

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

Leave Request Form and Statement

Absence Card

NAME _____

DATE (S) OF ABSENCE _____

REASONS LEAVE REQUESTED:

_____ CODE 1 - PERSONAL ILLNESS FAMILY ILLNESS . (see next page for statement that may be required)

IF FAMILY ILLNESS, LIST RELATIONSHIP _____

EMERGENCY DAY (see next page for required statement) (CHECK ONE):

COURT APPEARANCE (NOT JURY DUTY)

PERSONAL DAY (see next page for required statement)

BEREAVEMENT (RELATIONSHIP) _____

MATERNITY (PER POLICIES 03.1233/03.2233)

OTHER (LIST REASON) _____

_____ CODE 2 - DOCKED DAYS (REASON) _____

_____ CODE 3 - DAYS NOT WORKED

_____ CODE 5 - JURY DUTY LOCAL FEDERAL

_____ CODE 6 - MILITARY/DISASTER SERVICES

Name of Substitute _____

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee Signature _____ Date _____

Superintendent/designee's Signature _____ Date _____

Approving Leave as Requested

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 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 fulltime certified staff member to complete the twenty-four (24) hours of professional development required in the District calendar. Parttime employees shall complete the appropriate portion of the twentyfour (24) hours.

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.

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

03.19 AP.23

PERSONNEL

PERSONNEL

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		✓		

PERSONNEL

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED		DATE COMPLETED
			CERTIFIED	ALL	
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)	KRS 158.4412	05.4		✓	
School Principal training on procedures for completion of the required school security risk assessment.					
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

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

PERSONNEL

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 158.842				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.					✓	
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

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.

Fuel and Equipment

PURCHASING FUEL AND PARTS

The purchase of fuel, motor oil, transmission fluid, antifreeze, and selected bus parts shall be determined by the Board's bidding policy (04.32) and related procedures.

PROCEDURES FOR ACQUIRING

Drivers will fuel their buses at the Board's fuel pump(s) or other vendor, as designated. ~~They shall keep a monthly log of all fuel used and submit this form to the Superintendent's designee on the last working day of the calendar month.~~

Drivers will secure their motor oil, transmission fluid, and antifreeze at the bus garage or other vendor, as designated. Drivers are required to check all fluid levels daily and are responsible for putting oil into their buses. A mechanic, upon request of the driver, will fill buses with antifreeze and transmission fluid.

REPLACEMENT OF PARTS

All replacement of parts will be done by a mechanic.

EMERGENCY PROCEDURES

In case of mechanical trouble, the driver will call (or radio) the bus garage or the Superintendent's designee for instructions.

OUT-OF-DISTRICT TRIPS

Upon approval of the Superintendent's designee, a Board credit card may be furnished to drivers making out-of-District trips. These cards are to be used to purchase fuel and/or to pay for minor repairs. In the event it becomes necessary for the driver to pay cash for a bus charge(s), s/he shall get a receipt for the payment and turn it in to the Superintendent's designee for approval and reimbursement of expenses. In emergency situations, the Superintendent's designee may authorize payment prior to Board approval.

RELATED PROCEDURES:

- 03.125 AP.21
- 03.125 AP.22
- 04.31 AP.2
- 04.32 AP.1
- 06.13 AP.2

Driver's and Monitor's Responsibilities

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education. In addition, bus drivers and monitors shall provide the following:

BUS DRIVERS

- All drivers are to keep on the bus at all times an updated student list plus an extra student list in case of an accident on the bus.
- All drivers are to have on the bus at all times a seating chart plus an extra seating chart in case of an accident on the bus.

BUS MONITORS

- All monitors on the buss shall assist drivers to monitor students and ensure student safety.~~All monitors are to keep a log of their students and a daily evaluation of student behavior on the bus.~~

DRIVER RIGHTS

Driver rights are delineated in KRS 158.110 and Board Policy 06.22.

