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03.1161

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PERSONNEL

- CERTIFIED PERSONNEL -

Coaches and Assistant Coaches and Sponsors

District Administrators, Principals, ~~and~~ Assistant Principals, [Middle School Athletic Directors](#), and [High School Athletic Directors](#) shall not serve as head or assistant coaches or sponsors of extracurricular activities, including interscholastic athletic teams.

TRAINING

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency that is approved by the KHSAA and be based upon industry standards. Initial certification shall use in-person instruction with certification updated as required by the approving agency.² All interscholastic athletic coaches shall maintain a CPR certification [from the American Red Cross, American Heart Association, or other bona fide accrediting agency that is approved by the Kentucky High School Athletic Association \(KHSAA\)](#), ~~recognized by a national accrediting body on heart health.~~³

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Nonfaculty coaches and nonfaculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.¹

REFERENCES:

- ¹KRS 161.185
- ²702 KAR 7:065
- ³KRS 158.162
- KRS 156.070
- KRS 160.445
- KRS 161.180

RELATED POLICIES:

03.2141; 09.311

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PERSONNEL

- CERTIFIED PERSONNEL -

Extended Disability Leave

This policy shall be applied in a manner consistent with policy 03.113 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave shall be granted by the Board, upon written request, for up to the remainder of the school year. Thereafter, leave may be extended by the Board in increments of no more than one (1) year. Leave shall not exceed twenty-four (24) calendar months.

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FMLA

In compliance with the Family and Medical Leave Act of 1993, medical leave shall be granted in accordance with Board Policy 03.12322.

NOTIFICATION OF RETURN

Employees on extended disability leave for the remainder of the school year shall notify the Superintendent in writing of their intent to return to the school system by ~~April~~ **May** 1. Failure to do so will render the position vacant.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of disability.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

INVOLUNTARY DISABILITY LEAVE

When, in the opinion of the Board, there is evidence that a teacher or the Superintendent is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

The Board may suspend the employee temporarily pending the physician's examination and may grant an involuntary leave of absence and renewals thereof following the physician's examination.

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in KRS 161.790.¹

RETIREMENT DISABILITY

Retirement disability shall be handled in accordance with KRS 161.662.²

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(CONTINUED)

Extended Disability Leave

REFERENCES:

¹KRS 161.790; OAG 65-560, KRS 161.770

²KRS 161.662, OAG 80-151, OAG 84-43

Consolidated Omnibus Budget Reconciliation Act
Family & Medical Leave Act of 1993; Americans with Disabilities Act

RELATED POLICIES:

03.111; 03.113; 03.123; 03.12322; 03.173

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PERSONNEL

- CLASSIFIED PERSONNEL -

Nonteaching Coaches and Assistant Coaches

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency that is approved by the KHSAA and be based upon industry standards. Initial certification shall use in-person instruction with certification updated as required by the approving agency.² All interscholastic athletic coaches shall maintain a CPR certification from the American Red Cross, American Heart Association, or other bona fide accrediting agency that is approved by the Kentucky High School Athletic Association (KHSAA), recognized by a national accrediting body on heart health.³

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Nonfaculty coaches and nonfaculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.¹

REFERENCES:

- ¹KRS 161.185
- ²702 KAR 7:065
- ³KRS 158.162
- KRS 156.070
- KRS 160.445
- KRS 161.180

RELATED POLICIES:

- 03.1161
- 09.311

PERSONNEL

- CLASSIFIED PERSONNEL -

Extended Disability Leave

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave may be granted by the Board, upon written request, for up to the remainder of the contract year. Thereafter, leave may be extended by the Board in one (1) year periods. Leave shall not exceed twenty-four (2) calendar months. Individuals returning from an unpaid disability leave shall not be granted additional unpaid disability leave unless otherwise required by law.

FMLA

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted in accordance with Board Policy 03.22322.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of disability.

NOTIFICATION OF RETURN

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Failure to do so will render the position vacant.

PLACEMENT UPON RETURN

Employees taking disability leave will, on return, be entitled to a comparable position for which they are qualified. Placement in the same position or the same building cannot be guaranteed.

