

EXPLANATION: SB 158 AMENDS KRS 160.1594 TO PROVIDE THAT CHARTER AUTHORIZER TRAINING SHALL NOT BE REQUIRED OF ANY BOARD MEMBER UNTIL A CHARTER APPLICATION IS SUBMITTED TO THE BOARD, AND SETS THE REQUIREMENT AT SIX (6) HOURS.
FINANCIAL IMPLICATIONS: FEWER HOURS REQUIRED MAY REDUCE TRAINING COSTS

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.2

Board Vacancy Forms

FORM TO PROVIDE NOTICE THAT A VACANCY EXISTS:

Date: _____

To Whom it May Concern:

A vacancy exists on the _____ Board of Education, as of _____,¹ in the seat [Division # ____ (*for county school systems*) or the District at large (*for independent school systems*)] formerly held by _____. The unexpired term for this seat is set to end on _____. The Board will proceed to appoint an individual to fill this seat for the unexpired term pursuant to KRS 160.190 and Board Policy 01.3.

Sincerely,

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

County Clerk
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,
Frankfort, KY 40601
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

REFERENCE:

¹OAG 81-316

Board Vacancy Forms**SAMPLE NEWSPAPER ADVERTISEMENT ANNOUNCING A BOARD VACANCY****NOTICE OF VACANT _____ BOARD OF EDUCATION SEAT**

The _____ Board of Education ("Board") is seeking applications for appointment to fill a vacancy on the Board representing seat [Division # _____ (*for county school systems*) or the District at large (*for independent school systems*)]. This appointment will be effective until the November _____ regular election (use if the next November regular election is scheduled more than one [1] year prior to end of the remaining term) or the end of the term in _____ (use if the next November regular election is scheduled one [1] year or less prior to end of remaining term).

Responsibilities include: setting policy to govern the District; hiring/evaluating the Superintendent; and levying taxes and adopting the District budget. Board members must:

- Be at least 24 years old and a Kentucky citizen for the last three years;
- Be a registered voter in the particular District of the vacancy;
- Have completed the 12th grade or have a GED certificate;
- Meet all other legal qualifications (KRS 160.180); and
- Complete required annual in-service training.

Applications are available at _____ or online at _____.
_____. Mail applications to: Superintendent, ATTN: Board Vacancy,
_____, _____, KY _____.

Board Vacancy Forms

FORM TO PROVIDE NOTICE THAT VACANCY HAS BEEN FILLED BY THE BOARD:

Date: _____

To Whom it May Concern:

Pursuant to KRS 160.190, and Board Policy 01.3, the _____ Board of Education, by vote of the Board on _____, has appointed _____ to fill the vacancy created on _____ in the seat [Division # ____ (*for county school systems*) or the District at large (*for independent school systems*)] formerly held by _____.

The appointment is effective immediately. _____'s address is

and email address is _____.

The term for this appointment will end on _____.

Sincerely,

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

County Clerk
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,
Frankfort, KY 40601
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

Board Vacancy Forms**FORM LETTER TO NEWLY APPOINTED MEMBER, ON DISTRICT LETTERHEAD:**

Date: _____

Mr./Ms. _____

_____, KY _____

Dear Mr./Ms. _____:

Pursuant to KRS 160.190, and Board Policy 01.3, the _____ Board of Education, by vote of the Board on _____, has appointed you to fill the vacancy created on _____ in the seat [Division # _____ (*for county school systems*) or the District at large (*for independent school systems*) formerly held by _____. The appointment is effective immediately. Upon being duly sworn in, you may assume the duties of the office.

The term of this appointment is set to end _____. Pursuant to KRS 160.190, this seat will be open to election in the November _____ general election. The _____ County Clerk should be consulted for election and candidacy filing information regarding this seat.

