

## KSBA Procedure Service

## 2018 Procedure Update (#22) Checklist

**District:** Todd County Schools

To enable KSBA to track and store your District's administrative procedures in our procedure database, please indicate below what decision you have made on the proposed new/revised procedures enclosed for your review. We will forward printed or reproducible copies of the procedures when we receive this form and update your online manual if you belong to that service.

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
01.91 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
01.911 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
01.9111 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
02.14 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.11 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.121 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.121 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.221 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.45 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.32 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.133 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.111 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.12 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.224 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

_____			_____		
_____			_____		

\*Please attach a copy of the modified policy. DO NOT RETYPE A DRAFT - simply indicate the district-initiated changes by writing in colored ink, circling, highlighting, etc.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**Please return this completed form to KSBA at your earliest opportunity.  
Please contact your KSBA Consultant IF you need KSBA to completely reprint all policy pages or to order additional new manuals, instead of just getting copies of the updated policies.**

EXPLANATION: KRS 150.1594 REQUIRES CHARTER SCHOOL AUTHORIZERS TO HAVE POLICIES AND PRACTICES CONSISTENT WITH THE PRINCIPLES AND PROFESSIONAL STANDARDS FOR AUTHORIZERS OF PUBLIC CHARTER SCHOOLS, INCLUDING STANDARDS RELATING TO: 1. ORGANIZATIONAL CAPACITY AND INFRASTRUCTURE; 2. SOLICITING AND EVALUATING APPLICATIONS; 3. PERFORMANCE CONTRACTING; 4. ONGOING PUBLIC CHARTER SCHOOL OVERSIGHT AND EVALUATION; AND 5. CHARTER APPROVAL, RENEWAL, AND REVOCATION DECISION MAKING.

FINANCIAL IMPLICATIONS: FUNDING FOR CHARTER SCHOOLS IS NOT COVERED IN THE CURRENT STATE BUDGET FOR 2018-20. FINANCIAL IMPLICATIONS COULD INCLUDE COSTS FOR STARTUP ACTIVITIES, TRAINING, GENERAL OVERSIGHT, MONITORING, INTERVENTIONS, DATA TRACKING, ETC.

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.91 AP.1

### Charter School Authorization

Formatted: policytitle

#### AUTHORIZER DUTIES

Under KRS 160.1594, a public charter school authorizer shall:

- Solicit, invite, and evaluate applications;
- Approve new and renewal applications that meet statutory requirements;
- Decline applications that:
  1. Fail to meet statutory requirements; or
  2. Are for a school that would be under the direction of any religious denomination; and
- Negotiate and execute in good faith contracts with each authorized charter school;
- Monitor the performance and compliance of charter schools in accordance with contract terms;
- Determine whether each charter merits renewal or revocation;
- Establish and maintain practices consistent with professional standards for authorizers, including:
  1. Organizational capacity and infrastructure;
  2. Soliciting and evaluating applications;
  3. Performance contracting;
  4. Ongoing public charter school oversight and evaluation; and
  5. Charter approval, renewal, and revocation decision making.

Pursuant to KRS 160.1592, an authorizer shall semiannually consider for approval a charter school's proposed amendments to the contract.

- Authorizers may consider requests more frequently upon mutual agreement with the charter.
- Denials of amendment requests are appealable under KRS 160.1595.

KRS 160.1596 requires authorizers to collect, analyze, and report to the KBE all state required assessment and achievement data for each charter it oversees.

**Charter School Authorization**

**AUTHORIZER DUTIES (CONTINUED)**

By August 31, 2019, and annually thereafter, each authorizer must submit to the (1) Commissioner, (2) Education and Workforce Development Secretary, and (3) Interim Joint Committee on Education a report that includes:

- Number of applications received, reviewed, and approved;
- Authorizing duties performed by the authorizer;
- Summary of the academic and financial performance of each charter school;
- Names of each charter school that have not yet begun to operate; and
- Names of each charter school during the prior academic year that:
  1. Closed during or after the year; and
  2. Had their contract nonrenewed or revoked.

701 KAR 8:020 requires authorizers to publicly report on oversight and services provided to charter schools under its authority and authorizing functions provided by the authorizer, including operating costs and expenses as detailed in an annual audited financial statement.

EXPLANATION: CHARTER STATUTES AND REGULATIONS REQUIRE BOARDS AS AUTHORIZERS TO HAVE AN APPLICATION PROCESS POLICY AND PROCEDURE.  
FINANCIAL IMPLICATIONS: DEPENDENT UPON AUTHORIZATION OF A CHARTER SCHOOL

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.911 AP.1

### **Charter School Application**

The charter school application shall include the following:

1. Performance information, financial information, and closure information for any charter school under the applicant or board of directors;
2. Details and documentation of the outreach the applicant or proposed board of directors has had with the students or community that is the focus of the charter school application;
3. Details of whether the charter application replicates or substantially replicates:
  - a. A charter application that the applicant, proposed board of directors, or another entity previously withdrew from consideration and the reasons it was withdrawn;
  - b. A charter application that was rejected by an authorizer and the reasons the charter application was rejected; or
  - c. A charter school that was previously closed and the reasons for the closure.

The Board shall request and secure a certificate of existence from the Secretary of State for any business entity or its designee included as an applicant or in the proposed board of directors and, if the applicant or board of directors includes a foreign entity, request and secure a certificate of authorization for the entity from the Secretary of State.

The Board shall publish on the District website the names of all persons, and their roles, who are involved in the review of charter applications. Review of charter applications shall be conducted pursuant to requirements of the Open Meetings Act.

The required application is incorporated by reference in regulation and can be accessed via the Kentucky Department of Education:

<https://education.ky.gov/districts/legal/Documents/KY%20Charter%20School%20Application%20and%20Addendum.pdf>

#### **REFERENCE:**

701 KAR 8:020

Formatted: ksba normal

Formatted: ksba normal

Formatted: Font: 9.5 pt



EXPLANATION: CHARTER STATUTES AND REGULATIONS REQUIRE BOARDS AS AUTHORIZERS TO HAVE A CONTRACT POLICY AND PROCEDURE.  
FINANCIAL IMPLICATIONS: DEPENDENT UPON AUTHORIZATION OF A CHARTER SCHOOL.

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.9111 AP.1

### Charter School Contracts

#### CONTRACT PERFORMANCE

Formatted: sideheading

The District will use academic, financial, operational measures, and performance frameworks for public charter school oversight and evaluation with which the District shall evaluate the charter school's performance under the charter contract.