Bus Scheduling and Routing

SCHEDULING AND ROUTING

The Superintendent/designee shall prepare a route map and schedule of stops for each bus in the District. These maps will show the routes traveled by buses both morning and afternoon.

WRITTEN DESCRIPTION

A written description of each route shall be kept on the bus; a copy shall be filed with the Principal of the school(s) the bus serves, and the original shall be filed with the Superintendent/designee. This description shall include any characteristics peculiar to the route such as dangerous turns, steep grades, signals, and special information about any danger areas.

EXTENSION OF BUS ROUTES

The Superintendent/designee will survey the need for a route extension on request by interested parties.

NEW DRIVERS AND ROUTES

At least one (1) week prior to the opening of school, each new driver and each experienced driver with a new route shall receive his/her map and schedule. The drivers shall drive their routes before school opens in order to become familiar with the route and the schedule.

NOTIFICATION TO PARENTS

~~Prior to the start of school, a master street list with school, bus number, street, driver, and the time of pick-up and drop-off shall be mailed to each family receiving transportation services. Prior to the start of school, drivers shall notify parents/guardians of their student's pick-up and drop-off times.~~

DRIVER TO FINALIZE SCHEDULE

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. This route schedule will contain the names of the students riding the bus, the name of the road(s) on which the bus is routed, each stop's number, the time of the stop, the mileage between stops, each pupil's school and grade, a list of each student's address of residence and phone number, and a bus seating chart. Drivers shall notify the Superintendent/designee of any revisions to their routes.

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 above.

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 ~~toward~~ for 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 capstones ~~projects~~;
- 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.

~~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 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.

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.).

Parent Agreement Letter for Home/Hospital Instruction

_____ *Date*

Dear Parent:

_____ a student at _____
Student's Name *Name of School*

has met the requirements for the Home/Hospital Instruction Program.

There are several requirements that must be met for us to assist in continuing the education of your child and to ensure that your child remains successful during his/her illness.

1. A responsible adult must be present in the home during ALL homebound visits. If an adult is unable to be present, the parent/guardian may reschedule the homebound appointment for later in that same week. If the parent/guardian will be unavailable for the homebound visits, the homebound appointments may be scheduled at the public library. Parent/guardian must provide transportation for the student.
2. The homebound teacher meets with the student a minimum of one hour on two (2) school days per week for individualized instruction. Absences will be considered unexcused unless prearranged and rescheduled with the homebound teacher during the same week. Only in emergencies or illness should an appointment be missed. A doctor's statement may be required to excuse a student from a homebound session. All state compulsory attendance laws apply to the homebound program. On missed homebound appointment is equal to 2.5 school days.
3. Since homebound instruction is limited to two (2) hours per week, the student is expected to spend considerable time working independently on assigned reading and work. Being on homebound does not lessen the work load, and it is very easy to fall behind in a class. Therefore, it is advised that each student plan to work a minimum of five (5) hours per day on school work. The student may find it necessary to put more effort into his/her studies while on homebound due to the fact that s/he will not be receiving full-time instruction and many concepts will be learned independently. The role of the homebound teacher is to act as a liaison between home and school and to assist with problem areas.
4. It is the responsibility of the parent/guardian to check with the student regarding completion of required daily assignments in order to be prepared for instruction at the next designated time.
5. Due to the nature of the work, some classes may have to be dropped. Also if a student is unable to grasp the concepts presented in a particular subject with the limited instruction available through the homebound program, it may be necessary to arrange for a private tutor or to drop the class until the student is able to return to school for full-time instruction. The student may not receive all credits being attempted.
6. Parents/guardians should provide a suitable work-study area where student and teacher can work with no interruptions. The area should be at a table with a neat, clean surface. TV's, radios, and other distractions should be turned off and other children, visitors, and pets should be kept out of the room so the teacher has the student's full attention.
7. Students should be awake, dressed, and prepared with the books and materials needed when the homebound teacher arrives to the appointment.

