

EXPLANATION: SB 9 AMENDS KRS 161.155 REQUIRING DISTRICTS, ON OR BEFORE JULY 1, 2030, TO ESTABLISH A POLICY THAT PROVIDES UP TO THIRTY (30) PAID MATERNITY LEAVE DAYS TO EACH TEACHER OR EMPLOYEE WHO GIVES BIRTH. THE BILL INCLUDED AN EMERGENCY CLAUSE MAKING IT ALREADY EFFECTIVE.

FINANCIAL IMPLICATIONS: TEACHER DAILY WAGE FOR MATERNITY LEAVE

PERSONNEL

03.123 AP.2

Employee Name	School/Location
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Employee Number

[illegible]

Leave Request Form and Statement

****By stating the type of leave and signing above, you are certifying that you are qualified for the leave requested, as set forth in the Leave Statement below:**

I am submitting this request for the use of leave for one of the following purposes, as reflected above; that the facts supporting the request for leave are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

S-1 - **Sick leave** based on personal illness or attending a doctor appointment;

S-2 - **Sick leave** to attend to an immediate family member who was ill or had a doctor appointment;

S-3 - Sick leave to mourn the death of an immediate family member

SE - Sick leave for emergency purposes (A maximum 2 days per year for any of the following reasons: death of relative or personal friend; or personal disaster of the magnitude of tornadoes, fires, floods, etc.; or appearance as a witness or to produce documents when the employee's presence is required by subpoena. [This is not to include jury duty or appearances in actions in which the employee is a party, and the subpoena is obtained by or on behalf of the employee.]; or such other reasons of an emergency, extraordinary nature or personal matter as approved by the Superintendent.

P - **Personal leave** in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature.

U - **Unpaid Personal leave** Per Policy 03.1231/03.2231 this leave is personal in nature, and I first sought and received approval in writing from my Principal/supervisor and the Superintendent/designee. (maximum of 5 days per year)

$S(1/2/3) = \text{Sick}$

SE = Sick Emergency

P = Personal

UP = Unpaid Personal

UF = Unpaid FMLA

J = Jury Duty

NC = Non-Contract

0 – Other

PD = Professional Development

PL = Parental Leave

V = Vacation

LEGAL: HB 48 AMENDS KRS 161.031 REQUIRING A REPORT FROM EPSB IDENTIFYING SCHOOL DISTRICTS THAT DO NOT IMPLEMENT AN INDUCTION PROGRAM FOR NEW TEACHERS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19 AP.1

- CERTIFIED PERSONNEL -**Professional Development****DEFINITIONS**

Professional development is defined as professional learning that is an individual and collective responsibility, that fosters shared accountability among the entire education workforce for student achievement, and:

1. Aligns with Kentucky Academic Standards in 704 KAR Chapter 8, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

Professional development program means a sustained, coherent, relevant, and useful professional learning process that is measurable by indicators and provides professional learning and ongoing support to transfer that learning to practice.

Every Student Succeeds Act of 2015 (ESSA) defines professional development as activities that are an integral part of school and local educational agency strategies for providing educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards; and that are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

PROFESSIONAL DEVELOPMENT PROGRAM

The school and District, under the direction of the Professional Development Coordinator (PDC), shall develop and implement plans of continuing professional development. The plans shall include, but not be limited to, the following components:

1. A clear statement of the school or District mission;
2. Evidence of representation of all persons affected by the Professional Development plan;
3. A needs assessment analysis;
4. PD objectives that are focused on the school or District mission, derived from needs assessment, and that specify changes in educator practice needed to improve student achievement; and

Professional Development

PROFESSIONAL DEVELOPMENT PROGRAM (CONTINUED)

5. A process for evaluating impact on student learning and improving professional learning, using evaluation results.

Professional development activities shall be in accordance with federal guidelines and Kentucky State Regulation.

CERTIFIED STAFF RESPONSIBILITIES

In addition to job-embedded professional learning included in the Professional Development Plan, it is the responsibility of each full-time certified staff member to complete the hours of professional development required in the District calendar. Part-time employees shall complete the appropriate portion of the twenty-four (24) hours.