#### CONTRACT REQUIREMENTS FOR SCHOOL PRE-OPENING

The Board shall include mutually agreed upon pre-opening requirements or conditions to:

1. Monitor the start-up progress of the newly approved public charter school;
2. Ensure that the charter school is prepared to open timely and smoothly on an agreed upon date; and
3. Ensure that the charter school meets all benchmarks related to facilities, health, safety, insurance, school personnel, enrollment, curriculum and instruction, operations and fiscal management, governance, and other legal requirements for the charter school opening.

Failure by the charter school to comply with these requirements or conditions may result in the immediate revocation of the charter contract. Such failure may result in the delay in the charter school opening by up to one (1) year if the Board does not determine that the charter school is more likely than not to close during the school year. Such failure shall result in the delay in the opening of the charter school by up to one (1) year if the Board does determine that the charter school is more likely than not to close during the school year.

#### CONTRACT FINANCIAL REQUIREMENTS

Formatted: sideheading

The Board shall include the following provisions for charter school financial solvency and sustainability:

1. Requirement that no member of the charter school board of directors, no education service provider, and no charter school employee shall knowingly recommend and no member of the charter school board shall knowingly vote for an expenditure in excess of the charter school's income and revenue of any fiscal year, as shown by the budget adopted the charter school board of directors and approved by the local Board;
2. Requirement that a member of the charter school board of directors, an education service provider, or a charter school employee who knowingly expends or authorizes such an expenditure of charter school funds or who knowingly authorizes or executes any employment, purchase, or contract in violation of these requirements, shall be jointly and severally liable in person and upon any official fidelity bond given to the local Board to the extent of any payments on the void claim;

**Charter School Contracts****CONTRACT FINANCIAL REQUIREMENTS (CONTINUED)**

Formatted: sideheading

4. Requirement that, if at any time during any fiscal year of the charter school's existence, a member of the charter school board of directors, an education service provider, or a charter school employee, knows or reasonably should know that the charter school has or will become unable to pay in full its projected expenses as they fall due, the charter school shall immediately advise the Kentucky Department of Education and the local Board and provide the Department and the local Board with all financial information relating to revenues and expenses of the charter school necessary to determine the extent and cause of any potential operating deficit.

Failure to provide the notice to or cooperate with the Department and the local Board as required in this section in the production of financial information pursuant to this section shall result in:

- a. The local Board shall determine whether grounds exist to revoke the charter contract;
  - b. The knowingly acting member of the charter school board of directors, the education service provider, or the charter school employee may be subject to liability;
5. Requirement that the charter school board of directors maintain separate accountings of all funds received and disbursed by each charter school under the charter school board of directors;
6. Requirement that the charter school board of directors maintain separate accountings of all funds received and disbursed by each charter school under that charter school board of directors.

Formatted: Indent: Left: 0.63", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**CONTRACT REQUIREMENTS FOR SCHOOL CLOSURE**

Formatted: sideheading

The local Board shall include specific, exclusive reasons and timelines for closure initiated by the charter school board of directors, closure protocol including policies and procedures applicable to the school closure, as well as requirements pursuant to state statutes or regulations.

**CONTRACT ENROLLMENT REQUIREMENTS**

The Board shall require that the charter school shall not prohibit a student from attending and shall not unenroll or withdraw a student unless the charter school has complied with KRS 158.150.

Formatted: ksba normal

**Charter School Contracts****CONTRACT REQUIREMENTS FOR EDUCATION SERVICE PROVIDERS**

The Board shall require in the charter contract that any contract between a charter school board of directors and an education service provider (ESP) shall be approved by the local Board prior to execution of the contract between the charter board and the ESP. The contract between the charter board and the ESP shall comply with the following:

1. Clear establishment of the primacy of the charter contract with the local Board over the contract between the charter board and the ESP;
2. Clearly identifies the charter school board of directors as the party ultimately responsible for success or failure of the charter school and defines the ESP as a vendor of services;
3. Prohibits the ESP from selecting, approving, employing, compensating, or serving as members of the charter school board of directors;
4. Requirement that the charter school board of directors directly select, retain, and compensate the charter school's legal counsel, finance staff, audit firm, and school leader;
5. Provision for payments to the charter school to made to an account controlled by the charter school board of directors, not the ESP;
6. All instruction materials, furnishings, and equipment purchased or developed with charter school funds be the property of the charter school, not the ESP;
7. Identification and description of roles and responsibilities of the charter school board of directors and the ESP, including all services to be provided under the contract between the charter school board of directors and the ESP;
8. Identification and description of performance measures and consequences by which the charter school board of directors shall hold the ESP accountable for performance, aligned with the performance measures in the contract between the local Board and the charter school board of directors;
9. Identification and specific description of all compensation to be paid to the ESP, including all fees, bonuses, and conditions, consideration, and restrictions on such compensation;
10. Identification and description of terms of any facility agreement that may be part of any relationship between the charter school board and the ESP;
11. Identification and description of financial reporting requirements and provisions for the charter school board of directors' financial oversight of the ESP and the charter school;



**Charter School Contracts****CONTRACT REQUIREMENTS FOR EDUCATION SERVICE PROVIDERS (CONTINUED)**

12. Identification and description of all other financial terms of the contract, including disclosure and documentation of all loans or investments by the ESP to the charter school board, and provision for the disposition of assets upon closure;
13. Assurances that the charter school board shall maintain independent fiduciary oversight and authority over the charter school budget and ultimate responsibility for the charter school's performance including that:
- a. The charter school board of directors shall be structurally independent from the ESP and shall set and approve charter school policies;
  - b. The terms of the contract between the charter school board and the ESP are reached through arm's-length negotiations in which the charter school board is represented by legal counsel that does not also represent the ESP;
14. Provisions for contract termination without penalties for the charter school without costs beyond the pro-rated value of the services provided by the education service provider; and
15. Respective responsibilities of the charter school board and the ESP in the event of school closure.

**Formatted:** Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

**Formatted:** Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

The contract between the local Board and the charter school board shall prohibit delegation of the charter school board of directors' responsibilities in this section to the ESP.

**CONTRACT APPROVAL BY THE COMMISSIONER OF EDUCATION**

The local Board shall not enter a charter contract for start-up, conversion, renewal of a charter school, or agree to any charter contract or contract amendment unless submitted to the Commissioner of Education who shall approve or deny but include reasons and any suggestions for remedy of those reasons. Failure to meet the Commissioner's requirements for approval shall render the contract or amendment void.