All new local Board of Education members must receive a minimum of twelve (12) hours of in-service training annually, per KRS 160.180 and 702 KAR 1:115, on a calendar year basis. These hours shall include certain mandated topics of ethics, finance, and Superintendent evaluation, as well as on various other topics such as Board member roles and responsibilities, and the Board's role in student achievement. Additionally, when the Board, or a collaborative of local school boards including the Board, receives a charter school application, any member of the Board or boards who has not received charter authorization training within twelve (12) months immediately preceding the date the application was received shall receive six (6) hours of in-service training prior to evaluating the charter application~~per 701 KAR 8:020, local Board members are required to complete twelve (12) hours of in-service training annually in their capacity as charter school authorizers.~~ This requirement is separate from, and in addition to, the training required by KRS 160.180, ~~but certain hours may count towards both requirements.~~ Depending on the date of appointment, special provisions may apply.

The Kentucky School Boards Association (KSBA) provides local Board member in-service training, and maintains the legal records relating to required Board member training completion. KSBA makes efforts to offer training courses that will meet legal requirements for both general training and charter authorizer training. KSBA will contact you soon to begin scheduling training for the current calendar year. You may contact KSBA by calling 1-800-372-2962.

Sincerely,

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

County ClerkCommissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,
Frankfort, KY 40601

Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

Board Vacancy Forms

RELATED PROCEDURE:

01.3 AP.21

EXPLANATION: THIS CHANGE CLARIFIES THE QUESTION RELATING TO A POTENTIAL CANDIDATE'S EMPLOYMENT STATUS WITH THE SCHOOL DISTRICT AND MODIFIES A QUESTION ABOUT LONG RANGE BOARD GOALS TO REFLECT THAT APPOINTEES WILL SERVE LESS THAN FOUR (4) YEARS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

Name of School District: _____			
[Division # ____ (for county school systems) or the District at large (for independent school systems)]			
Name: _____		Birthdate: _____	
_____	_____	_____	_____
Last	First	MI	
Address: _____			
_____		_____	_____
Street or Box #		State	Zip Code
Telephone: _____			
_____		_____	_____
Business		Home	Cell
Email Address: _____			

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? ☐ Yes ☐ No
2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? ☐ Yes ☐ No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? ☐ Yes ☐ No
If yes, please identify. _____
4. Does the School District~~city or county Board~~ where you reside presently employ you? ☐ Yes ☐ No
5. Do you have any relatives employed by the District? ☐ Yes ☐ No
If yes, please indicate their relationship to you:
☐ Brother ☐ Sister ☐ Husband ☐ Wife ☐ Son ☐ Daughter ☐ Father ☐ Mother
☐ Other _____
6. Have you ever been a member of any local Board of Education in Kentucky? ☐ Yes ☐ No
If so, which District _____ and when _____?
7. Do you currently hold any elective federal, state, county, or city office? ☐ Yes ☐ No
If yes, please identify. _____
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? ☐ Yes ☐ No
If yes, please identify. _____
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? ☐ Yes ☐ No
If yes, please describe. _____
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? ☐ Yes ☐ No
If yes, please describe. _____

Application for Board Vacancy

11. Do you serve on any county, city, or joint agency government boards? ☐ Yes ☐ No
If yes, please describe. _____
12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District? ☐ Yes ☐ No
13. Have you completed at least the twelfth (12th) grade or been issued a High School Equivalency Diploma? ☐ Yes ☐ No
14. Please circle the highest level of formal education you have completed:
- | | | | |
|-----------------|-------------|---------|-----------------|
| GRADE SCHOOL | HIGH SCHOOL | COLLEGE | GRADUATE SCHOOL |
| 1 2 3 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |

Note: Application must include a transcript evidencing completion of the twelfth (12th) grade, or, if appropriate, the results of a twelfth (12th) grade equivalency examination. ~~A diploma is not acceptable.~~

High School Attended	Address	Dates Attended/Graduated
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College/University Attended	Address	Dates Attended/Degree
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Graduate Schools Attended	Address	Dates Attended/Degree
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15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: _____

16. Work Experience (Please provide employment history and attach current resume.)

a.	Current Employer	Address
	Date of Employment	Duties
b.	Previous Employer	Address
	Date of Employment	Duties
c.	Previous Employer	Address
	Date of Employment	Duties

Application for Board Vacancy

17. Please describe why you are interested in serving on the local Board of Education:

18. Please describe the benefits that you believe strong public schools bring to a community:

19.

