

EXPLANATION: EFFECTIVE WITH THE 2015-16 SCHOOL YEAR, THE BOARD WILL UTILIZE THE SYSTEM DEVELOPED BY KDE UNLESS A LOCAL BOARD DEVELOPS ITS OWN LOCAL SUPERINTENDENT PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (SPGES), ALIGNED TO THE STEERING COMMITTEE RUBRIC AND APPROVED BY THE KENTUCKY DEPARTMENT OF EDUCATION (KDE). THIS DOCUMENT WILL REPLACE THE DISTRICT'S EXISTING PROCEDURE.
FINANCIAL IMPLICATIONS: INCREASED TRAINING COSTS

ADMINISTRATION

02.14 AP.2

Evaluation of the Superintendent

The Board will utilize the Kentucky Department of Education evaluation instrument and procedures for the Superintendent Professional Growth and Effectiveness System (SPGES). The instrument and procedures may be found at the link below. Subject to the approval of the Kentucky Department of Education (KDE), the Board may utilize locally developed superintendent evaluation procedures.

<http://education.ky.gov/teachers/PGES/SPGES/Pages/Early-Info.aspx>

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EXPLANATION: THE CHANGE IS TO CLARIFY THAT A RESOLUTION MAY NOT ALWAYS BE SATISFACTORY TO EVERY COMPLAINING PARTY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.16 AP.2

Grievance Initiation Form

This form shall be used by an employee who wishes to allege a violation of constitutional, statutory, or regulatory provision, a Board policy, or administrative rule or procedure and to secure at the lowest administrative level an equitable, and prompt, ~~and satisfactory~~ resolution.

Grievant

Employee Name _____ Date _____

Home Address _____

Work Location _____ Title _____

GRIEVANCE

Identify the provision that you allege was violated. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

What results are you seeking from this grievance initiation? (Use additional sheet if necessary)

Employee's Signature

Date

LEVEL ONE: IMMEDIATE SUPERVISOR

Name: _____ Title: _____

Date grievance received at this level _____

IMMEDIATE SUPERVISOR'S RESPONSE: (USE ADDITIONAL SHEET IF NECESSARY.)

Supervisor's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

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Grievance Initiation Form

Board policy allows for appeal of the immediate supervisor's decision and the opportunity to address the grievance to a higher level of authority if the immediate supervisor is an alleged party in the complaint.

LEVEL TWO: SUPERINTENDENT/DESIGNEE

Name: _____ Title: _____

Date grievance received at this level _____

SUPERINTENDENT'S/DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

*Superintendent's/designee's Signature**Date*

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

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THE BOARD WILL NOT HEAR ANY GRIEVANCE CONCERNING PERSONNEL ACTIONS UNLESS THE GRIEVANCE CONCERNS AN ALLEGED VIOLATION OF CONSTITUTIONAL, STATUTORY, REGULATORY, OR POLICY PROVISIONS.

LEVEL THREE: BOARD OF EDUCATION

Note: The Board shall not take action on any grievance that does not fall within the authority of the Board, nor shall the Board hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

Date grievance received at this level _____

BOARD OF EDUCATION'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

*Board Chairperson's Signature**Date*

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT AFTER THE NEXT REGULARLY SCHEDULED BOARD MEETING.

EXPLANATION: REVISIONS TO 702 KAR 1:160 ALLOW MEDICAL EXAMINATIONS TO BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE MEDICAL EXAMINATION OF SCHOOL EMPLOYEES FORM. ✓
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.211 AP.2

Medical Examination

All newly employed staff members must have a medical examination before beginning work. Medical examinations shall be performed within ninety (90) days prior to employment. This examination may be performed under contract by a Board contracted physician, or a licensed physician of the employee's choice. If performed by a physician of the employee's choice, the cost must be borne by the employee. This examination shall certify the employee's ability to perform the assigned job.

BUS DRIVERS

A medical examination is required upon initial employment and each year thereafter. The examination must include tests for hearing and vision disorders, emotional instability, and for serious medical conditions such as diabetes, epilepsy, heart disease, and other chronic or communicable diseases as indicated. The initial examination shall include a TB risk assessment. The medical examination must be reported on the form prescribed by the Kentucky Department of Education or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form and submitted to the Central Office. Bus drivers will be reimbursed an amount designated by the Board for the cost of the physical examination performed by the Hardin County Health Department, a licensed physician of the employee's choice, or bus drivers may choose to receive a physical through a Board authorized contract with a local physician or agency.