EXPLANATION: KDE CONTINUES TO MAINTAIN STATUTORY AUTHORITY FOR APPROVAL OF ALL SUPERINTENDENT EVALUATION PLANS PER KRS 156.557, HOWEVER, IT IS OUR UNDERSTANDING THAT KDE WILL NO LONGER BE REQUIRING ADHERENCE TO THE RECENT SPGES MODEL. BOARDS MAY CONTINUE INCORPORATING THE BEST PRACTICES FROM THE SPGES MODEL IF THEY SO CHOOSE. IF BOARDS DEVELOP THEIR OWN EVALUATION PLAN, IT MUST BE MEANINGFUL AND TIED TO GOALS THAT IMPACT STUDENT ACHIEVEMENT, GAP CLOSURE, AND OTHER ITEMS THAT ARE RELEVANT TO THE SUCCESS OF STUDENTS IN EACH DISTRICT. AT THE TIME OF THIS UPDATE, THE KSBA MODEL ALIGNED WITH THE FORMER SPGES STANDARDS, IS UNDER REVIEW BY THE KENTUCKY DEPARTMENT OF EDUCATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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>

EXPLANATION: SB 101 AMENDS KRS 160.380 TO CHANGE THE THIRTY DAY VACANCY REQUIREMENTS TO FIFTEEN DAYS. SB 101 HAS AN EMERGENCY CLAUSE MAKING THE AMENDMENTS CURRENTLY EFFECTIVE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.11 AP.1

### **Hiring and Employment Procedures**

No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, national or ethnic origin, political affiliation, age or disabling condition.

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

#### **EMPLOYMENT PROCEDURE**

The Board, acting through the Superintendent and staff, is committed to providing the best possible educational opportunity for the students of the Todd County School System and in furtherance of this commitment, the SBDM schools have and will seek to employ the best qualified staff available.

#### **DISSEMINATION OF EMPLOYMENT PLAN**

The Board will publicize and furnish copies of its plan of employment.

#### **PURPOSE**

The document has been developed to facilitate the analysis and review of the District's employment procedures and to assess its effectiveness in adhering to standards of equal employment and affirmative action.

#### **RESPONSIBILITY FOR EMPLOYMENT PLAN**

Principals and District Administration staff and school councils shall be responsible for implementation and adherence to Todd County Board of Education hiring practices.

##### **A. Superintendent**

As chief executive officer, the Superintendent shall be responsible for the implementation of the Board's Employment Plan in compliance with federal and state laws and regulations.

##### **B. Personnel Director**

The Superintendent will appoint an administrator to coordinate and implement the Board's Plan. The Superintendent will be responsible for developing and keeping a current job description that outlines the role and responsibilities of the Personnel Director. Services expected will be with the purposes and intent of the document. The principal duties of this position include the following:

1. Being conversant with laws and regulations of federal and state governments that pertain to equal employment and educational opportunity, non-discrimination, and affirmative action.
2. Informing members of the school community of their rights and responsibilities under legal guidelines and of recent developments regarding affirmative action and equal employment opportunities.
3. Administering and monitoring the Board's policy on employment in recruitment of staff.

**Hiring and Employment Procedures****B. Personnel Director (continued)**

4. Reporting progress, problems and needs in areas of employment and equal opportunity to the Superintendent.

All personnel activities will be monitored, including hiring and referral procedures to insure that personnel decisions are made within the spirit of equal opportunity. An annual summary of personnel activities will be compiled for study and review.

The Personnel Director will be responsible for organizing and coordinating the Board's Employment Plan consistent with the purpose as set forth herein.

**RECRUITMENT PROCEDURES**

The Todd County School District is committed to selecting the best-qualified applicants on the basis of training, experience, performance assessment, and recommendations from previous employers. The District will recruit, screen, interview, and employ on the basis of individual qualifications without unlawful discrimination from an applicant pool which will reflect the available labor force for the positions available.

Recruitment of certified staff will be conducted at a variety of colleges and universities, including institutions with high minority enrollment to insure full participation and involvement of men and women of diverse races and cultures. The Superintendent will continue to inform such colleges and universities of the District's desire to employ qualified faculty and staff.

Recruitment of classified staff will be conducted through District communication procedures in cooperation with community and government agencies.

The codification of recruiting, hiring, and employment procedures will be available in all District buildings and posted in the District office.

**GENERAL PROCEDURES**

1. Supervisors/Principals/SBDM schools will notify the Superintendent/District Personnel Director in writing of an actual vacancy. The definition of a vacancy and the parameters of public school employment are described in KRS 160.380. Announcement of all vacant positions will be posted in each building and at the District office. All classified position vacancies will be posted for ten (10) working days subsequent to the date of notification to the District office. Emergency situations, as determined by the Board, will be posted for five (5) days. All certified positions will be posted for ~~thirty (30)~~ fifteen (15) calendar days unless an emergency waiver is obtained from the Chief State School Officer. Exceptions to the posting or positions will be made only on the approval of the Superintendent or designee in cases of emergency.
2. All advertisements or materials for employment will contain the following: "The Todd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability."
3. Employment application forms and other personnel records will comply with law, regulations, and policies of the Todd County Board of Education.



**Hiring and Employment Procedures**

**HIRING PROCEDURES/CERTIFIED**

**A. Application and Selection Process**

1. An applicant for a teaching position shall be defined as a person having the following information on file in the District Personnel Office:
  - Completed teaching application form
  - Criminal record check
  - Copy of valid Kentucky teaching certificate or Internship
  - Official transcript of college work
  - Resume (optional)
  - Letter of recommendation - 3 total
2. The Personnel Director will screen all applications to ensure all needed information is complete.
3. The Personnel Director will provide a list of applicants to Principals. Principals and SBDM Committee will interview and recommend personnel from this list exclusively. If, after interviewing those candidates on the initial list, the Principal determines that additional candidates are needed, additional lists may be requested from the Personnel Director. Upon request, additional applicants shall be provided if qualified applicants are available. Minority applicants, if available, will be included on each list.
4. The Principal shall not make recommendations for employment until the posting date has expired unless the Superintendent has obtained an emergency waiver from the Chief State School Officer. Principals are required to keep all positions open during the posting period.
5. The Superintendent shall notify the Board of all personnel actions at the first meeting of the Board following the actions.
6. Adherence to the screening and interview procedures will be documented by participating administrators and kept on file in the buildings and District office.