Application for Board Vacancy

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete during your service on the Board ~~in the next four (4) years~~:

Note: Board members must complete annual in-service training as required by law.

This application constitutes my letter of intent to seek appointment to the Board under KRS 160.190, and I hereby affirm that to the best of my knowledge the information being submitted on this application and any required attachments thereto is accurate and that I am eligible to be appointed to the Board under law.

Signature: _____ Date: _____

Application for Board Vacancy**COUNTY CLERK'S CERTIFICATION****RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT**

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

_____ who resides at _____
Name Address

is a resident and registered voter in _____ School District
[Division # ____ (*for county school systems*) or the District at large (*for independent school systems*).]

Certified by: _____

_____ County Clerk's Office Date: _____

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

RELATED PROCEDURE:

01.3 AP.2

EXPLANATION: SB 79 AMENDS KRS 160.380 REPLACING "SUBSTANTIATED" FINDING OF CHILD ABUSE OR NEGLECT WITH "ADMINISTRATIVE" FINDING OF CHILD ABUSE OR NEGLECT.
FINANCIAL IMPLICATIONS: COST OF PRINTING NEW APPLICATIONS AND STAFF TIME TO TRACK THE STATUS IF REPORT INDICATES SUBSTANTIATED FINDING IS ON APPEAL

PERSONNEL

03.121 AP.22

CERTIFIED PERSONNEL

Personnel Documents

EMPLOYEE'S NAME _____ POSITION/WORK SITE _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- ☐ **TEACHING CERTIFICATE:** An official copy of the certified staff member's certificate or a cover letter that is valid for the current year from the Department of Education, Division of Certification.
- ☐ **TRANSCRIPTS:** Official copies of college/university credits and standardized test results.
- ☐ **APPLICATION (INCLUDING REFERENCES, A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- ☐ **SIGNED CONTRACT (WITH LETTER OF NOTIFICATION OF EMPLOYMENT)**
- ☐ **RANK STATUS:** Verification of current Rank Status.
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is past teaching or administrative experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ☐ **HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE TEACHERS' RETIREMENT SYSTEM:** Each regular full time certified employee must file a membership application with teacher retirement if they are not already a member or if they have previously withdrawn their account.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K4 (State) and Form W4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **VERIFICATION OF TRANSFERABLE SICK LEAVE:** Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes. There cannot be a break in service for sick leave to transfer.
- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New certified employees must be fingerprinted at the Central Office.

Personnel Documents**REQUIREMENTS (CONTINUED)**

- ☐ **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 that there are no administrative findings of ~~substantiated~~ child abuse or neglect on record.
- ☐ **DRIVING RECORDS CHECK FORM:** Required by the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ☐ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ☐ **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.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every fulltime employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

EXPLANATION: SB 8 AMENDS KRS 158.070 TO CHANGE SUICIDE PREVENTION TRAINING FROM EVERY OTHER YEAR TO EVERY YEAR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19 AP.23

District Training Requirements

SCHOOL YEAR: _____

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Certified Evaluation Training	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Superintendent training program to be completed within two (2) years of taking office	KRS 160.350	02.12			✓	
Council member training required for Principal selection	KRS 160.345	02.4244			✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management		02.3			✓	
Effective January 1, 2020, a All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		
Training for Supervisors of Student Teachers	16 KAR 5:040				✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Orientation materials for volunteers	KRS 161.048	03.6			✓	
Teacher professional development/learning	KRS 156.095	03.19	✓			
Instructional leader training	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned	KRS 161.044	03.5			✓	
Integrated Pest Management (7a) Certification	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment		05.4			✓	
If District owns automated external defibrillator (AEDs), training on use of such	KRS 311.667	05.4			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)	KRS 158.4412	05.4			✓	
School Principal training on procedures for completion of the required school security risk assessment.						
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Active Shooter Situations	KRS 156.095	03.19/03.29			✓	
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.163	05.47		✓		
Annual in-service school bus driver training	702 KAR 5:030	06.23			✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication and higher order thinking.	KRS 158.6453 (SB 1)		✓			