NEW TEACHER ORIENTATION/PROFESSIONAL GROWTH CADRE

Prior to the opening of school all teachers new to the District shall be required to attend an orientation session to acquaint new personnel with Board policies, administrative procedures, Central Office staff, and the Principal(s) to whom they are assigned. The Superintendent/designee will be responsible for the program and all arrangements.

The Education Professional Standards Board (EPSB) shall provide a report to the Legislative Research Commission that includes identification of districts that have not implemented an induction program for teachers in their first year of teaching that is aligned with the standards and guidance for districts developed by the EPSB.

REQUIREMENT MUST BE FULFILLED

Professional development is ongoing. However the twenty-four (24) hours required by statute must be fulfilled by May 1 of each year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals, and mileage are the responsibility of the individual unless supplemental funds are provided by another source. When funds are provided through a supplemental source and the participant does not attend, all costs are the responsibility of the participant.

RELATED PROCEDURES:

03.125 AP.21

03.19 AP.21

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 each year by November 1.	KRS 156.095	03.19/03.29	✓		✓	
Student suicide prevention training for certified employees.	KRS 156.095	03.19	✓			
Self-study review of seizure disorder materials.	KRS 156.095	03.19	✓		✓	
Child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	03.19	✓		✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent may 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. 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).]	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		✓		
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 158.155; 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		✓	✓	
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				✓	

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: REVISIONS TO 702 KAR 4:090 AMEND THE DISPOSITION PROCESS FOR REAL PROPERTY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.8 AP.1

Disposal of School Property

REAL PROPERTY

The Board shall follow the disposition process for real property as contained in 702 KAR 4:090.

School property that is no longer needed for school purposes will be disposed of as follows:

6. The latest Effective Facility Plan or amendment lists the property as surplus to educational need.
7. A request is made in writing to the Chief State School Officer to dispose of property.
8. Official approval is granted.
9. The property is appraised by qualified appraiser.
10. The Board now advertises the property for sale and disposes of it as directed by Policy 04.8.
11. The Board may accept or reject any or all bids.

FURNITURE, EQUIPMENT, VEHICLES

Furniture, equipment and vehicles will be disposed of as follows:

1. Designated personnel shall present in writing to the Superintendent a complete description of items no longer needed for school purposes.
2. The Superintendent shall advise the Board that certain furniture, equipment, and vehicles are no longer needed for public school purposes.
3. Once the Board declares the property surplus, the Superintendent/designee shall advertise the property for sale as directed in Policy 04.8.
4. The Board may accept or reject any and all bids.

EXPLANATION: SB 68 REPEALS KRS 158.856 REMOVING THE REPORTING REQUIREMENTS RELATING TO PARTICIPATION IN NUTRITION PROGRAMS AND PHYSICAL ACTIVITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.1 AP.1

School and Community Nutrition Program**PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
 - a. The purchase of land.
 - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule of 10 years per KDE guidelines.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT

~~Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision-making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.~~

REFERENCES:

~~702 KAR 6:090~~

~~7 C.F.R. 245.6~~

EXPLANATION: REVISIONS TO 704 KAR 3:305 AMEND THE PERFORMANCE-BASED AND STANDARDS-BASED CREDIT REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1131 AP.1

Performance-Based Credit

The District ~~may shall~~ award standards-based, performance-based credits ~~towardfor~~ high school ~~subjects to be applied toward~~ graduation. ~~Credit shall be awarded~~ for:

- Standards-based course work that constitutes satisfactory demonstration of learning in any high school course ~~approved for performance-based credit~~, consistent with ~~704 KAR 3:305 Kentucky Administrative Regulation~~;
- Standards-based course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was taken previously;
- Standards-based portfolios, ~~projects, senior year~~ or capstone ~~s-projects~~;
- Standards-based online or other technology mediated courses;
- Standards-based dual credit or other equivalency courses; ~~orand~~
- Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community.

~~Students requesting performance-based credit to apply toward graduation shall make application to the Principal/designee.~~

COURSE DESCRIPTION AND ASSESSMENT

Performance-based course descriptions shall be developed by teachers in areas for which they are certified and reflect needs indicated in the student's Individual Learning Plan (ILP). The content standards of performance-based courses shall be documented to align with the Kentucky Summative Assessment, Kentucky Academic Standards, and Kentucky Academic Expectations.