**HIRING PROCEDURES/ADMINISTRATIVE POSITIONS**

**A. Application Process**

1. An applicant for an administrative position shall be defined as a person having the following information on file in the District personnel office.
  - Completed teaching application form
  - Criminal record check

**Hiring and Employment Procedures**

**HIRING PROCEDURES/ADMINISTRATIVE POSITIONS (CONTINUED)**

- Copy of valid Kentucky certification for position sought
  - Official transcript of all college work
  - Resume (optional)
  - Letters of recommendation – 3 total
2. Not all applicants will be chosen for an interview by the Superintendent/designee.
- B. Selection
1. The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the District under provisions of KRS 16.380.
  2. The Affirmative Action Plan developed by the Todd County Affirmative Action Steering Committee will reflect commitment to the recruitment of minority staff (KRS 160.380 (2) (d)).
  3. Recommendations for employment or promotion will not be made until the posting date has expired unless the Superintendent has obtained an emergency waiver from the Chief State School Officer.
  4. The Superintendent shall notify the Board of all administrative appointments and promotions at the first meeting of the Board following the actions.
  3. Adherence to the screening and interview procedures will be documented by participating administrators and kept on file in the buildings and District office.

**HIRING PROCEDURES/CLASSIFIED**

- A. Application and Selection Process
1. Persons desiring employment for classified (non-teaching) positions will be considered applicants at the time the following information is on file with the District's Personnel Office:
    - a. Completed non-teaching application form
    - b. Criminal record check
    - c. High school diploma or GED or evidence of enrollment in/progressing in GED program
    - d. Resume (optional)
    - e. Bus Drivers
      - Physical – satisfactory completion of
      - Class "B" CDL with passenger endorsement
      - Pre-employment Drug Test

**Hiring and Employment Procedures****HIRING PROCEDURES/CERTIFIED PERSONNEL (CONTINUED)**

2. Applicants with complete credentials on file will be screened by the Personnel Office.
3. The Personnel Director will provide a specific list of applicants to Principals, Directors and Supervisors who make employment recommendations. Principals and others who make personnel recommendations will utilize this list exclusively. If, after interviewing the candidates on the initial list, it is determined that additional candidates are needed, an additional list may be requested from the Personnel Director. Upon request, additional applicants shall be provided when qualified applicants are available. Minority applicants, if available, will be included on each list.
4. Recommendations for employment shall not be made until the posting date has expired. All positions shall remain open during the entire posting time unless an exception is made by the Superintendent/designee in cases of emergency.
5. Adherence to the screening and interview procedures will be documented by participating administrators and supervisors and kept of file at the site and District office.

**PHASE I APPLICATION ON FILE**

1. All certified applicants must place a completed application for employment on file in the Personnel office, 205 Airport Road, Elkton, KY 42220.
2. Former employees must complete the same process of employment as is required of all other candidates. However, their permanent files are still on record in the Personnel Office and most documents may already be on file.

**PHASE II STANDARDIZED ORAL INTERVIEW**

1. Upon completion of the application, the Personnel Director reviews the applicant's file.
2. After the Personnel Director reviews all applications, a list of candidates will be sent to the building Principal and/or directors by the Superintendent or designee. These candidates will possess superior credentials. This includes, but is not limited to:
3. Upon successful completion of the standardized oral interview, applicants may be placed on a list submitted to the Superintendent. These candidates will possess superior credentials. This includes, but is not limited to:
  - Experience
  - Education
  - Results of the standardized interview
  - Undergraduate/Graduate Academic CPA
  - Certification

### **Hiring and Employment Procedures**

#### **HIRING PROCEDURES/CERTIFIED PERSONNEL (CONTINUED)**

##### **PHASE III INTERVIEW BY BUILDING ADMINISTRATOR, DIRECTOR OR SUPERVISOR**

1. Building Administrators, SBDM, Directors, or Supervisors review applications and select the applicants to interview to fill vacancies from a list submitted by the Superintendent or designee.
2. The Principal or Supervisor then recommends, after interviews and appropriate consultation with SBDM council, the selection for employment on a District recommendation form after position date has expired.

##### **PHASE IV RECOMMENDATION TO PERSONNEL DIRECTOR**

1. All completed recommendation forms shall be submitted to the Personnel Director.
2. Recommendations for employment are reviewed by the Personnel Office to ensure adherence to the intent and purposes stated herein.
3. Assuring that the recommendations and the procedures for employment follow all laws, regulations and District policy, the Personnel Director shall forward the recommendation to the Superintendent. Those recommendations that are disapproved for the reasons described herein are returned to the Principal, Supervisor, or Director
4. Candidates who are declared eligible for consideration and employment but who are not offered or do not accept employment may continue to be active candidates for employment for a period of up to two (2) years. The application may then be deleted. It is the sole responsibility of the applicant to maintain notice to the district of his/her desire to be an active candidate for employment.

##### **PHASE V HIRING PROCEDURES**

In keeping with state law, the Superintendent shall be responsible for all personnel actions including hiring, assignments, transfer, dismissal, suspension, reinstatement, promotion, and demotion.

##### **PHASE V NOTIFICATION TO THE BOARD OF EDUCATION**

All personnel actions by the Superintendent as described shall be recorded in the minutes of the Todd County Board of Education at the next meeting after the action is taken. Upon employment by the Superintendent, the new employee shall be notified by the Personnel Office in writing and instructed to complete contractual procedures.

#### **ADMINISTRATIVE POSITION EMPLOYMENT PROCEDURES**

##### **PHASE I APPLICATION**

1. All applicants for administrative positions must place a completed application for employment on file in the Personnel Office, Todd County Board of Education, 205 Airport Road, Elkton, KY 42220
2. Applicants who are currently employed by the District may apply by submitting a written request to either the Personnel Director or the Superintendent.
3. Valid Kentucky certification for the position sought must be on file in the District office.



**Hiring and Employment Procedures****PHASE II INTERVIEW BY SUPERINTENDENT/DESIGNEE**

1. The Superintendent/designee will conduct interviews for all administrative positions. Candidates shall be granted an interview based upon:
  - Success shown in previous assignments
  - Reference Checks
  - Potential for success in the new position
  - Other pertinent criteria
2. Not all applicants will be chosen for an interview by the Superintendent/designee.

