del> 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			✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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	✓		✓	
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: Provide two (2) suicide prevention awareness lessons each school year. <del>Staff training for student suicide prevention training: Minimum of one (1) hour each school year. [Employees with job duties requiring direct contact with students in grades four (4) through twelve (12).]</del>	KRS 156.095; KRS 158.070	09.22			✓	
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.	KRS 158.4451	09.22		✓		
<del>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.</del>	<del>KRS 158.070</del>	<del>09.22</del>			<del>✓</del>	
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 158.155; KRS 158.156; KRS 620.030	09.2211		✓		

**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		✓	✓	
<del>Personnel training child abuse and neglect prevention, recognition, and reporting.</del>	<del>KRS 156.095</del>	<del>09.227</del>	<del>✓</del>		<del>✓</del>	
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				✓	

## **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: SB 19 AMENDS KRS 158.175 REQUIRING LOCAL BOARDS TO ESTABLISH A POLICY AND PROCEDURE STATING THERE SHALL BE A MOMENT OF SILENCE OR REFLECTION AND INCLUDES SPECIFIC GUIDELINES FOR IMPLEMENTATION.  
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH THE REQUIRED NOTIFICATION

CURRICULUM AND INSTRUCTION

08.1351 AP.1

## **Notice of Moment of Silence or Reflection**

**Dear Parent/Guardian,**

**A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.**

**The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:**

- 1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;**
- 2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;**
- 3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.**

**Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.**



EXPLANATION: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323 AP.1

## **Access to Electronic Media**

### **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

**Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.**

### **GENERAL STANDARDS FOR USERS**

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

### **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

## Access to Electronic Media

### RULES AND REGULATIONS

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Using third party providers or any other nonstandard electronic MAIL system.
3. Using student email accounts for non-educational purposes.
4. Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
5. Damaging computer systems, computer networks, or school/District websites.
6. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
7. Using another user's **personal** password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
8. Trespassing in another user's folder, work, or files.
9. Intentionally wasting limited resources including but not limited to gaming, streaming audio or video for non-educational purposes, and downloading of freeware or shareware programs.
10. **Using** the network for commercial purposes, financial gain, or any illegal activity.
11. Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose.
12. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, ~~including, but not limited to MySpace.com, Facebook.com or Xanga.com.~~
13. Students revealing their name and personal information to, or establishing relationships with, "strangers" on the network, unless a parent/guardian or teacher has coordinated the communication.

Users are held accountable for the additional rules and regulations found in the Hardin County Schools Code of Conduct. You can locate a copy of the plan on the District website. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

## **Access to Electronic Media**

### **1:1 USER AGREEMENT TERMS**

The Hardin County School District has initiated a 1:1 initiative for students and teachers in grades three through twelve (3-12). Students will be using these devices in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students in our middle and high schools will be allowed to take their designated devices home to continue school work. Please remember that the devices are the property of the District and their contents may be viewed at any time. Students are expected to have their devices with them each day, fully charged and ready for use.

### **GUIDELINES**

Student use of the District issued devices falls under the District Acceptable Use Policy for technology. Internet and device use will be monitored through District level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications and documents stored on the District issued devices are the property of the District and subject to review/monitoring.

### **DISTRICT DEVICES SHOULD NOT**

- Be modified in any way other than instructed by administration or school personnel.
- Have applied marks, stickers or other decoration placed on them or their case.
- Be exchanged with anyone.
- Have browsing history cleared or disabled.
- Have asset tag modified or tampered with in any way.
- Have heavy objects placed on top of them.

Failure to comply with these guidelines will be treated as a violation of the District Acceptable Use Policy and will be handled according to the school discipline code.

### **CARE AND USE OF DISTRICT ISSUED DEVICES**

- **Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.**
- **Make sure hands are clean before using device.**
- **Keep devices away from food and drink.**
- **Use only the included charger and a standard outlet to charge your device. Charge daily.**
- **Report software/hardware issues as soon as possible.**
- **Keep the District issued device in a climate controlled environment—do not expose to extreme temperatures.**

### **SAVING DOCUMENTS**

**Documents are saved with your device using cloud storage. This will require you to have a District issued Google Apps for Education account. Using this account, you can save, export, and import documents. This allows you to access your documents from other devices via the Internet. You can also share your documents with other students or your teacher.**