WORK-BASED LEARNING

Work-based learning experiences provided by the District shall be consistent with provisions of the Kentucky Department of Education's Work-Based Learning Manual. Prior to a student being assigned to a work-based learning experience, a Work-Based Learning Agreement/Plan shall be completed for the student.

COUNCIL RESPONSIBILITY

Performance-based credits will only be accepted by the Board if previously approved by the high school SBDM Council. It is also the responsibility of the high school SBDM Council to determine the appropriateness of content and courses for performance-based credit. The council shall determine what information must be submitted. Required information may include, but is not limited to the following:

- A description of the proposed course;
- Proposed assessment method(s) (e.g., performance tasks, constructed responses, descriptions of expected products);
- How proficiency will be determined;
- Sample papers, projects or other products that would represent work deserving of credit;
- Proposed check points to track progress.

Performance-Based Credit

COUNCIL RESPONSIBILITY (CONTINUED)

The Council may determine whether the teacher must request additional authorization when a previously approved course must be revised (description, assessment, proficiency determination, checkpoints, etc.).

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.

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

THIS DOCUMENT CONTAINS INSTRUCTIONS FOR CREATING YOUR DISTRICT PROCEDURE.

EXPLANATION: 704 KAR 3:535 AUTHORIZES AND ESTABLISHES MINIMUM REQUIREMENTS FOR THE OPERATION OF FULL-TIME ENROLLED ONLINE, VIRTUAL, AND REMOTE LEARNING PROGRAMS FOR GRADES KINDERGARTEN THROUGH GRADE TWELVE (K-12).

FINANCIAL IMPLICATIONS: ADDITIONAL SEEK FUNDING FOR ONLINE, VIRTUAL STUDENTS

STUDENTS

09.1224 AP.1

Online, Virtual, and Remote Learning

Procedures shall include at a minimum:

- a. The purpose of the program, including the ways the program supports the District's postsecondary readiness goals for students;
- b. Student eligibility criteria;
- c. The process for enrolling students in the program, including procedures to ensure voluntary placement;
- d. Procedures for transitioning students out of the program;
- e. Procedures for the regular, periodic monitoring of the program by the District;
- f. Procedures for the development and implementation of student Individual Learning Plans; and

Implementation of an application and on-boarding process to ensure students and families understand the expectations for students in a full-time enrolled online, virtual, and remote learning program and a determination of candidacy.

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

Student Medication Guidelines

STUDENT SELF-MEDICATION AND ADMINISTRATION

With the written permission of parent/guardian, approval by the Principal, and notification to the school nurse office, students may be authorized to carry on their person and independently take their own emergency medication (prescription injectable epinephrine device, inhaler, glucagon, insulin, etc.). Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. ~~If prescription medication is involved, w~~Written authorization of the student's health care practitioner also is required.

If the student does not wish to carry emergency medication on their person, it shall be kept in a secure cabinet in the nurse's office unless otherwise approved by the Principal or designated staff.

If at any time a student demonstrates an inability to self-administer medication properly during school hours, s/he will lose the right to do so. The parent/guardian will be notified immediately of this situation and offered a meeting with the nurse or the school Principal if desired.

ALLERGIC REACTIONS

The District emergency action plan to address allergic reactions -- to protein in food, medication, pollen or insect stings -- occurring in students with no history of anaphylaxis; asthma attacks, non-responsive to emergency medication provided by the parent/guardian; hypoglycemic crisis, non-responsive to emergency oral medications as ordered by the physician/health care provider is as follows:

- Have the Nurse or another adult STAY WITH THE STUDENT. Call 911 or have someone call 911.
- Notify the Building Administrator.
- Notify the Parent/Guardian.
- Complete a Student Accident Report.

ALL OTHER MEDICATIONS

Medication should be given at home when possible, especially the first dose. However, the Henderson County Board of Education will assist in maintaining medication schedules for any student who requires such medication to attend school. It is District policy that trained staff members of Henderson County Schools shall be permitted to administer medication during school hours if it is not feasible for the parent to do so. 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 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.~~

The goal of the Henderson County Schools' medication administration policy is to ensure safe and appropriate medication administration by staff members when necessary.