**PHASE III SBDM ONLY – BUILDING LEVEL INTERVIEW IN SCHOOLS THAT HAVE FORMALLY ADOPTED SCHOOL-BASED DECISION MAKING**

1. If the vacancy to be filled is the position of Principal, the school council shall select the Principal from among those persons submitted by the Superintendent. The Superintendent shall provide additional applicants, upon request, when qualified applicants are available.
2. If the vacancy to be filled is the position of Assistant Principal, the Principal shall consider and interview candidates selected from a list of applicants submitted by the Superintendent. After appropriate consultation with the School Council, the Principal shall select the Assistant Principal.
3. Personnel decisions made at the school level under the authority of KRS 160.345 (SBDM) shall be binding on the Superintendent who completes the hiring process.

**PHASE IV ALTERNATIVE PLAN – INTERVIEWS AT BUILDING LEVEL BY COMMITTEE APPOINTED BY THE SUPERINTENDENT**

1. The Superintendent may appoint, at his/her discretion, a building level committee to consider and interview candidates for the positions of Principal and Assistant Principal.
2. The building level committee shall be composed of three (3) teachers assigned to the building and two (2) parents who have a child currently enrolled in the school. The committee will consider and interview candidates from a list of applicants submitted by the Superintendent.
3. If the position to be filled is that of Assistant Principal, the Principal will be appointed to serve as an active member of the building level selection committee.
4. The committee shall make one recommendation to the Superintendent. Recommendations made to the Superintendent are not binding.

**PHASE V RECOMMENDATION TO THE PERSONNEL DIRECTOR**

1. All completed recommendation forms shall be submitted to the Personnel Director.
2. Recommendations for employment shall be reviewed by the Personnel Office to ensure adherence to the intent and purposes stated herein.

**Hiring and Employment Procedures**

**PHASE V RECOMMENDATION TO THE PERSONNEL DIRECTOR (CONTINUED)**

3. Assuring that the recommendation and the procedures for employment follow all laws, regulations and District policy, the Personnel Director shall forward the recommendation to the Superintendent. Those recommendations that are disapproved for the reasons described herein are returned to the Principal or School Council.
4. Candidates who are declared eligible for consideration and employment may continue to be active candidates for employment for a period of up to two (2) years. The application may then be deleted. It is the sole responsibility of the applicant to maintain notice to the District of his/her desire to be an active candidate for employment.

**PHASE VI HIRING PROCEDURES**

1. In keeping with the state law, the Superintendent shall be responsible for all personnel actions, including hiring, assignments, transfer, dismissal, suspension, reinstatement, promotion, and demotion.
2. Other than in schools that have adopted school-based decision making, all appointments and promotions of administrative personnel shall be made by the Superintendent.

**PHASE VII NOTIFICATION TO BOARD OF EDUCATION**

All personnel actions by the Superintendent as described shall be recorded in the Board minutes at the next meeting after the action is taken. Upon being employed by the Superintendent, the new employee shall be notified by the personnel office in writing and instruction to complete contractual procedures.

RECOMMENDED: SB 152 AMENDS KRS 157.390 TO ALLOW A DISTRICT TO HAVE DIFFERENTIATED COMPENSATION FOR TEACHERS EMPLOYED IN A SCHOOL THAT IS IDENTIFIED BY THE KENTUCKY DEPARTMENT OF EDUCATION AS BEING IN TARGETED OR COMPREHENSIVE SUPPORT AND IMPROVEMENT STATUS.  
FINANCIAL IMPLICATIONS: COST OF HIGHER SALARIES

PERSONNEL

03.121 AP.1

### **Salaries**

#### **SALARY SCHEDULE DEVELOPED AND APPROVED**

The Board shall approve a single salary schedule, a separate salary schedule or index system for extra services and supervision, and a salary schedule for substitute teachers during or before the June Board meeting.

The single salary schedule shall meet state requirements for Ranks I, II, III, IV, V, and Doctorate, provide employment for the school term as set by the Board in keeping with statutory requirements and contain experience categories. Specifically, a doctorate must come from a university that meets the same accreditation guidelines as required by the Education Professional Standards Board (EPSB).

Extra services compensation shall be based on expanded duties and responsibilities, time demands and expertise and shall be paid only upon documentation of services rendered.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status.

The substitute salary schedule shall be a per diem schedule based on rank but may be lower than the rate of pay for regular full-time teachers. Checks shall be issued on paydates designated in the salary schedule.

#### **SALARY FOR PERSONNEL WHO RESIGN**

Certified personnel who resign during the school year or at the end of the school year will be paid in full on the regular payday of the month following the resignation. Final payment will be calculated as follows: Annual salary divided by the number of days of employment times number of days taught minus salary previously received, equals balance due at time of resignation. Staff may be paid only for those holidays occurring prior to resignation.

#### **EXTENDED EMPLOYMENT**

Extended employment is defined as the number of days certified personnel are contracted to work in addition to the minimum school term. . Extended employment will be approved only for those activities which are necessary to improve the educational programs in the school district. The length of employees' regular work day shall be established by the Board and reflected in the job description for each position. Saturday and Sunday will be placed on the calendar as workdays only with approval of the Superintendent.

#### **PAYROLL DISTRIBUTION**

Payroll checks are to be issued on the 25th of each calendar month except in November and December. Checks for the month of November are issued on Wednesday prior to the Thanksgiving holiday. Checks for the month of December are issued on the day that school is dismissed for the Christmas holidays. Summer payroll checks will be issued on the 25th of June and the 25th of July.

**Salaries****PAYROLL DISTRIBUTION (CONTINUED)**

Principals or designated school personnel may pick up payroll checks after 3:00 on the afternoon before payroll distribution. In the event that checks are not ready because of printing difficulties, Principals will be notified before 3:00 PM.

No individual's check may be picked up at the District Office before the designated payday.

A list of designated school personnel who may pick up the checks is to be on file at the District Office. The person picking up the checks is to sign for them at the time of pick-up.

**REIMBURSEMENTS (ACCOUNTS PAYABLE)**

Personnel checks issued with accounts payable (reimbursements) will be ready within three (3) days after the Board meeting. Personnel may inquire about a reimbursement check after 3:00 PM the day following the Board meeting.

All reimbursements requests (travel and standard invoices) must include signatures of the employee and the employee's supervisor.

**EXTENDED CALENDAR WORK PLAN**

An individual calendar and extended work plan shall be prepared by the employee who has been employed by the Board for a period exceeding the minimum school term. The plan shall be approved by the Principal (if applicable) and submitted to the Superintendent.

**AMENDMENT TO EXTENDED CALENDAR WORK PLAN**

Amendments to the extended employment calendar and/or the work plan for teachers must be approved by the building Principal. Changes for all other personnel must be approved by the Superintendent.

— Payroll is distributed  
by direct deposit to  
ALL employees. An  
advice will be  
emailed to all  
employees several  
days before payday.