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Grants regarding training for state-funded community education directors	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors	KRS 161.046				✓	
Designated training for School Nutrition Program Directors and food service personnel	702 KAR 6:045 KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every other -year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095, KRS 158.070	09.22			✓	
Training on employee reports of criminal activity	KRS 158.148, KRS 158.154, KRS 158.155, KRS 158.156, KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports	704 KAR 7:160	09.2212		✓	✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Personnel training child abuse and neglect prevention, recognition, and reporting	KRS 156.095	09.227	✓		✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports	KRS 160.445, KRS 161.166, KRS 161.185, 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Training for school personnel authorized to give medication	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305				✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program	704 KAR 19:002	09.4341			✓	
Student discipline code	KRS 158.148, KRS 158.156, KRS 158.444, KRS 525.070, KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		

THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky Records Retention/Public School District Schedule.

EXPLANATION: FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) REGULATIONS REQUIRE THAT AS OF JANUARY 6, 2020 DISTRICTS ARE TO COMPLY WITH FEDERAL BUS DRIVER "CLEARINGHOUSE" RULES REQUIRING CHECKS ON APPLICANTS, ANNUAL CHECKS ON CURRENT DRIVERS, INFORMING DRIVERS OF REPORTABLE CONDUCT, AND REPORTING OF DISQUALIFYING INCIDENTS TO THE FMCSA DATABASE.

FINANCIAL IMPLICATIONS: COST OF CLEARINGHOUSE CHECKS

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

NEW/RETURNING BUS DRIVERS

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job. Driver applicants and current drivers are subject to checks of the Federal Motor Carrier Safety Administration Clearinghouse (FMCSA) and related rules as described in Policy 06.221.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence or driving while intoxicated~~of alcohol or any illegal drug.~~

CURRENT EMPLOYEES

Current bus drivers shall undergo driving records checks at intervals determined by Board policy. Those whose driving record checks reveal the following violations ~~are~~may be subject to appropriate disciplinary action, up to and including, termination/nonrenewal.

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for DUI/DWI;
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation ~~including that includes either~~ DUI/DWI and reckless driving;
~~(A minor motor vehicle violation such as failing to make a full stop at a traffic signal need not be reported to the Superintendent.)~~
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165;

Driving Record Violations and Personnel Actions

CURRENT EMPLOYEES (CONTINUED)

11. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or
12. Other criminal or moving vehicle violation, as determined by Superintendent/ designee to bear a reasonable relationship to the ability of the individual to perform the job.

NOTE: 702 KAR 5:080 requires bus drivers to report to the Superintendent/designee any violations falling under points five through ~~nine~~~~eight~~ (5-~~9~~~~8~~) above.

EXPLANATION: SB 79 AMENDS KRS 160.380 REPLACING "SUBSTANTIATED" FINDING OF CHILD ABUSE OR NEGLECT WITH "ADMINISTRATIVE" FINDING OF CHILD ABUSE OR NEGLECT.
FINANCIAL IMPLICATIONS: COST OF PRINTING NEW APPLICATIONS AND STAFF TIME TO TRACK THE STATUS IF REPORT INDICATES SUBSTANTIATED FINDING IS ON APPEAL