Student Medication Guidelines

MEDICATION ADMINISTRATION

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, storage of all medications shall be in a secure, safe locked cabinet accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.

Any use of opioid antagonist shall comply with KRS 217.186.

Parents/guardians shall be informed of policy and procedure requirements. School personnel responsible for the safe and appropriate administration of medication shall not be permitted to administer medication if the requirements outlined in this procedure are not followed. In such situations, the parent/guardian will be notified by telephone and/or written notice.

The parent or legal guardian must complete and sign a Board-approved authorization for administration of any medication at school. This authorization must contain the following information: the student's physician/health care provider, the full name of the medication(s) approved, the dosage approved/prescribed, the time(s) administration required during school hours, known allergies, and any known side effects of medication(s) approved. This medication authorization must be completed each school year, and must be updated with any medication or regimen change.

A parent/guardian's hand written request for staff to administer medication to a student shall be honored for that day only. This written request must contain the following information:

- Student Name
- Medication Name
- Proper dosage in accordance with pharmacy label or the recommended dosage label on over-the-counter medications
- Appropriate time(s) to administer the medication with regard to pharmacy label or dosage label
- The date
- Parent/Legal Guardian signature

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.

Guidelines for Medication Distribution

GENERAL MEDICATION

All prescriptions and over-the-counter (OTC) medications brought into Henderson County Schools shall be taken to the school's office immediately upon arrival at school. Students in violation of this shall be subject to disciplinary action by the Principal of the school. A signed, completed consent must accompany the prescription medication and a medical practitioner's order and parental consent must accompany over-the-counter medication, or it must be completed at that time by the parent/guardian. Medications not accompanied by a written, signed consent form shall not be administered.

All medications shall be brought to the school by a parent/guardian or other designated adult. In the event the parent/guardian cannot bring the medication to school, it is that parent/guardian's responsibility to notify the school. The school Principal or designated staff must give approval before the student transports the medication to school if the student is in elementary school.

No over-the-counter products ~~containing aspirin (ASA, acetylsalicylic acid)~~ shall be given without a physician/health care provider's order. ~~This includes medications such as Pepto-Bismol that carry warnings regarding Reye's syndrome.~~

All medications must be in their original container, match the container's label and have unexpired dates. No two (2) liquid medications may be mixed. No two (2) medications may be in the same bottle. A licensed physician/health care provider must prescribe the medication for the student. A pharmacy approved measuring device must accompany liquid prescriptions.

Students are to be supervised by an authorized individual while taking any medication.

The first dose of any medication is recommended to be given at home under parental/guardian supervision.

Medication shall not be "borrowed" from another student for administration—even from a sibling with identical medication. Contact the parent/guardian by telephone and alert them of the need for medication.

Students shall not share any medication, prescription or over-the-counter, with another student. Each school year the District shall notify students of this prohibition. Violations shall result in appropriate disciplinary action, including but not limited to, suspension or expulsion.

~~Non-prescription m~~Medication without a physician/health care provider's order left at school will be destroyed after ten (10) days. ~~Prescription and non-prescription m~~Medication(s) with expired dates will be destroyed to ensure the safety of all students. All medications left at school at the end of the last day of the school year will be destroyed by the school nurse and or the school Principal to ensure the safety of all students.

Guidelines for Medication Distribution

PRESCRIPTION MEDICATIONS

~~Prescription medication must have the original pharmacy label containing the following: the student's name, the physician/health care provider's name, the medication name, strength, dosage, date dispensed, date of expiration, time for administration, and the dispensing pharmacy. Medication stating "one time a day," "at bedtime," "QD (every day)," indicate medication is to be given at home and not during school hours.~~

~~Medication with labels altered in any way will be refused per KRS 218a.210, "a person to whom or for whose use of any controlled substance has been presented, sold or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."~~

~~Prescription medications required daily at school shall be limited to no more than a thirty (30) day supply. Medication shall be counted upon receipt from the parent/guardian and be documented on the medication administration log for the medication.~~