OTHER CLASSIFIED

All newly employed staff members must have a medical examination before beginning work. This examination may be performed under contract by a Board contracted physician, or a licensed physician of the employee's choice. The examination must include tests for hearing and vision disorders and emotional instability and for serious medical conditions including diabetes, epilepsy, heart disease and other chronic or communicable diseases as indicated. A TB risk assessment is also required upon initial employment. After the medical examination, a statement signed by the doctor indicating the employee's medical status, must be submitted to the Central Office on forms prescribed by the Kentucky Department of Education.

EXPLANATION: THE STATE'S REQUEST FOR A FOUR (4) YEAR NCLB WAIVER EXTENSION HAS BEEN GRANTED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.133 AP.1

Extended School/Supplemental Educational Services

EXTENDED SCHOOL SERVICES (ESS)

The Board shall provide services in compliance with applicable statutes and administrative regulations.

1. Students may receive remedial instruction through an after-school tutorial, summer school, or daytime waiver program. The summer school program shall meet state standards for an approved program for middle and high school students.
2. Students who have a greater academic need as determined by the eligibility criteria as stated in KRS 158.070 and 704 KAR 3:390 shall be referred and selected first to receive ESS.
3. Students who have greater academic need as stated in KRS 158.070 and 704 KAR 3:390 shall not be excluded from referral or selection for ESS due to the inability of the parent or student to provide transportation to or from the school or site of ESS programs.
4. The school informs parents or guardians of Extended School Services as follows
 - a. A general notification which describes the nature of the services to be offered including the opportunities for maintenance of performance, prevention of failure and reduction of academic deficiencies;
 - b. A specific notification of their child's eligibility to receive ESS; and
 - c. Written procedures for parents or guardians to request reconsideration of their children's identification or lack of identification of eligibility for ESS.
5. Accurate records shall be maintained for student attendance to Extended School Services and of student progress toward individual goals.
6. Students not enrolled in ESS may be allowed to ride the buses provided through ESS funds only to the extent that it does not increase the cost of such transportation to ESS.

STAFFING FOR ESS

Selection of ESS staff (certified and classified) shall be based on having the specific expertise to meet the needs of the students being served. All other criteria for employment shall be fair and equitable to applicants.

Accurate time logs shall be maintained for personnel receiving salary from Extended School Services. Such salary is for direct services to the Extended School Services program. No ESS staff member shall be paid more than his/her actual hourly rate for a comparable position in the regular program.

EXPLANATION: THE CHANGE IS TO CLARIFY THAT A RESOLUTION MAY NOT ALWAYS BE SATISFACTORY TO EVERY COMPLAINING PARTY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (06/03/15)

PERSONNEL

03.26 AP.2

Grievance Initiation Form

This form provides the opportunity for an employee to question an alleged violation of a constitutional, statutory, or regulatory provision, of a Board policy or administrative rule or procedure and to secure at the lowest administrative level an equitable, and prompt, ~~and~~ satisfactory resolution.

GRIEVANT

Employee Name _____ Date _____

Home Address _____

Work Location _____ Title _____

GRIEVANCE

Identify the provision that you allege was violated. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

What results are you seeking from this grievance initiation? (Use additional sheet if necessary)

Employee's Signature

Date

LEVEL ONE: IMMEDIATE SUPERVISOR

Name: _____ Title: _____

Date grievance received at this level _____

IMMEDIATE SUPERVISOR'S RESPONSE. (USE ADDITIONAL SHEET IF NECESSARY.)

Supervisor's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

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Grievance Initiation Form

BOARD POLICY ALLOWS FOR APPEAL OF THE IMMEDIATE SUPERVISOR'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE IMMEDIATE SUPERVISOR IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL TWO: SUPERINTENDENT/DESIGNEE

Name: _____ Title: _____

Date grievance received at this level _____

SUPERINTENDENT'S/DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)_____

*Superintendent's/Designee's Signature*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

THE BOARD WILL NOT HEAR ANY GRIEVANCE CONCERNING PERSONNEL ACTIONS UNLESS THE GRIEVANCE CONCERNS AN ALLEGED VIOLATION OF CONSTITUTIONAL, STATUTORY, REGULATORY, OR POLICY PROVISIONS LEVEL THREE: BOARD OF EDUCATION

Note: The Board shall not take action on any grievance that does not fall within the authority of the Board, nor shall the Board hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

Date grievance received at this level _____

BOARD OF EDUCATION'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)_____

*Signature of Board Chairperson*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT AFTER THE NEXT REGULARLY SCHEDULED BOARD MEETING.

Extended School/Supplemental Educational Services**PARTICIPATION OF PRIVATE, PAROCHIAL HOME SCHOOL STUDENTS**

Students who attended private, parochial, or home schools the previous year are eligible to participate in extended school services during the summer if they meet the eligibility criteria.

Eligibility shall be determined according to the selection criteria outlined in this procedure. The private, parochial, or home school shall verify in writing to the District as to the correctness of the documentation.