EXPLANATION: SB 236 (2017) AMENDED KRS 160.380 TO REQUIRE APPLICANTS TO PROVIDE A LETTER FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THAT THERE ARE NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT ON RECORD. SB 101 (2018) HAS AN EMERGENCY CLAUSE MAKING THE AMENDMENTS CURRENTLY EFFECTIVE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.121 AP.22

**- CERTIFIED PERSONNEL -**

**Checklist of Items to be on File for the Hiring Process of Certified Personnel**

ITEMS 1-5 SHOULD BE ON FILE BEFORE ITEMS 7-8 ARE COMPLETED

ITEMS 6-19 ARE COMPLETED IF APPLICANT IS EMPLOYED

Name _____	Phone _____
Address _____	Social Sec. # _____
_____	Employee # _____
Certification _____	Expiration Date _____
Rank _____	Date of Hire _____
_____	Position _____

_____	Employee Information Sheet
_____	Application
_____	Official Transcript from college/university
_____	Criminal Background Check
_____	<a href="#">Letter from Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record (applicants hired on or after April 4, 2018)</a>
_____	Praxis Scores (if applicable)
_____	KY Teaching Certificate or Statement of Intern Eligibility
_____	Interview by Principal, Superintendent, and/or Personnel Director
_____	Contract for employment
_____	Signed copy of job description
_____	Health form (physical) and TB risk assessment per 702 KAR 1:160
_____	Bloodborne pathogen training
_____	State and Federal tax forms
_____	SSA-1945: The Social Security Administration requires that this form be used to inform, prior to employment, new certified employees that will participate in TRS that the position is not covered by social security.
_____	I-9 Form (employment eligibility certification)
_____	Health Insurance application and checklist
_____	Life Insurance application
_____	COBRA information provided to employee
_____	Direct Deposit form
_____	Drug Testing form
_____	Driver's License
_____	Social Security Card
_____	Email form

Sent to Matt \_\_\_\_\_

Formatted: Space After: 0 pt

EXPLANATION: SB 236 (2017) AMENDS KRS 160.380 TO REQUIRE APPLICANTS TO PROVIDE A LETTER FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THAT THERE ARE NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT ON RECORD. SB 101 (2018) HAS AN EMERGENCY CLAUSE MAKING THE AMENDMENTS CURRENTLY EFFECTIVE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.221 AP.22

- CLASSIFIED PERSONNEL -

**Checklist of Items to be on file for the Hiring of Classified Personnel**

ITEMS 1-~~54~~ MUST BE ON FILE BEFORE ITEM ~~56~~ IS COMPLETED

Name _____	Phone _____
Address _____	Social Sec.# _____
_____	Employee # _____
Date of hire _____	Position _____

- \_\_\_\_\_ Employee Information Sheet
- \_\_\_\_\_ Application (including references, a list of states of former residence and dates, picture ID)
- \_\_\_\_\_ High School Diploma/GED
- \_\_\_\_\_ Criminal Background Check
- \_\_\_\_\_ Letter from Cabinet for Health and Family Services; Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating there are no findings of substantiated child abuse or neglect on record.
- \_\_\_\_\_ Para educator Test or Documentation of College Hours
- \_\_\_\_\_ Interview by Personnel Director, Maintenance Director, Food Service Director, other Directors, and/or Principal
- \_\_\_\_\_ Contract for employment
- \_\_\_\_\_ Signed copy of job description
- \_\_\_\_\_ Health form (physical) and TB risk assessment per 702 KAR 1:160
- \_\_\_\_\_ Bloodborne pathogen training
- \_\_\_\_\_ State and Federal tax forms
- \_\_\_\_\_ I-9 Form (employment eligibility certification)
- \_\_\_\_\_ Health Insurance application and checklist
- \_\_\_\_\_ Life Insurance application
- \_\_\_\_\_ COBRA information provided to employee
- \_\_\_\_\_ Labor Information provided to Employer
- \_\_\_\_\_ Direct Deposit form
- \_\_\_\_\_ Drug Testing form
- \_\_\_\_\_ Driver's License
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ Email form

Sent to Matt \_\_\_\_\_

Formatted: Font: 9 pt

EXPLANATION: THIS CLARIFIES THE PRINCIPAL'S AUTHORITY OF THE ORDERLY CONDUCT AND SAFETY ON SCHOOL PROPERTY AND REMOVES A MINISTERIAL DUTY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

05.45 AP.1

### **Crowd Control**

#### **PRINCIPAL'S AUTHORITYRESPONSIBILITY**

~~It is the~~ The Principal's responsibility shall have authority to promote the orderly conduct and safety of the students and other spectators attending events on school property. Crowd control procedures shall include the following:

1. ~~The Principal shall ensure that enough~~Assignment of authorized school personnel ~~are assigned~~ to provide adequate supervision.
2. The Principal may request law enforcement personnel to be present if s/he anticipates the crowd may pose a conduct or safety problem.
  - a) Law enforcement personnel shall be provided for athletic events, as approved by the Superintendent.
  - b) The Principal shall ~~determine~~utilize his or her judgment regarding the number of officers needed and advise as to their placement.
3. The admission gate or entrance shall be controlled and admission limited to eligible students, chaperones, guests, spectators, and other authorized persons.
4. ~~No one~~Persons under the influence of alcohol or drugs are subject to exclusion from the event~~shall be admitted~~.
5. If a disturbance occurs, school authorities shall determine if the event needs to be concluded and may close the event, as appropriate, and send those in attendance off the school grounds.

#### **RELATED POLICIES:**

05.3  
09.311  
09.35

EXPLANATION: HB 527 DEFINES BEST INTEREST OF THE CHILD AND REQUIRES DISTRICTS TO PROVIDE TRANSPORTATION TO THE SCHOOL OF ORIGIN IF DETERMINED TO BE IN THE BEST INTEREST OF THE CHILD AS IT RELATES TO EDUCATIONAL STABILITY.  
FINANCIAL IMPLICATIONS: COST OF TRANSPORTING STUDENTS

## TRANSPORTATION

06.32 AP.1

### Eligibility for Transportation

#### STUDENTS WITH DISABILITIES

The need for special transportation for students with disabilities must be determined by the ARC or Section 504 Team and stated in the student's Individual Education Plan (IEP) or Section 504 Plan.

#### CAREER AND TECHNICAL STUDENTS

High school students attending an area career and technical school or extension center are eligible to be transported from the high school to the career and technical school. Transportation will be provided by the District in accordance with state regulations.