PERSONNEL

03.221 AP.22

CLASSIFIED PERSONNEL

Personnel Documents

EMPLOYEE'S NAME _____ POSITION/WORK SITE _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- ☐ **HIGH SCHOOL DIPLOMA** (OR HIGH SCHOOL EQUIVALENCY DIPLOMA OR PROOF OF PROGRESS TOWARD HIGH SCHOOL EQUIVALENCY DIPLOMA FOR STAFF EMPLOYED AFTER 7/31/90)
- ☐ **APPLICATION** (INCLUDING REFERENCES, A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)
- ☐ **CERTIFICATION** (I.E., CDL FOR BUS DRIVERS) OR **LICENSURE, WHERE APPLICABLE**
- ☐ **SIGNED CONTRACT** (WITH LETTER OF NOTIFICATION OF EMPLOYMENT)
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ☐ **HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. This form is required annually for school bus drivers, as are required drug testing results. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K4 (State) and Form W4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New classified employees must be fingerprinted at the Central Office.
- ☐ **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 that there are no administrative findings of ~~substantiated~~ child abuse or neglect on record.
- ☐ **DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.

Personnel Documents**REQUIREMENTS (CONTINUED)**

- ☐ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ☐ **COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every fulltime employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)
- ☐ **FOOD SAFETY TRAINING CERTIFICATE, if applicable:** Must be presented to the Superintendent's designee by each regular or substitute food service employee of the School District prior to assuming the duties of the position, if required by the county/district Health Department.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

EXPLANATION: NEW FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) REGULATIONS FOR ALL CDL OPERATORS CALL FOR CONSENTS FROM DRIVERS SO THAT DISTRICTS CAN CONDUCT REQUIRED SEARCHES OF THE CLEARINGHOUSE DATABASE. THIS AP COVERS WRITTEN CONSENT FOR A "LIMITED" INQUIRY AND POSSIBLE CONSEQUENCES OF REFUSAL TO CONSENT TO INQUIRIES MANDATED BY THE CLEARINGHOUSE REGULATION.
FINANCIAL IMPLICATIONS: COST OF CLEARINGHOUSE CHECKS

TRANSPORTATION

06.221 AP.2

Drug and Alcohol Testing Notification and General Consent

NOTIFICATION AND GENERAL CONSENT FOR LIMITED QUERIES OF THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) DRUG AND ALCOHOL CLEARINGHOUSE

NOTIFICATION

The Commercial Driver's License (CDL) Drug & Alcohol Clearinghouse is a federal database containing information about CDL drivers who have violated the Federal Motor Carrier Safety Administration's (FMCSA's) drug or alcohol regulations in 49 CFR Part 382. Whether you have committed a violation or not, the District or the District's Consortium/Third Party Administer (C/TPA) (as applicable) is required to check whether the Clearinghouse has any information about you at the time of employment and annually. When conducting an annual inquiry, the District or C/TPA will request a "limited" report that only indicates whether the Clearinghouse has any information about you. Before the District or C/TPA can request a limited report, your written authorization is required, per 49 CFR 382.701(b). If a limited query reveals that the Clearinghouse has information about you, you will then be asked to log in to the Clearinghouse website within twenty-four (24) hours to grant electronic consent to obtain your full Clearinghouse record. FMCSA will not disclose detailed information without first obtaining additional specific consent from you.

CONSENT AND ACKNOWLEDGEMENT

I, _____, hereby provide consent to the District
(Employee Name - please print)

and the District's Consortium/Third Party Administer (C/TPA) to conduct pre-hiring and annual limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. This consent permits an unlimited number of such queries. My consent is valid from the date shown below until my employment with the District terminates or until I am no longer subject to the drug and alcohol testing rules in 49 CFR Part 382 for the District.

I understand that if I refuse to provide consent to conduct a limited query, or if I refuse to consent to a full query if requested by the District following a limited query, then the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. I also understand that failure to provide cooperation to allow checking of the database as required by law may be grounds for personnel action based on loss of or legal inability to utilize licensure or certification required for the position.

