

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
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.

Professional Development**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 twenty-four (24) 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

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.](#)

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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.

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

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; | 03.1161 03.2141 09.311 | | | ✓ | |

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| | 702 KAR 7:065 | | | | | |
| 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 | 03.162/03.26 2 | | ✓ | | |

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. | KRS 156.095 | 03.19 | ✓ | | ✓ | |
| 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 | KRS 158.162 | 03.1161/03.224105.4/09.311/09.224 | | | ✓ | |

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| (AEDs), training on use of such. | KRS 311.667 | | | | | |
| 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 | | | ✓ | |

PERSONNEL

03.19 AP.23
(CONTINUED)**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. | 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 | | ✓ | | |
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Deleted: 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).]

Deleted: 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.

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| 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 | | ✓ | ✓ | |
| 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 | | ✓ | | | |

Deleted: Personnel training child abuse and neglect prevention, recognition, and reporting.

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| 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: 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.

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.

Deleted: School property that is no longer needed for school purposes will be disposed of as follows:
The latest Effective Facility Plan or amendment lists the property as surplus to educational need.
A request is made in writing to the Chief State School Officer to dispose of property.
Official approval is granted.
The property is appraised by qualified appraiser.
The Board now advertises the property for sale and disposes of it as directed by Policy 04.8.
The Board may accept or reject any or all bids.

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 award standards-based, performance-based credits toward high school graduation, for:

- Standards-based course work that constitutes satisfactory demonstration of learning in any high school course consistent with 704 KAR 3:305;
- 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, or capstones;
- Standards-based online or other technology mediated courses;
- Standards-based dual credit or other equivalency courses; or,
- Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community.

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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.

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

WORK-BASED LEARNING

Work-based learning experiences provided by the District shall be conducted 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. Site supervisors are considered volunteers subject to Policy 03.6.

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, open-response questions, 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.

CURRICULUM AND INSTRUCTION

08.1131 AP.1
(CONTINUED)

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 Regarding 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.

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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.

In addition, parents wanting 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

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

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 on 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:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
- Damaging computer systems, computer networks, or school/District websites.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material.
- Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Trespassing in another user's folder, work, or files.
- Intentionally wasting limited resources, including downloading of freeware or shareware programs.
- Using the network for commercial purposes, financial gain or any illegal activity.
- Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose.
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized accounts.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

RELATED POLICIES AND PROCEDURES:

08.2322
09.14

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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

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.

Name of Student: _____

Name of employee/volunteer: _____

Expiration Date for this form's consent:

Signature of Parent
Date

| | |
|---|-------------|
| Signature of Employee or Volunteer | Date |
|---|-------------|

| | |
|-------------|------|
| Received by | Date |
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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

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

ADMINISTERED MEDICATIONS

1. The first dose of any new medication should be given at home when possible. 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.
2. 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 kept in a safe, locked, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
3. Any use of opioid antagonist shall comply with KRS 217.186.
4. School personnel who administer medication shall arrange for the child to take the medication at the proper time.
5. 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 **or electronic** record.

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.

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Deleted: STUDENT SELF-MEDICATION¶
Students may be authorized to carry

Deleted: on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's health care practitioner also is required

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Deleted: <#>Prescribed oral medications in **liquid**, pill or tablet form shall be counted **or measured** and the **amount** recorded on the Medication Administration Record **or electronically in the student information system.**¶

Student Medication Guidelines**DOCUMENTATION OF ADMINISTRATION**

Except for medications approved for self-administration, all medication given must be **immediately** documented on a medication log **or maintained electronically in the student information system**. Records must be kept on file in the student's cumulative folder. Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures.

Deleted: PRESCRIPTION MEDICATIONS¶

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates.¶

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.¶

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number.

Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use 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."¶

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. **For short-term prescription medications taken for three (3) school days or less, the prescription bottle is acceptable as a prescriber's order. Signed parent permission is still required.**¶

NONPRESCRIPTION MEDICATIONS¶

Nonprescription (over-the-counter/OTC) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date.¶

Stock non-prescription medications such as acetaminophen, ibuprofen, Benadryl, and antacid may be administered on an as-needed basis when a completed authorization to give medication form signed by the parent/guardian is on file. The medication should be in a labeled original container and given no more than three (3) consecutive days without an order from the physician/healthcare provider.¶

Stock treatments such as sterile eye wash, contact solution, anti-itch spray/cream, sting relief, lotion, mints, and general first aid will be administered on an as-needed basis to all students.¶

Student Medication Guidelines

DISPOSAL OF UNUSED MEDICATION

Notice shall be mailed 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 **or electronic record**. 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 **or electronic record in the student information system** when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

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) will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

MEDICATION ERROR

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

1. Keep the student in the first-aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first-aid location.
2. Assess the student's status and document.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, 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.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

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 Substance Act of 1970](#)

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→ (CONTINUED) 
Student Medication Guidelines 

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09.2241 
RELATED PROCEDURES: 
09.2241 AP.2 
09.2241 AP.21 
09.2241 AP.22...

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

STUDENTS

09.2241 AP.21

Administration of Medication Form**PRESCRIPTION MEDICATION**

Name: _____

DOB: _____

Allergies: _____

| Prescription Medications: <i>Parent/Legal Guardian AND physician signature required</i> | | | | |
|--|---------------|-------------------|------------------|--|
| Medication | Dosage | Directions | Diagnosis | Start-Stop Dates |
| | | | | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> _____/_____/_____ |
| | | | | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> _____/_____/_____ |
| | | | | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> _____/_____/_____ |
| | | | | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> _____/_____/_____ |
| | | | | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> _____/_____/_____ |

I give permission for the administration of the above medication/s by trained school personnel according to standard school policy and expressly waive any liability on behalf of the school as a result of administration of the medication/s. School officials may need to contact the ordering physician if additional information is needed. I hereby authorize release of any needed information from the ordering physician regarding the medication/s. In the case of field trips or school related functions, slight adaptations to the time the medication is administered may also be necessary.

- ☐ **FIELD TRIPS:** Student has received training and may self-carry and self-administer the above medication/s with school trained personnel supervision while on a field trip.
- ☐ **IN-SCHOOL:** Student has received training and may self-carry and self-administer the above medication/s while in school.
- ☐ **EMERGENCY MEDICATIONS (Inhaler, injectable epinephrine device, FDA approved seizure rescue medication/s, and/or glucagon):** Student has received training and may self-carry and self-administer the medication/s.

Parent/Guardian Signature_____
Parent Phone_____
Date_____
Physician Signature_____
Physician Phone_____
Date_____
Print Physician Name_____
Physician Address_____
Physician Fax

STUDENTS

09.2241 AP.21
(CONTINUED)**Administration of Medication Form****OVER-THE-COUNTER MEDICATION**

Name: _____

DOB: _____

Allergies: _____

| Over the Counter Medications: <i>Parent/Legal Guardian signature required</i> | | | | |
|--|---|--|-------------------------|---|
| Medication | Dosage | Directions | Diagnosis | Start/Stop Dates |
| <input type="checkbox"/> Acetaminophen | <input type="checkbox"/> 325 mg/1 tab <input type="checkbox"/> 650 mg/2 tabs <input type="checkbox"/> _____ | <input type="checkbox"/> by mouth every 6h <input type="checkbox"/> _____ | _____ _____ _____ | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> ____/____/____ |
| <input type="checkbox"/> Ibuprofen | <input type="checkbox"/> 200 mg <input type="checkbox"/> 400 mg <input type="checkbox"/> _____ | <input type="checkbox"/> by mouth every 6h <input type="checkbox"/> _____ | _____ _____ _____ | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> ____/____/____ |
| <input type="checkbox"/> Benadryl | <input type="checkbox"/> 12.5 mg <input type="checkbox"/> 25 mg <input type="checkbox"/> _____ | <input type="checkbox"/> by mouth every 4-6h <input type="checkbox"/> _____ | _____ _____ _____ | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> ____/____/____ |
| <input type="checkbox"/> Antacid | <input type="checkbox"/> 1 tablet <input type="checkbox"/> 2 tablets <input type="checkbox"/> _____ | <input type="checkbox"/> by mouth x1 <input type="checkbox"/> _____ | _____ _____ _____ | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> ____/____/____ |
| | | | _____ _____ _____ | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> ____/____/____ |
| | | | _____ _____ _____ | <input type="checkbox"/> 2020-21 school year <input type="checkbox"/> ____/____/____ |

I give permission for the administration of the above medication/s by trained school personnel according to standard school policy and expressly waive any liability on behalf of the school as a result of administration of the medication/s. In the case of field trips or school related functions, slight adaptations to the time the medication is administered may also be necessary. The duration of this form is for one school year.