During attendance they will be considered students of the District and shall be subject to all policies, rules, and regulations of the District.

Students attending private, parochial, or home schools are not eligible to receive instruction through an after-school tutorial program.

~~Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following provision shall be waived through the 2014-2015 school year. If the request is not renewed, then the following section shall be in force.~~

SUPPLEMENTAL EDUCATIONAL SERVICES

Eligible students shall be provided supplemental educational services (SES). "Eligible students" mean all students from low-income families who attend Title I school that are in their second year of school improvement, in corrective action, or in restructuring. "Supplemental Educational services" means additional academic instruction designed to increase students' academic achievement such as tutoring, remediation, distance-learning technologies, or other educational interventions provided by state-approved service providers outside of the regular school day.

REFERENCES:

KRS 158.070

704 KAR 3:390

RELATED PROCEDURE:

08.133 AP.2

EXPLANATION: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROP-OUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR. ✓
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

| STUDENTS

0909.111 AP.1

Transfer/Withdrawals

ATTENDANCE FORMS AND RECORDS

It is the responsibility of each teacher/attendance personnel to fill out a student information document, (SID-1), on each student in his/her homeroom. The SID-1 will enter a student into the computer accounting system and serve as the basis for information about the students. Teachers/attendance personnel who are assigned homerooms are required to keep attendance records in accordance with the regulations of the State Department of Education

ABSENCE REPORT

Teachers/attendance personnel should report to the Principal's office those students who they suspect of being absent.

WITHDRAWALS

When a student withdraws, teacher/attendance personnel shall record the information using the proper code on the PA-4 form.

Home Schooling Notification**PROCEDURE**

The DPP/designee will offer to meet with the home school teacher to review legal requirements, provide a copy of the best practice document, offer other supplemental materials available from the District and request a copy of the home school curriculum from the home school teacher. If a meeting is not possible, copies of the "Home School Information Packet and Best Practice Document" and related information shall be mailed to the home school teacher. The DPP/designee shall use the summary below as a guideline for discussing topics with a prospective home school teacher.

SUMMARY OF REQUIREMENTS

Home school teachers are required by state law to do the following:

- Teach the child reading, writing, spelling, grammar, history, math, and civics. KRS 156.160
- Provide no fewer instructional days than required in current state law.
- Maintain attendance records. KRS 159.040
- Maintain academic records. It is suggested that you maintain a portfolio (compilation) of the child's best work from year to year. KRS 159.040/KRS 156.160
- Make records available in case of inquiry. KRS 159.040
- Make sure that children between the ages of six (6) and ~~sixteen~~-eighteen (~~18~~6) shall attend an educational institution as described in Kentucky compulsory attendance law. KRS 159.010

Parents of home-schooled students are required by state law to do the following:

- If moving from the District, notify the Superintendent in writing. KRS 159.160
- After notifying the Superintendent of intent to home school, continue to notify the Superintendent each school year prior to the opening of the new school year if planning to continue the home school for the new school year. KRS 159.160

**Observation by Outside Agencies**

These procedures are established for the purposes of observation only.

NOTE: Unless an outside provider has been sought out and contracted for a needed service by the District, no private therapy or service shall be provided to a student during the school day, within a Hardin County School.

The following information/documentation is required by the District before a private, outside therapist/service provider can observe its private client within a Hardin County School. Information must be sent to the Director of Special Education (special education students) or to the Director of Health and Family Resource Youth Service Center (FRYSC) Services (regular education students):

- Background check clearance on file with Hardin County Schools Central Office;
- Individual liability insurance certificate or worker's compensation insurance certificate;
- A copy of credentials in the form of certification/license for the purpose of the observation; and
- A signed release (form can be requested from the school) by the parent/guardian noting that the therapist/outside service provider has been given permission to observe their child during the school day.

Once this information is received, the therapist/service provider may be allowed to come and observe the identified student as follows:

- At a time/day designated and assigned by the Principal/designee (to cause as little disruption to the class or school/learning environment);
- The therapist is to observe only during these designated times, in ^{of} education setting (or activity such as lunch or social gathering) and only if confidentiality of other students/parents and disruption of the educational process in these settings can be adequately addressed by the Principal/designee;
- Therapists or service providers who are billing for or through the Michelle P. Waiver program through the Medicaid program ARE NOT allowed to observe or perform services in the school setting/during the school day per instructions provided by the Kentucky Medicaid Office;
- At any time the school or District needs to cancel an appointment or not allow an outside agency/therapist/service provider to return to the school setting, the outside agency will be notified; and
- The outside service providers MUST provide a photo I.D., as well as, sign in and out at the school office any day they are within the school.