Parent Agreement Letter for Home/Hospital Instruction

8. A student with a communicable disease, as verified by a health professional, shall be eligible for the Home/Hospital Instruction Program. However, should the student's condition pose a serious health threat to the Home/Hospital Teacher, the student may receive alternate instruction such as correspondence, computer-assisted instruction, or video during the period of contagion.
9. Under NO circumstances shall a student be permitted to work while participating in the Home/Hospital Program. Also, students are not permitted to participate in co-curricular/extracurricular activities while receiving home/hospital services. (i.e. Career and Technical School classes, proms, homecomings, sports activities)
10. The parent/guardian will be responsible for contacting the school to obtain any work missed due to absences prior to placement in the Home/Hospital Program. The Homebound Instructor will not be responsible for any assignments prior to the approved start date in the program.
11. If the student is enrolled in the Home/Hospital Program during the CATS-state-mandated testing window, s/he will be required to return to his/her home school for testing. The parent/guardian will be responsible for the transportation to and from school.

I agree to abide by the above requirements and grant permission for this child to receive home/hospital instruction.

Parent/Guardian's Signature

Date

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.

Promotion and Retention

Schools shall comply with the following promotion, retention, and placement rules and procedures:

PRIMARY SCHOOL

Continuous progress: Students progress through the primary school program at their own rate without comparison to the rate of others or consideration of the number of years in school.

Council or school policy shall determine assignment of primary school students to classes and programs within the school. Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on established exit criteria.

ELEMENTARY SCHOOL

Students being retained for academic purposes must receive formal multi-tiered system of supports prior to being recommended for retention.

1. School staff should consult the Promotion and Retention Guidance Document for specific procedures and timelines to follow for double promotion and retention applicants.
2. A district committee shall review all applications and use multiple data sources to make a recommendation to the Superintendent.
3. When approval is granted from the Superintendent, ~~the building Principal shall schedule a meeting with the parents and teachers to make them aware of the final decision~~ building Principal shall be made aware of the final decision from the district retention committee. Parents/Guardians will be notified by letter from the district retention committee.

MIDDLE SCHOOL RETENTION

School staff should consult the Promotion and Retention Guidance Document for specific procedures and timelines to follow for double promotion and retention applicants.

1. One semester prior to a student being retained, a school team shall develop an accelerated learning plan based upon current diagnostic and progress monitoring data. The plan should outline a means for closing skill deficits and knowledge gaps in a way that is substantially different from previous approaches.
2. At the end of each academic year, the school principal shall provide a listing of all students being retained to the ~~Chief Instructional Officer~~ superintendent designee along with documentation of the plan implemented to close skill deficits and knowledge gaps during the spring semester.

HIGH SCHOOL RETENTION

Promotion/retention at the high school level (Grades 912) shall be determined by the number of credits earned.

Promotion and Retention

PLACEMENT OF STUDENTS FROM NONACCREDITED SCHOOLS

The Principal, counselor, and teachers shall determine the assignment/placement of pupils enrolling from private schools or home schools in accordance with the following guidelines:

1. Information about course work and progress is requested from the school.
2. The student is enrolled on a probationary status in the grade suggested by the parent.
3. Formal and informal testing is administered in each curriculum area, as appropriate.
4. Final placement is made after an evaluation of test data, the student's physical and social maturity, and classroom performance during the probationary period.
5. Parents are informed of final placement within six (6) weeks of enrollment. Final placement may be higher than, lower than, or the same as placement during the probationary period.
6. In addition to the preceding guidelines, high school students will receive credits (Carnegie units) provided they meet the following criteria:
 - a) Comprehensive tests are taken in each subject area in which the student participated in the school. Comprehensive tests may be administered within nine (9) weeks of the date of enrollment. Students will not be permitted to retake comprehensive tests.
 - b) Credits are awarded in each subject area in which the student attains a minimum passing grade based on the District's grading scale.