## **Access to Electronic Media**

### **1:1 USER AGREEMENT TERMS**

#### **REPORTING TECHNICAL ISSUES**

**Errors or problems should be reported as soon as is practical. This can be done by informing school personnel so the issue can be addressed in a timely manner. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the District issued device. Students taking the device from school property must sign and submit the User Agreement Application. Student use of the device off school grounds may be revoked at any time by administration.**

#### **SECURITY**

**Students should only use the District supplied Google Apps for Education or Microsoft 365 account. Students should never share their account passwords with others, unless requested by an administrator, teacher, parent, or guardian.**

**Students are responsible for following the guidelines and rules set forth in the District Acceptable Use Policy.**

**Violations of these policies may result in disciplinary actions/**

**If a violation of the Acceptable Use Policy or discipline code occurs, appropriate consequences will be imposed.**

**It is expected that students will:**

- **Maintain control of their assigned District issued device unless otherwise directed by administration;**
- **Not have the device out around food/drink (breakfast, lunch, snacking);**
- **Not leave the device unattended;**
- **Not play games during instructional time;**
- **Not clear or disable browsing history; and**
- **Maintain adequate battery charge for school use.**

#### **LOSS OR DAMAGE**

**If a District issued device is damaged or lost, please report to administration as soon as possible. If theft is suspected, a police report must be filed. If an incident happens in the evening, please inform administration by 8:00 AM the following school day.**

#### **GENERAL RULES**

- **After five (5) unexcused absences in a semester (or less by recommendation of Principal/DPP), the student may become a day user until regular attendance is established.**
- **General misconduct or failing to have the assigned District issued device at school/charged may result in student being assigned to day user status for a length of time determined by administration.**

**Access to Electronic Media****1:1 USER AGREEMENT TERMS****GENERAL RULES (CONTINUED)****Please Remember:**

- **Devices may be monitored by administration at any time.**
- **Administration reserves the right to take a District issued device at any time.**
- **Teachers reserve the right to limit the device use during class.**
- **The device is the property of the District.**

**RELATED COSTS**

Damage/Repair/Replace Fee Schedule		
Issue	Action(s) Necessary	Cost
Accidental Damage	A report must be made immediately to administration. The device must be returned to the school so that a new or spare device may be issued.	Cost of Repair or *Prorated Replacement Cost (current market)
Intentional Damage	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. Deliberate damage will be referred to an administrator. Any and all appropriate discipline for damage to school property may be appropriate.	Cost of Repair or *Prorated Replacement Cost (current market)
Lost	A report must be made immediately to administration and prorated replacement cost shall be paid.	
	*Device	*Prorated Replacement Cost
	*Power Cord	\$25
Theft	A report must be made immediately to administration and a police report must be filed.	No Cost

**\*Prorate Replacement Cost:**

- **First year of device - 100% of current market replacement cost**
- **Second year of device - 75% of current market replacement cost**
- **Third year of device or older - 50% of current market replacement cost**

**Damage/Repair/Replace fees apply from distribution date until date the device is returned to the District.**

## **Access to Electronic Media**

### **1:1 USER AGREEMENT TERMS**

#### **REMINDER OF NO PRIVACY GUARANTEE**

**District personnel have the right to access information stored in any user directory, on the current user screen or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with District policies and guidelines. Students should not expect files stored on District servers or through District provided technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a District computing device or District provided account.**

LEGAL: SB 181 PERMITS A PARENT TO SUBMIT WRITTEN CONSENT FOR A DESIGNATED SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER TO COMMUNICATE ELECTRONICALLY WITH A STUDENT OUTSIDE OF THE TRACEABLE COMMUNICATION SYSTEM. EXCLUDES COMMUNICATIONS BETWEEN A PARENT THAT IS A SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER AND HIS OR HER OWN CHILDREN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.2



### Consent for Outside Traceable Communications

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Name of Student: \_\_\_\_\_

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: \_\_\_\_\_

Reason(s) \_\_\_\_\_ for \_\_\_\_\_ the \_\_\_\_\_ communication:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is Parent to be included on all communications? ☐ Yes ☐ No

Expiration \_\_\_\_\_ Date \_\_\_\_\_ for \_\_\_\_\_ this \_\_\_\_\_ form's \_\_\_\_\_ consent:

\_\_\_\_\_

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

\_\_\_\_\_  
Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

\_\_\_\_\_  
Signature of Employee or Volunteer \_\_\_\_\_ Date \_\_\_\_\_

For administrative office use only:

\_\_\_\_\_  
Received by \_\_\_\_\_ Date \_\_\_\_\_

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1

## **Guidelines for Administration of Medication to Students**

### **GENERAL GUIDELINES**

- ~~The first dose of any new M~~medication ~~(prescription or non-prescription)~~ shall be given at home. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope with the student's name on the outside and given to designated school personnel immediately upon arrival. The medication should be counted, and the number of pills received should be noted on the Medication Administration Record.
- ~~Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.~~
- ~~First doses of new medications shall not be given at school.~~
- A nurse or school personnel trained by a registered nurse, physician, pharmacist, and/or dentist shall dispense medications.
- No medication ~~(prescription and/or non-prescription)~~ can be dispensed without a written request/authorization signed by the parent or legal guardian and health care provider.
- The Authorization form must include:
  - Name of student
  - Name, address, and telephone number of physician
  - Name of medication
  - Dosage and route of administration
  - Time of day for dosage
  - Reason medication must be administered
  - Specify possible reactions or side effects of the medication
  - Parents'/guardians' telephone number at home, work; and an emergency contact number
  - Release from liability**
- The prescription label shall include the following:
  - Student name
  - Date dispensed
  - Name of medication
  - Dosage
  - Strength
  - Date of expiration
  - Directions for use including frequency, duration, and route of administration
  - Prescriber's name
  - Pharmacy name, address, and phone number
- Altered prescription labels shall not be accepted.

## **Guidelines for Administration of Medication to Students**

### **GENERAL GUIDELINES (CONTINUED)**

- Any change in dosage of and/or time of administration must be received in the form of a written order from the physician or a new prescription bottle from the pharmacy.
- Authorization shall be filed with students' cumulative health record.
- Authorization to administer medication shall be valid only for the current school year or until a treatment changes.
- In the event a treatment changes, a new authorization form must be obtained.
- A separate authorization form must be filled out for each medication.
- Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and injectable epinephrine devices) and medications approved for students to carry for self-medication purposes, all medications shall be stored in a locked cabinet/drawer. Medicines requiring refrigeration shall be kept in a separate refrigerator in a supervised area or locked container that can be stored with food in a supervised area.
- Any use of opioid antagonist shall comply with KRS 217.186.
- All medications must be provided by the parent/legal guardian in the original container, which shall include recommended dosage and directions for administration.
- No medication shall be given beyond the expiration date.
- All medications dispensed by school personnel or nurse shall be immediately documented on a Student Daily Medication Record Form. Record must contain signature(s) of person(s) administering the medication, dosage administered and time administered and kept on file in student's cumulative folder. Documentation shall be complete, reflecting beginning and ending dates and notations of missed doses and absences. Medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

### **SELF-MEDICATION**

~~A student may be responsible for taking his/her own medication (prescription or nonprescription) provided the parent has completed the Authorization for Self-Administration of Medication and it is on file with school personnel.~~

~~Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.~~

### **MEDICATION REFUSAL**

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

## Guidelines for Administration of Medication to Students

### MEDICATION ERROR

An error may occur when school personnel giving medication to students such as the following:

- Gives the wrong medication
- Gives medication to the wrong student
- Gives the medication a the wrong time
- Uses the wrong method of administration
- Gives the wrong amount of medication

When a medication administration error occurs, follow these guidelines:

- Keep student **in office or designated area**. If the student has already returned to class, have them accompanied back to **office/designated area**.
- **Observe** student's status and document
- Identify the incorrect dose or type of medication taken by the student
- Notify the **Principal, supervising school nurse (if medication was given by a non-licensed personnel) and parent of the student and/or** health provider, who shall notify the student's parent/guardian
- If unable to contact the health care provider, contact the Poison Control Center for instructions **1-800-222-1222**
  - Give the name and dose of the medication taken in error
  - Give the age and approximate weight of the student
  - Give the name(s) dose(s) and time of last dose of other medication being taken by the student
- Follow instructions from Poison Control if at all possible. If unable to complete their directions, explain to Poison Control to determine if the student shall be transport for emergency medical care.
- Document actions taken
- Keep Master file of documentation determined by the Principal or designee

### FIELD TRIPS (OVERNIGHT AND DAY) AND MEDICATION ADMINISTRATION

If a student is attending a field trip away from school during his/her scheduled medication time, the nurse or trained school personnel shall dispense the medication prior to the trip in a zip lock bag with the student's name, name of medication, dosage, time to be give, and route to be administered. The nurse or trained school personnel shall initial the student's daily medication log and specify **PREPARED** for field trip.