- ☐ **FIELD TRIPS:** Student has received training and may self-carry and self-administer the above medication/s with school trained personnel supervision while on a field trip.
- ☐ **IN-SCHOOL:** Student has received training and may self-carry and self-administer the above medication/s while in school.

| | | |
|------------------------------|--------------------------|---------------|
| _____ Physician Signature | _____ Physician Phone | _____ Date |
|------------------------------|--------------------------|---------------|

| | | |
|-------------------------------|----------------------------|------------------------|
| _____ Print Physician Name | _____ Physician Address | _____ Physician Fax |
|-------------------------------|----------------------------|------------------------|

| | | |
|------------------------------------|-----------------------|---------------|
| _____ Parent/Guardian Signature | _____ Parent Phone | _____ 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

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Medication Administration Forms

STANDING ORDERS FOR ADMINISTRATION OF STOCK NON-PRESCRIPTION MEDICATIONS AND TREATMENTS

I authorize the school nurse/s, health office staff, trained first aid providers, and individuals trained in medication administration per Kentucky Department of Education standards to provide the following care:

1. Provide general first aid and life support including the use of district AEDs until emergency services arrive.
2. Administer prescription and non-prescription medication to students in the following circumstances:
 - a. Written parent/guardian permission and a medical provider's order for non-prescription medication is on file.
 - b. Written parent/guardian permission and physician order for prescription medication is on file.
 - c. Medication received in the original container with prescription label intact.
 - d. Stock non-prescription (over the counter/OTC) medication may be administered per guidelines (attached) with written parental permission on file.
3. Administer Epinephrine via auto-injector per attached order until emergency services arrive.
4. Administer Narcan per administration protocol (attached) until emergency services arrive.
5. Administer Bronchodilator per attached order until emergency services arrive.
6. Coordinate and administer annual screening tests for vision, dental, hearing, BMI (body mass index) with referrals as needed.
7. Administer ice packs or heat for acute, non-serious injuries.
8. Assess for lice with referrals as needed.
9. Provide mints for various issues such as sore throat, GI upset, etc.

Physician/APRN (print)

Physician/APRN (signature)

Date

District Health Coordinator (print)

District Health Coordinator (signature)

Date

School Year

STUDENTS

09.2241 AP.2

Medication Administration Forms**MEDICATION LOGS: DROP OFF/PICK UP**

| MEDICATION DROP OFF | | |
|---|--|--------------------------------|
| Date: | | |
| Student Name: | | |
| Circle who dropped off the medication: | Parent Guardian Other (specify): _____ | |
| Name of person circled above (print): | | |
| Medication name (include dosage): | | |
| Number of pills OR volume of liquid received: | | |
| Pills cut: | YES NO | # half: _____ # quarter: _____ |
| Was labeled container dropped off: | YES NO | |
| <i>By signing below, you agree with the information above regarding the medication that was dropped off:</i> | | |
| Signature of person dropping off medication: | | |
| Signature of staff accepting medication: | | |
| Circle position of staff accepting medication: | Nurse Health Aide Principal Secretary | Other (specify): _____ |

| MEDICATION PICK-UP | | |
|--|--|--------------------------------|
| Date: | | |
| Student Name: | | |
| <i>Check IC to ensure parent/guardian identity. If person picking up the medication is not parent/LG, do not release without authorization and ID confirmation</i> | | |
| Circle who picked up the medication: | Parent Guardian Other (specify): _____ | |
| Name of person circled above (print): | | |
| Medication name (include dosage): | | |
| Number of pills OR volume of liquid picked up: | | |
| Pills cut: | YES NO | # half: _____ # quarter: _____ |
| Was container taken: | YES NO | |
| <i>By signing below, you agree with the information above regarding the medication that was picked up:</i> | | |
| Signature of person picking up medication: | | |
| Signature of staff releasing medication: | | |
| Circle position of staff releasing medication: | Nurse Health Aide Principal Secretary | Other (specify): _____ |