~~Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider or a new prescription bottle from the pharmacy indicating the change and a signed note from the parent/guardian.~~

NONPRESCRIPTION MEDICATIONS

~~Over-the-counter medications (OTC) must be received in the original container, be age appropriate, dated upon receipt, and shall be given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date. No aspirin-containing medications will be given at school without a physician's order (this includes but is not limited to, Bayer, Anacin, Pepto-Bismol, Bufferin, Excedrin). Also please note that cough drops are an OTC medication.~~

NON-EMERGENCY FIRST AID AND COMFORT MEASURES

~~Only the school nurse or a designated staff member trained in medication administration shall administer such first aid and comfort measures. Such first aid and comfort measures shall be documented on the daily log or on the nurse's notes in the student's health file.~~

FIELD TRIP MEDICATION ADMINISTRATION

If a student is attending a field trip away from school during his/her scheduled medication time, school personnel, trained annually in field trip medication administration, will be designated to administer the medication while on the field trip. Notification and preparation for administering medication during a field trip should begin well in advance of the day of the field trip. Student medication may not be repackaged for field trips by school personnel. The school should request the parents bring in a separate bottle with enough medication for the field trip day. The medication should also have a pharmacy prescription label attached. Consult local policies and procedures for field trip medication administration.

DOCUMENTATION

Administration of medication(s) shall be immediately documented on a board-approved medication log or the student information system. The log must contain signature(s) of person(s) administering medication and dosage administered. Subject to confidentiality requirements in Policy 09.14, upon completion, or change in medication, the log is to be kept in the student's health file for no less than one (1) year. Documentation shall reflect the starting and ending dates, as well as missed doses and absences.

Guidelines for Medication Distribution**DOCUMENTATION (CONTINUED)**

If a student refuses a medication, or is highly resistant to taking medication, the parent/guardian shall be contacted immediately. The medication may be documented as “R,” refused on the log. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

Prescription medications, with the exception of antibiotics, must be counted and the number documented on the medication log in the nurse’s office. Licensed nurses may count without a co-signer. Non-licensed staff designated by the District shall have a co-signer when counting medications.

DISPOSAL OF UNUSED MEDICATION

Notice shall be given to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

MEDICATION ERROR

Medication administration error may occur. The following steps shall be initiated immediately:

1. Keep the student in the first-aid location.
2. Assess the student for any obvious ill effects and document.
3. Identify the incorrect dose and/or type of medication taken by the student.
4. Immediately notify the school administrator and District nurse of the error, who shall notify the student’s parent/guardian.
5. Notify the student’s physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions. 1-800-722-5725.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician, and the student’s status.
8. Complete a “Medication Administration Incident Report” form.

Students shall not share any medication, prescription or over-the-counter, with another student. Each school year the District shall notify students of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

Guidelines for Medication Distribution

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 PROCEDURE:

09.2241 AP.2

Administering Medication at School Forms

Consent, Release, and Covenant for Administering Medication

~~The undersigned parent(s), guardian(s), requests employees of the District to administer medicine(s) at the designated times to the hereinafter named student:~~

Student _____ Birthdate _____

School _____ Phone _____

Name of medication _____ Dosage (mg.) _____ Time _____

Name of medication _____ Dosage (mg.) _____ Time _____

Name of medication _____ Dosage (mg.) _____ Time _____

Diagnosis or reason for the medication(s) listed above: _____

Prescribing physician: _____

~~I understand the Board of Education Medication Policies and Procedures, Coded 09.2241, of the Board of Education Policies and Procedures Manual.~~

~~I hereby agree to release and hold the school staff free and harmless for any claims, demands, or suits for damages from any injury or complication that may result from such treatment.~~

~~I have read this consent form and understand all its terms. I execute it voluntarily and with full knowledge of its significance.~~

~~I give my permission for the District schools and the attending physician to exchange information concerning my child's medical records.~~