#### PRESCHOOL TRANSPORTATION

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon midday or afternoon delivery, the child shall be taken to a prearranged location. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

#### CHILDREN IN FOSTER CARE

The Superintendent will ~~designate~~appoint a ~~Foster Care Liaison~~Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services, ~~Department for Community Based Services~~ ("the Department") in writing that the ~~Cabinet~~Department has designated its foster care ~~point of contact~~POC for the District. The Superintendent may ~~designate~~appoint the ~~Foster Care Liaison~~District POC prior to such notice from the ~~Department~~Cabinet.

The District will collaborate with the ~~Cabinet~~Department when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District ~~Foster Care Liaison~~POC maywill invite appropriate District officials, the ~~Cabinet~~Department point of contact-POC, ~~the foster parents~~, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner ~~in accordance with the Department's authority to use child welfare funding~~. ~~The Department, in consultation with the District, shall make the determination on whether the child shall remain enrolled in the school of origin based on the best interest of the child, weighing the promotion of educational stability as a primary factor.~~

Formatted: Font: Bold



**Eligibility for Transportation****CHILDREN IN FOSTER CARE (CONTINUED)**

If the Department finds it is in the best interest of a child to remain in the school of origin upon placement of the child in a new school district, reasonable transportation shall be offered from the location of placement to the school of origin in which the child is enrolled for any regularly scheduled school day. Such may result in additional transportation costs to a foster parent, child placing agency, child care facility, or the District. The District will provide transportation if necessary to maintain a child in the school of origin if the Department agrees to reimburse the District for the cost of such transportation. Transportation costs incurred shall be reimbursed by the Department on request. Alternatively, the District may agree to pay the cost of such transportation or the District and the Department may agree to share the cost.

The arrangement and funding will be in accordance with the Cabinet's authority to use child welfare funding when required to maintain children in foster care in their school of origin when in the best interest of the student.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

- The Cabinet agrees to reimburse the District for the cost of such transportation;
- The District agrees to pay for the cost of such transportation; or
- The District and the Cabinet agree to share the cost of such transportation.

**DEFINITIONS**

"Foster Care" means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Cabinet has placement care and responsibility.

"School of origin" means the public school in which a child was enrolled immediately prior to the time of placement in foster care.

While "Best Interest" is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time of foster care placement.<sup>4</sup>

"Best interest of the child" takes into consideration the following factors including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child's attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school's climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.<sup>1</sup>

Formatted: Font: Not Bold, Not Small caps

Formatted: ksba normal

Formatted: Indent: Left: 0.5", Bulleted + Level: 1 + Aligned at: 0.9" + Indent at: 1.15"

Formatted: List123, Indent: Left: 0.5", Space After: 4 pt, Bulleted + Level: 1 + Aligned at: 0.9" + Indent at: 1.15"

Formatted: ksba normal

Formatted: Indent: Left: 0.5", Bulleted + Level: 1 + Aligned at: 0.9" + Indent at: 1.15"

Formatted: Superscript

TRANSPORTATION

06.32 AP.1  
(CONTINUED)

**Eligibility for Transportation**

**REFERENCES:**

<sup>4</sup> [Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care](#)

<sup>1</sup> [New Section of KRS 199.800 to 199.805](#)

KRS 605.120

922 KAR 1:350

42 U.S.C. § 675(4)(A)

20 U.S.C. § 6311(g)(1)(E)

20 U.S.C. § 6312(c)(5)

P. L. 114-95, (Every Student Succeeds Act of 2015)

EXPLANATION: THE "EVERY STUDENT SUCCEEDS ACT OF 2015" (P. L. 114-95) ELIMINATED THE "SUPPLEMENTAL EDUCATION SERVICES" PROGRAM AND REPLACED IT WITH THE "DIRECT STUDENT SERVICES" PROGRAM WITH A DIFFERENT SET OF OFFERINGS.

FINANCIAL IMPLICATIONS: POSSIBLE TRANSPORTATION AND MATERIAL/PROGRAM COSTS

CURRICULUM AND INSTRUCTION

08.133 AP.1

### **Extended School/Direct Student Services**

Eligible students shall be provided extended school (ESS) and/or direct student services (DSS) in accordance with the following procedures.

#### **ELIGIBILITY FOR EXTENDED SCHOOL SERVICES**

One (1) or more of the following methods of documentation shall be used to determine which students shall be eligible for and in the greatest need of extended school services:

1. Teacher recommendation;
2. Academic performance data, including diagnostic, formative, interim, or summative assessments;
3. Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
4. Behavioral and developmental progress as documented in formal and informal assessments and reports.

#### **SELECTION FOR EXTENDED SCHOOL SERVICES**

Selection criteria for the extended school services program shall be in compliance with applicable administrative regulations.

#### **NOTIFICATION TO PARENTS OF EXTENDED SCHOOL SERVICES**

Parents of eligible students shall be notified using Procedure 08.133 AP.2.

The District will inform parents and guardians of the availability of extended school services, the rationale for offering extended school services, and consequences of not obtaining a high school diploma.

#### **STUDENTS ATTENDING PRIVATE, PAROCHIAL, OR HOME SCHOOLS**

Students residing within the District's boundaries who attend private, parochial, or home schools shall not be eligible for the after-school tutorial program. Upon application, they may be considered for enrollment in the summer school program. Their eligibility and selection shall be based on the same criteria as students enrolled in the District schools.

**Extended School/Direct Student Services****DIRECT STUDENT SERVICES**

Direct student services shall be available to students in schools identified by the State for comprehensive support and improvement and for low-achieving students in schools implementing targeted support and improvement plans. Direct student services include:

- Enrollment in academic courses not otherwise available at a student's school;
- Credit recovery and academic acceleration courses;
- Activities that assist students in successfully completing postsecondary level instruction that are accepted for credit at such institutions (Advanced Placement, International Baccalaureate, etc.);
- Components of a personalized learning approach such as high-quality academic tutoring; and
- Transportation to allow a student enrolled in a school identified for comprehensive support and improvement to transfer to another public school.

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" +  
Indent at: 0.5"

Costs associated with direct student services shall be in compliance with state and federal law and regulations.