RELATED PROCEDURE:

08.22 AP.21

RELATED POLICIES:

08.113

08.22

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

CURRICULUM AND INSTRUCTION

08.2323 AP.1

Access to Electronic Media**ELECTRONIC MAIL/INTERNET**

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

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

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

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

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's electronic access plan 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 through District provided or sponsored technology services, to be private.

Access to Electronic Media

RULES AND REGULATIONS

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

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose.
10. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com, including, but not limited to social media platforms and other online communications.

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Additional rules and regulations may be found in the Access/Usage Plan. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

ELECTRONIC ACCESS/USER AGREEMENT FORM**Technology Acceptable Use and Virtual Library Card Policy**
Parent and Student Permission Letter

We are pleased to offer students in Christian County Schools access to the district computer network and technology resources. To gain access to any technology resources, student must obtain parental or legal guardian permission, which must be signed.

Access to technology resources, e-mail, and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards will exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Christian County Public Schools does use web filtering software as well as software that monitors student online activity for threats, violence, and self-harm. We believe that the benefits to student from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using median and information sources. To that end, the Christian County Public Schools support and respect each family's right to decide whether or not to apply for access.

DISTRICT NETWORK RULES

- Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. Access entails responsibility.
- Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers, school servers, and or workstations will always be private.

KENTUCKY VIRTUAL LIBRARY CARD

The Christian County Public Library in partnership with Christian County Public Schools offers a digital library card for students in grades 9-12. The digital library card provides access to databases and library materials digitally through the Overdrive and Libby App. The Apps allow student to access a variety of digital novels and resources that are not available through Christian County Public Schools libraries. Students are responsible for complying with district policies for acceptable use of technology while accessing and using the digital library card.

ELECTRONIC ACCESS/USER AGREEMENT FORM**GOOGLE ACCOUNT: APPLICATIONS AND TOOLS**

Google Apps Education Edition offers a free (and ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Students will use Google for educational purposes. The Google account assigned to your student was created by the school and assigned to your child. No student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher. The school is in control of which Google services it provides for student use. As part of our Educational technology plan, internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students' use of digital tools adheres to school policy. Within reason, freedom of speech and access to information will be honored. During school, classroom teacher will guide them toward appropriate materials. Outside of school, families bear that same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

ARTIFICIAL INTELLIGENCE (AI)

Definition: AI refers to systems of technologies that demonstrate intelligent behavior, including machine learning algorithms, automated decision-making processes, and other advanced computational technologies.

The implementation of AI technologies in any school within the district much be approved by the district's central administration.

ETHICAL USE OF AI

- a. AI applications used in the district must adhere to ethical principles, avoiding bias, discrimination, and any form of harm.
- b. All AI tools utilized in education should prioritize enhancing learning experiences, fostering critical thinking, and providing equitable opportunities for all students.

CONTINUOUS EVALUATION AND IMPROVEMENT OF AI

- a. The district will regularly assess the impact of AI tools on teaching and learning.
- b. Based on evaluations, the district will make necessary adjustments to policies and practices to ensure the ethical and responsible use of AI.

As outlined in board policy and procedures on curriculum, and instruction, and Telecommunication Devices (policy No 08.2323 & 09.4261) copies of which are available in school offices, students will NOT:

- -Attempt to damage/alter/remove hardware/software/network files/computer systems or networks
- -Attempt to access another's folders work, or files
- -Attempt to gain unauthorized access to technology resources or waste technology resources
- -Copy/distribute software owned/licensed to any facility of the Christian County Board of Education
-

Electronic Access/User Agreement Form**ARTIFICIAL INTELLIGENCE (AI) (CONTINUED)**

- -Attempt to transmit or receive materials in violation of federal or state laws or regulations pertaining to copy righted, threatening or obscene language or materials, including sexually explicit materials.
- Attempt to violate confidentiality or privacy of another individual (This includes, but is not limited to, taking photographs, video, or audio recording of others without the permission of the Principal/designee and the affected individual(s);
- -Attempt to use CCBOE network for personal or commercial activities, product promotion, political lobbying, or illegal activities;
- -Attempt to use unauthorized games, interactive messaging, or internet-based email accounts;
- -Attempt to use unauthorized software products or Internet resources, which affect computer/network performance;
- -Attempt to use any "hacking tools" that can be used for "computer hacking", as defined in the Kentucky Computer Crime Law, may not be possessed on school property, on any District premise, or run or loaded on any District system.
- -Remove Assets Tags or name plates from technology equipment.

VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY AND/OR LEGAL ACTION.

Electronic Access/User Agreement FormElectronic Access/User Agreement Form

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES,
THE
FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF
AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my student to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

By clicking the box "I have read and agree to the CCPS Technology Acceptable Use & Kentucky Virtual Library Card Policy" in OLR, you hereby accept and agree that your student's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your student can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data service providers or between the end user and the service provider. Before your student can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES
OR MINORS.

CHRISTIAN COUNTY PUBLIC SCHOOLS ARE EDUCATING MINORS ABOUT
APPROPRIATE ONLINE BEHAVIOR, INCLUDING INTERACTING WITH OTHER
INDIVIDUALS ON SOCIAL NETWORKING WEBSITES AND IN CHAT ROOMS AND
CYBERBULLYING AWARENESS AND RESPONSE.

Application for Remote User Account

~~PLEASE PRINT WHEN COMPLETING THE FOLLOWING APPLICATION.~~

PERSONAL INFORMATION

~~First name _____ Middle Initial _____ Last Name _____~~

~~Work Address _____
_____ *Number and Street*~~

~~_____ *City, State and ZIP Code*~~

~~Home Address _____
_____ *Number and Street*~~

~~_____ *City, State and ZIP Code*~~

~~Daytime Phone Number _____ Evening Phone Number _____~~

~~Check one of the following: Staff Member Community Member~~

COMPUTER INFORMATION

~~Brand _____~~

~~Model _____~~

~~RAM Memory _____~~

~~Hard Disk Drive (size) _____~~

~~Modem Speed _____~~

DISTRICT RESPONSIBILITIES

~~The District does not provide commercial software programs for use at home. It is the responsibility of the user to legally acquire the necessary software for remote network or Internet access. A list of appropriate software programs and sources will be provided with each account.~~

~~While the technical staff in the District will make every effort to assist private citizens in their efforts to access the District's electronic resources, their primary responsibility is the students and teachers of the District. A list of KETS approved workstations and minimum workstation configuration will be provided with each account.~~

Individual Learning Plan Web Release

~~I am the parent or guardian of _____, a student under the age of eighteen (18) who is enrolled in grades six through twelve (6-12) in the _____ school district. I hereby authorize the District to enable a feature of web-based Individual Learning Plan ("ILP") software, which will permit my student to invite third parties to have access to his/her ILP information or portions of such information via the web (internet). The purpose of this feature is to help my student with career and college plans by permitting him/her to share ILP information with persons or organizations such as college admissions officers, organizations offering scholarships, and potential employers. However, I understand this feature could permit my student to release ILP information to other third parties. I agree that the District, its employees, and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software feature. The Family Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties.~~

~~I understand that the above software feature is not itself a disclosure of education records, but it will enable my student to disclose confidential educational records information. I specifically authorize and give my consent to the disclosure of ILP educational records information to third parties by my student through the use of the software feature as described above.~~

~~I understand that once this signed form is returned to the school, it will stay in effect as long as my child is enrolled in the District (unless I or my child on turning 18 requests a change).~~

~~I also understand that the sharing feature will not be enabled for my child unless this completed form is returned to the school.~~

Signature of Parent/Guardian _____ *Date*

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY _____ (DATE).

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/guardian 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 with the exception of gaming systems, chat rooms, phone calls, and video communication, for example, FaceTime.