INVOLUNTARY DISABILITY LEAVE

When, on advice of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

REFERENCES:

- Consolidated Omnibus Budget Reconciliation Act
- Family & Medical Leave Act of 1993
- Americans with Disabilities Act

RELATED POLICIES:

- 03.211
- 03.212
- 03.223
- 03.22322

Bus Driver Rights and Responsibilities

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations¹ and the Code of Federal Regulations for drivers qualified to drive school buses interstate.

WALKTHROUGH AT END OF RUN

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops. The end of a run shall be any regular or extra duty run that terminates with students disembarking, after the final student has unloaded.

DISCIPLINARY ACTION

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

DRIVER RIGHTS

Per KRS 158.110, a driver:

1. May refuse to provide further transportation upon written report to Superintendent/designee;
2. May be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student:
 - a. A driver's recommendation shall be considered as a factor for interim or final determination of disciplinary action; and
 - b. A driver is permitted, to the extent permitted by law, to receive written notice from the Superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct; and
3. Shall be provided the opportunity to be heard and to make a recommendation regarding future transportation of the student during any disciplinary hearing relating, at least in part, to misconduct by the student's parent or guardian and the impact upon a student's transportation privileges.

REFERENCES:

¹702 KAR 5:080; 702 KAR 5:150
KRS 158.110
KRS 189.370; KRS 189.375; KRS 189.380; KRS 189.450; KRS 189.540; KRS 189.550
KRS 281A.170 to KRS 281A.175; KRS 281A.205

RELATED POLICY:

09.2261

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TRANSPORTATION

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Regular Bus Stops

DISCHARGE OF PUPILS

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Director of Transportation or designee to discharge a pupil at another location.¹ Preschool students shall be transported in accordance with applicable regulations.²

~~The Principal/designee shall have authorization from a child's parents before permitting discharge at a location other than the regular stop.~~

Requests to discharge students at a location other than the designated stop must be submitted in writing by the parent/guardian and must be approved in advance by the Director of Transportation or designee.

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EXCEPTION

The driver may discharge a pupil for disciplinary reasons in accordance with Policies 06.34 and 09.2261 of this manual and with 702 KAR 5:080.¹

REFERENCES:

¹702 KAR 5:080

²702 KAR 5:150

KRS 158.110

KRS 189.370

KRS 189.375

KRS 189.540

RELATED POLICIES:

06.34; 09.2261

TRANSPORTATION

Conduct on Bus**PRINCIPAL AUTHORITY**

Consistent with the District Code of Acceptable Behavior and Discipline, the Principal/designee has authority to discipline pupils who ride school buses.

REPORTING OF VIOLATIONS

Bus drivers shall promptly report any violation of District policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator's transportation of the student.

DISCHARGE OF PUPILS FROM BUS

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the ~~Director of Transportation or designee who shall then notify the Superintendent/designee and the child's parent(s)/guardian(s)~~ Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.¹ Drivers shall only discharge students in compliance with Policy 09.2261.

WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations.² The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline (risk of physical harm or otherwise makes it unsafe), until an interim or final determination of disciplinary action has been made.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.²

VIDEO RECORDING EQUIPMENT

Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students as otherwise provided by policy and state law regulations.

RESTITUTION OF DAMAGES

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

Conduct on Bus

STUDENTS WITH SPECIAL NEEDS

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.³

REFERENCES:

¹KRS 158.150; 702 KAR 5:030; 702 KAR 5:080

²702 KAR 5:050

³20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); Section 504 of Rehabilitation Act of 1973

KRS 158.110; KRS 160.705; 702 KAR 5:100

RELATED POLICIES:

06.22; 09.226; 09.2261; 09.425; 09.434; 09.438

RELATED PROCEDURE:

06.34 AP.2

Vending Machines

REQUEST

Vending machines ~~may~~ will be installed in the school only at the request of the Principal and subject to approval by the Board.

BIDDING

The Board may bid the installation of vending machines, using specifications established by the Superintendent/designee.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations.

At the elementary school and middle school levels during the school day, only school-day-approved beverages shall be sold in vending machines, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk, (unflavored), non-fat milk (unflavored or flavored) as permitted by the school meal requirements.

For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored), as permitted by the school meal requirements.

In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220 may be available in vending machines at the high school level.

Size of beverages shall not exceed eight (8) ounces for elementary schools, twelve (12) ounces for middle schools and twenty (20) ounces for high schools.

SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulations. Specifically, competitive foods or beverages shall not be sold from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

REFERENCES:

KRS 156.160; KRS 158.854; KRS 160.290
7 C.F.R. 210.11b; 7 C.F.R. 220
702 KAR 6:090

RELATED POLICY:

07.111

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STUDENTS

09.211

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Health Care Examinations

As required by Kentucky Administrative Regulation, all pupils shall undergo a preventative health care, dental, and vision examination, which shall be reported on the state forms or an electronic medical record that includes all data equivalent to that on the appropriate forms required by state regulations including a tuberculosis screening.^{1&4}

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In addition, any student enrolled in physical education shall have an annual health questionnaire completed and on file at the school.

IMMUNIZATIONS

The immunization certificate form required by 702 KAR 1:160 shall be presented at the time of a student's enrollment in school.^{1, 2, & 3}

A current immunization certificate shall be required for home-schooled students prior to attending one (1) or more in-school classes or participating in sports or other school-sponsored extracurricular activities.

Forms relating to exemptions from immunization requirements shall be available at each school.

Immunization certificates shall be kept current.¹

The parent/guardian shall provide a current immunization certificate at enrollment in a day care center, preschool program, kindergarten, seventh grade, eleventh grade, ~~and for the 2018-2019 school year for twelfth grade; new enrollment at any grade~~; upon legal name change; and at a school required examination pursuant to 702 KAR 1:160.

REFERENCES:

¹KRS 156.160; 702 KAR 1:160

²KRS 214.036; KRS 214.034

³KRS 158.035

⁴902 KAR 2:060

902 KAR 2:090

OAG 82-131

Health Services Reference Guide, Kentucky Department of Education

P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.

McKinney-Vento Act, 42 U.S.C. 11431 et seq.

RELATED POLICIES:

09.121

09.126 (re requirements/exceptions for students from military families)

Student Medication

Non-licensed school personnel, who provide medication administration, including emergency medications and administration or assisting with the self-administration of insulin subcutaneously to students in a school setting must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160.

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other emergency supplies shall be maintained in the first-aid room.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian [and a signed authorization from the health care practitioner](#) is on file.

PRESCRIPTION MEDICATIONS

Prescription medicine may be brought to school only as required by administrative procedures.

No more than one (1) week's supply shall be sent each time. It must be deposited with the Principal/designee for safekeeping immediately upon arrival at school; however, three (3) exceptions are to be allowed:

1. Asthma inhalers may be carried by an asthmatic student at any time provided the parent/legal guardian and health care practitioner files a completed authorization form each year as required by law. A student under treatment for asthma shall be permitted to self-administer medication.¹
2. In accordance with statute, students with diabetes mellitus shall be permitted to carry their blood glucose monitoring equipment and supplies, (which may include water, candy, and insulin based on their treatment modality), with them at all times and test blood glucose levels whenever necessary, provided the parent/guardian and health care practitioner file a completed authorization form each year.
3. In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.²

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

A school medication [authorization](#)~~release~~ form shall be completed by the parent/guardian when any prescribed medication, including prescription, herbal and dietary supplements, and non-prescription over-the-counter medications, which are essential for the student to remain in school, are brought to school. The specific instructions included with the medication and supplied by the family and health care practitioner on the medication [authorization](#)~~release~~ form, shall be followed during administration of the medication.

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

Student Medication**PRESCRIPTION MEDICATIONS (CONTINUED)**

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. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. If there is a discrepancy between the information on the parent/guardian authorization form and the prescription label, then, either, a new authorization form must be completed by the parent/guardian, or a new prescription bottle or label issued by the dispensing pharmacy. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Prescription medications shall not be given beyond the date specified on the authorization form or beyond the expiration date on the label. 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 prescribed, 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 OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

NONPRESCRIPTION MEDICATIONS

Over the counter (OTC) medications should not be administered in a school setting without a medical practitioner's order [and a medication authorization form signed by parent/guardian](#) ~~as well as signed parental consent~~. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

STUDENTS

09.2241
(CONTINUED)

Student Medication

REFERENCES:

- ¹KRS 158.834; KRS 158.838
- ²KRS 158.836
- KRS 156.502; KRS 158.832; KRS 218A.210
- 702 KAR 1:160
- OAG 73-768
- OAG 77-530
- OAG 83-115
- Section 504 of the Rehabilitation Act of 1973
- The American Disabilities Act
- 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)
- 20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)

RELATED POLICIES:

09.22; 09.224