Parent/Guardian

Date

Parent/Guardian

Date

~~ADMINISTERING MEDICATION AT SCHOOL FORMS~~

Medication Administration Incident Report

School _____

Student _____

Birthdate _____ Date _____ Time _____

Date and time of error: _____

Name of person administering medication: _____

Name of medication and dosage prescribed: _____

DESCRIBE CIRCUMSTANCES LEADING TO ERROR: _____

DESCRIBE ACTION TAKEN: _____

REACTIONS: _____

PERSONS NOTIFIED OF ERROR:

Principal _____

Physician _____

School Nurse _____

Parent _____

Poison Control 1-800-722-5725

Name of person completing incident report: _____

Follow-up of information, if applicable: _____

Principal's Signature _____

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

Permission Form for Prescribed or Over-the-Counter Medication

School: _____ Date form received by the School: _____

Student's Name: _____ Grade: _____ Homeroom/Classroom: _____
 Student's Age: _____ Date of Birth: _____

**TO BE COMPLETED BY THE PHYSICIAN OR HEALTH CARE PROVIDER FOR PRESCRIPTION AND
 NON-PRESCRIPTION (OVER-THE-COUNTER "OTC") MEDICATION**

To be completed by Physician or Authorized provider

1. Medication: _____ Dosage: _____ Directions: _____

Administration Time: Lunch _____ or _____ Route: _____ Diagnosis/Condition: _____

Possible Side Effects: _____ Duration: Start _____ Stop _____

**In the case of an inhaler, injectable epinephrine device, FDA approved seizure symptom/rescue medication or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may _____ CARRY and/or _____ SELF ADMINISTER this medication. (Physician's Initial) Yes _____

2. Medication: _____ Dosage: _____ Directions: _____

Administration Time: Lunch _____ or _____ Route: _____ Diagnosis/Condition: _____

Possible Side Effects: _____ Duration: Start _____ Stop _____

**In the case of an inhaler, injectable epinephrine device, FDA approved seizure symptom/rescue medication or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may _____ CARRY and/or _____ SELF ADMINISTER this medication. (Physician's Initial) Yes _____

3. Medication: _____ Dosage: _____ Directions: _____

Administration Time: Lunch _____ or _____ Route: _____ Diagnosis/Condition: _____

Possible Side Effects: _____ Duration: Start _____ Stop _____

**In the case of an inhaler, injectable epinephrine device, FDA approved seizure symptom/rescue medication or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may _____ CARRY and/or _____ SELF ADMINISTER this medication. (Physician's Initial) Yes _____

NOTE: In the event the Principal/designee is notified of the possibility of an adverse or extreme reaction to a medication, s/he shall inform the student's teacher(s) of such a possibility before the student begins the medication schedule.

Special storage requirements: ☐ None ☐ Refrigerate ☐ Other _____

Student is capable of/responsible for self-administering this medication: ☐ No ☐ Yes ☐ Supervised ☐ Unsupervised

Student has been instructed in self-administering the medication: ☐ No ☐ Yes

Student must carry this medication on his/her person: ☐ No ☐ Yes

Please indicate additional information: ☐ On the back side of this form ☐ As an attachment

Physician/Health Care Provider Signature

Date

Signature of Parent/Guardian

Date

Permission Form for Prescribed or Over-the-Counter Medication**Name of Physician/Health Care Provider:** _____**Address:** _____**Phone #:** _____ **Fax #:** _____

To the school: Please report concerns about medications or the student's condition to the above physician/health care provider.

FOR ALL MEDICATIONS

I give permission for _____ to receive the above medication(s) at school according

Student's Name

to standard school policy and expressly hold harmless, and waive any liability on behalf of, the school or its employees and agents concerning any injuries or reactions resulting from administration of the above medication unless such is the result of negligence or misconduct on behalf of the school or its employees. For on-going medications, I understand that I have the ultimate responsibility for providing the school with an adequate supply of medication to enable orders from a physician or health care provider to be followed.

Date: _____ *Signature:* _____ *Relationship:* _____

Home Phone: _____ *Work Phone* _____ *Emergency Phone* _____

TO BE COMPLETED BY SCHOOL PERSONNEL

I/we acknowledge receipt of the foregoing statement and authorization.

Administrator/designee _____ *Date* _____

For student health services/procedures not involving medication only,
please refer to 09.22 AP.22.