The following are the procedures related to a parent/guardian requesting a District employee or volunteer to communicate electronically with his or child outside of the District traceable communication system:

- Parent/Guardian will complete a consent form to allow district employee or volunteer to communicate with his or her student outside of the traceable communication system.
- Parent/Guardian will be required to complete the Consent for Outside Traceable Communications Form at the designated location identified by the Superintendent/Designee.
- Parent/Guardian will provide identification to verify their parent/guardian status listed in the District's student information system(SIS). If the parent/guardian is not listed in the SIS then documentation will be requested to verify parent/guardian status.
- Parent/guardian will be contacted within 10 business days after the verifying process has been completed and the District employee or volunteer completed his or her section of the consent form.
- A new Consent for Outside Traceable Communications form will be completed for each school year. The authorization will expire on the last student attendance day of each school year.
- The Parent/Guardian has read and understands by signing the Consent for Outside Traceable Communications form the Superintendent/Designee may contact them to evaluate/monitor the communications with the District employee or volunteer.
- The District employee or volunteer has read and understands by signing the Consent for Outside the Traceable Communications form the Superintendent/Designee may contact the Parent/Guardian to evaluate/monitor the communication between the District employee or volunteer and their student(s).

Consent for Outside Traceable Communications

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/guardian or Superintendent/Designee at any time.

Name of Student: _____ DOB: _____

Phone #: _____

School: _____ Grade Level: _____

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

Name of employee/volunteer: _____

School: _____ Student Affiliation: _____

Reason(s) for the communication: _____

Is Parent to be included on all communications: Yes No

Parent/Guardian shall be included on all communications outside of the District approved traceable communications systems.

The expiration date for this consent form will be the last student attendance day of the school year unless revoked by the Parent/Guardian or Superintendent/Designee prior to that date.

Parent/Guardian 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/Guardian _____ Date: _____

Phone #: _____

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 _____

Phone #: _____

For administrative office use only: _____

Received By _____ Date _____

Verified 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

ALL OTHER MEDICATIONS - PRESCRIPTION AND NON PRESCRIPTION

1. The first dose of any new Mmedication 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. ~~Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.~~
3. 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 locked, safe, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
4. Any use of opioid antagonist shall comply with KRS 217.186.
5. School personnel who administer medication shall arrange for the child to take the medication at the proper time.
6. Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.

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

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.

Student Medication Guidelines

~~ALL OTHER MEDICATIONS — PRESCRIPTION AND NON-PRESCRIPTION (CONTINUED)~~

~~Prescription and non-prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization form. 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.~~

DOCUMENTATION OF ADMINISTRATION

Except for medications approved for self-administration, all medication given must be immediately documented on a medication log. 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, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

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. 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 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.

Student Medication Guidelines

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, nurse coordinator, 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/Scheduled Substance Act of 1970

RELATED POLICY:

09.2241

RELATED PROCEDURES:

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

Permission Form for Prescribed or Over-the-Counter Medication

PARENT AND HEALTH CARE PROVIDER MUST SIGN

SCHOOL: _____

Date form received by the school: _____

Student _____ Date of Birth or age _____ Grade _____

TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER:

Reason for Medication: _____

Name of Medication _____

Prescribed Dosage: _____

Time of Day for Dosage: _____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Possible reactions or side effects of medicine: _____

Start: Date form received Other date: _____

Stop: End of school year Other date/duration: _____

For episodic/emergency events only

Restrictions and/or important effects: None anticipated

Yes Please Describe: _____

Special storage requirements: None Refrigerate

Other: _____

This student is both capable and responsible for self-administering this medication:

No Yes: Supervised Yes: Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On the back of this form As an attachment

Date: _____ Signature: _____

Name of Physician/Health Care Provider: _____
Address: _____
Phone #: _____

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

TO BE COMPLETED BY PARENT/GUARDIAN

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy.

Signing this form releases the District and staff members from any liability of any nature that might result from the administration of medication to the student.

Date: _____ Signature of parent/guardian: _____

Telephone Numbers: _____ Home _____ Work _____ Emergency

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