## **Guidelines for Administration of Medication to Students**

### **FIELD TRIPS (OVERNIGHT AND DAY) AND MEDICATION ADMINISTRATION (CONTINUED)**

**The employee responsible for administering the medication on the trip shall:**

- 1. Pick up the medication from the school nurse or trained school personnel the day of the field trip before departure.**
- 2. Keep the medication with him/her until time to dispense.**
- 3. Upon returning from the field trip, initial daily medication record log and specify ADMINISTERED medication for field trip.**

**If the employee does not administer the medication for some reason, she/he is responsible for notifying school personnel and parent/guardian.**

**If there is an error in administration, follow error in medication guidelines previously outlined**

### **CONTROLLED/SCHEDULED MEDICATIONS**

“Controlled/scheduled medications” are medications that are potentially addictive and are regulated under the Controlled/Scheduled Substance Act of 1970. The following are the procedures related to the administration and storage of controlled/scheduled medications:

- Kept under double lock and key
- Kept separate from other medications
- Signed out each time a dose is administered
- Trained staff shall count and record the number of remaining pills on the student’s medication record each time a dose is administered.

### **REFERENCES:**

KRS 158.834; KRS 158.836; 158.838

KRS 217.86

Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes (2023)

Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel (2025)

Controlled/Scheduled Substance Act of 1970

### **RELATED POLICY:**

09.2241

### **RELATED PROCEDURES:**

09.2241-AP.21

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.21

**Authorization to Administer Medication**

Dear Parent or Guardian:

In order for school personnel to administer any type of medicine to your child at school, we must have on file a signed affidavit giving your permission and a medical practitioner's order for us to do so. The medicine should be sent to school with complete instructions and in its original container which must have the prescription label attached. Please be sure to complete all information that is listed on the form below before returning it to school.

Date \_\_\_\_\_

I hereby request school personnel to give medicine to my child, \_\_\_\_\_.

Name of Child

This medicine has been prescribed for my child by

\_\_\_\_\_,  
Name of Prescribing Physician

whose address is \_\_\_\_\_.

These instructions should be followed in giving my child this medicine.

1. \_\_\_\_\_ Type \_\_\_\_\_ of \_\_\_\_\_ Medicine:

2. \_\_\_\_\_ Dosage:

3. Time of day for dosage: \_\_\_\_\_

4. Reason medication is to be given: \_\_\_\_\_

5. Reactions or side effects: Please list potential reactions the child might have to medication:

~~6.~~Signature of Physician: \_\_\_\_\_

Name of Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Physician's telephone number: \_\_\_\_\_

7. Parent's telephone number: Home \_\_\_\_\_ Work \_\_\_\_\_

Emergency \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Signing this form shall release the Hardin County School System and staff members from any liability of any nature that might result from the administration of medication to the student.



EXPLANATION: 703 KAR 4:060 HAS EXPIRED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## **Graduation Requirements (Procedures)**

### **ACADEMIC STUDIES CURRICULUM**

**Students successfully completing the curriculum will receive an academic seal on their diploma. A grade point average of B or 3.0 will be required on all high school work.**

**Schools may substitute, with Board approval, an integrated, applied, interdisciplinary or higher level course for a required course if the alternative course provides rigorous content and addresses the same applicable components of ~~KRS 158.6451703~~ ~~KAR 4:060~~. If a substitution is granted by the Board, a rationale and course description shall be filed with the Board and the Kentucky Department of Education.**

**Individual site-based councils, with Board approval, may determine additional Academic Studies Curriculum requirements.**

### **AWARDING CREDIT**

- 1. High School credits (Grades 9-12) are awarded on a course completion basis. Students who are successful in passing one-half of a regular course may be given one-half credit. Further, credit for incomplete regular courses may be evaluated only as one-half credit**
- 2. Students who exit for any reason and who have successfully passed one-half of a regular course are eligible for one-half credit. Further, the transcript of all exiting students will reflect the grades to date.**

LEGAL: SB 207 AMENDS KRS 156.433 USING INSTRUCTIONAL “MATERIALS” INSTEAD OF INSTRUCTIONAL “RESOURCES”, EFFECTIVE JULY 1, 2026.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

**Textbook/Instructional ~~MaterialsResource~~ Procedures**

**Individual school textbook allocations are made to each school, based on projected enrollments. The SBDM Council is responsible for identifying currently adopted basal textbooks/instructional materials to meet the needs of all students.**

**Orders are placed and books are processed by the Instructional Services Department. Complete procedural guidelines are provided to all Principals. All textbook statutes and regulations governing the textbook program shall be applicable to all grades (K-12).**