Formatted: polycytext

**REFERENCES:**

KRS 158.6459  
704 KAR 3:390

P.L. 114-95, (Every Student Succeeds Act of 2015)

Formatted: ksba normal

**RELATED PROCEDURE:**

08.133 AP.2

Formatted: Space After: 0 pt

Formatted: ksba normal

EXPLANATION: REVISIONS TO 902 KAR 2:060 REQUIRE A CURRENT IMMUNIZATION CERTIFICATE FOR HOME-SCHOOLED STUDENTS WHO ARE ATTENDING IN-SCHOOL CLASSES OR PARTICIPATING IN SPORTS OR OTHER SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.111 AP.21

### **Home Schooling Notification**

**Please return the completed form to the Director of Pupil Personnel at the District's Central Office.**

This letter is to inform you that my child/children will be participating in a home schooling program. The beginning date for participation in this program will be \_\_\_\_\_.

Month Day Year

Following is the home school address and the names and ages of the students who will be participating:

**STUDENTS' NAME(S) AND DATE OF BIRTH:**

**CURRENT SCHOOL:**

**HOME SCHOOL ADDRESS:**

Name Street State ZIP Code

I have received from the Director of Pupil Personnel (DPP)/designee a copy of the "Home School Information Packet and Best Practice Document" and other supplemental material provided by the District. The DPP/designee offered to meet with me and explain the legal requirements that apply to home schools. It is further acknowledged that this notice of intent to provide home schooling shall be binding from the effective date stated above and shall remain in full force for no longer than to the end of the current or upcoming school year, whichever is first. This notice may be dissolved upon enrollment or re-enrollment of the above named child(ren) in a school in the District or any other public or private school. At such time a home-schooled child re-enrolls in the District, it is understood that certified personnel of the school system shall either place the student according to successful performance in courses that are sequential such as English, math, history, and science or conduct tests similar in nature and content to that used for other students receiving credit in that subject. Once assessment of the child's educational development is completed, a final determination of grade placement will be made. KRS 158.140, 704 KAR 3:307

\_\_\_\_\_  
*Signature of Father/Legal Guardian* and/or *Signature of Mother/Legal Guardian*

\_\_\_\_\_  
*Telephone (Home and Work)* *Telephone (Home and Work)*

\_\_\_\_\_  
*Address (if different than student's)* *Address (if different than student's)*

\_\_\_\_\_  
*City, State, Zip* *City, State, ZIP*



### **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 student attendance 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 eighteen (18) 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

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 extra-curricular activities.

Formatted: ksba normal



EXPLANATION: REVISIONS TO 704 KAR 7:090 ADD UNACCOMPANIED YOUTH, CHANGE THE HOMELESS COORDINATOR TO LIAISON, AND ADD FOSTER CARE LIAISON.  
FINANCIAL IMPLICATION: NONE ANTICIPATED

STUDENTS

09.12 AP.1

### **Student Enrollment and Homeless/Immigration Status**

#### **IMMIGRANT STATUS**

The Principal/designee shall notify school staff that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

#### **HOMELESS STUDENTS AND UNACCOMPANIED YOUTH**

The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory children who are living in the previously described circumstances.

#### **GUIDELINES FOR ENROLLMENT**

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student's identity and age may include, but are not be limited to:
  - Passport
  - Military identification or immigration card
  - Baptismal certificate
  - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
  - Any religious record authorized by a religious official
  - Recording of the student's name and birth in a family Bible or other religious text

**Student Enrollment and Homeless/Immigration Status****GUIDELINES FOR ENROLLMENT (CONTINUED)**

- Notarized statement from the parents or another relative or guardian as to the date of the student's birth
  - Prior school record indicating the date of the student's birth
  - Driver's license or learner's permit
  - Adoption record
  - Affidavit of identity and age
  - Any government document or court record reflecting the date of the student's birth
  - Oral proof when the native language of a parent or guardian is not a written language.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
  4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
  5. The District homeless student coordinator/liaison shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain essential records that are not in existence and immediately place the student in appropriate programs so that enrollment shall not be delayed or denied.
  6. To the extent possible, the District homeless student coordinator/liaison shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the coordinator/liaison should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal

**CHILDREN IN FOSTER CARE**

The foster care liaison may also be the homeless education liaison. The foster care liaison's responsibilities shall be to ensure that:

1. The child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
2. If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
3. That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records.

Formatted: sideheading

Formatted: ksba normal, No underline

Formatted: Indent: Left: 0", First line: 0"

Formatted: ksba normal

Formatted: Indent: Left: 0.19", Hanging: 0.31", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.65" + Indent at: 0.9"

Formatted: ksba normal, No underline

Formatted: ksba normal

Formatted: ksba normal, No underline

Formatted: ksba normal

Formatted: ksba normal, No underline

Formatted: ksba normal

EXPLANATION: HB 147 AMENDS KRS 158.838 TO ADD MEDICATION PRESCRIBED TO TREAT SEIZURE DISORDER SYMPTOMS, REQUIRES THAT A SEIZURE ACTION PLAN BE CREATED FOR STUDENTS WITH SEIZURE DISORDERS, TRAINING FOR PERSONNEL AND HOW THEY CAN BE CONTACTED DURING AN EMERGENCY.  
FINANCIAL IMPLICATIONS: COST OF TRAINING

STUDENTS

09.224 AP.1

### **Emergency Medical Care Procedures**

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

#### **EMERGENCY INFORMATION**

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address, and date of birth.
2. Parents' names, addresses, and home, work, and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number of "emergency" contact (person other than parent/guardian) to reach, if necessary.
5. Unusual medical problems, if any.

#### **MEDICAL EMERGENCY PROCEDURES**

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the child's parent or other authorized person(s) listed on the school emergency card to:
  - a) Inform parent or authorized contact that the child is not able to remain at school.
  - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
  - c) Advise the contact that s/he may want to contact a health care practitioner regarding the child's condition.
3. Take care of child until parent, health care practitioner, or ambulance arrives.
4. Use emergency ambulance service if needed.
5. Administer medication in accordance with District policy and procedure when ordered by the student's personal health care practitioner.
6. Keep the student in a first aid area if s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/guardian/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with contagious diseases, including AIDS, according to state guidelines.
11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.

**Emergency Medical Care Procedures****SUPPLIES/PERSONNEL**

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
3. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders shall have on duty during the school day or during any school-related activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or FDA-approved seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA as prescribed by the student's health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
4. The parent or guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student's treating physician, which shall be kept on file in the office of the school nurse or school administrator.
5. Any school personnel or volunteers responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

Formatted: ksba normal

**DOCUMENTATION**

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

**RELATED POLICIES:**

09.224  
09.2241

**RELATED PROCEDURES:**

09.224 AP.21  
09.2241 AP.22  
09.2241 AP.23