Employee Signature

Date

RELATED POLICY:

03.27

EXPLANATION: HB 312 AMENDS KRS 159.170 AND KRS 158.140 TO ADDRESS SHARING EDUCATIONAL RECORDS INFORMATION RELATING TO CHILDREN PLACED IN FOSTER CARE BETWEEN THE CABINET, OTHER AGENCIES SERVING THE CHILD AT THE BEHEST OF THE CABINET, AND SCHOOL DISTRICTS "IN ACCORDANCE WITH" FERPA. CONSISTENT WITH THE "UNINTERRUPTED SCHOLARS ACT" WHICH AMENDED FERPA IN 2013 TO ALLOW SHARING OF EDUCATIONAL RECORDS WITH REPRESENTATIVES OF STATE WELFARE AGENCIES HAVING ACCESS TO THE AGENCY CASE PLAN AND RESPONSIBLE FOR CARING FOR SUCH CHILDREN, THIS UPDATE MODIFIES THE SUBJECT FORM WITH THE AIM OF OBTAINING CONFIRMATION FROM THE CABINET THAT CHILD PLACING OR CHILD CARE AGENCY/REPRESENTATIVES QUALIFY FOR ACCESS TO EDUCATIONAL RECORDS INFORMATION AS REPRESENTATIVES OF THE CABINET IN THE EVENT SUCH ACCESS IS NEEDED IN CONNECTION WITH PROPER TRANSFER, ENROLLMENT AND EDUCATIONAL PLACEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14 AP.232

Release of Records to State Child Welfare Agency

In order to facilitate the proper transfer, enrollment and educational placement of a child placed in foster care, authorized representatives of a child welfare agency (Cabinet for Health and Family Services) who must be authorized to access the child's case plan may be granted access to student records without parental consent if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. This form provides access to student records that may be granted on a confidential basis to a child-caring facility or child-placing agency case manager for the same purposes where Cabinet officials with authorized access as stated above certify in writing that such persons or entities are acting in a representative capacity for the Cabinet, are responsible for care of the child, and are authorized to access the child's case plan. Any persons/agencies receiving access to education records as provided above are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational needs. All applicable information in the below form must be provided/completed.

~~School district administrators may authorize release of protected student education record information to authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan. All information in the below form must be provided/completed.~~

On behalf of the _____ (agency), I am requesting access to and/or release of information in the educational records of the following student enrolled in the District:

Name of Student _____

School _____

SPECIFIC INFORMATION REQUESTED

☐ All cumulative records

☐ Grade records only

☐ Attendance record only

☐ Standardized test data only

☐ Other: _____

I understand that I and my agency are prohibited by federal law from releasing a child's education records to any individual or entity, except for those at my agency engaged in addressing that child's educational needs.

I also understand that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

By virtue of my signature, I certify:

- I am a representative/caseworker for the following state child welfare agency: _____;
- This agency is responsible under state law for care and protection of the student as provided in the court order referenced below;
- A case plan for the student has been established or is in process for the student; and
- As representative/caseworker I have the right to access such case plan.

CONTACT INFORMATION

Signature of Requesting Individual _____

Title _____

Date _____

Telephone Number _____

Email Address _____

Release of Records to State Child Welfare Agency**CERTIFICATION REGARDING CHILD CARING OR PLACING AGENCIES (IF APPLICABLE)**

On behalf of the Cabinet, I additionally confirm that the following individuals/agencies are serving the child as representatives of the Cabinet, are responsible for the care of the child, are authorized to access the child's agency case plan and that access to educational records as checked above is necessary in order to facilitate the transfer, enrollment and educational placement of the child.

Name: _____ Position: _____ Signature: _____
(on behalf of the Kentucky Cabinet for Health and Family Services)

Date: _____

Contact Information: _____
Telephone/Address/Email Address

☐ Child-caring facility _____

Name: _____ Position: _____ Signature: _____

Date: _____

Contact Information: _____
Telephone/Address/Email Address

☐ Child placing facility case manager _____

Name: _____ Position: _____ Signature: _____

Date: _____

Contact Information: _____
Telephone/Address/Email Address

Persons/agencies receiving access to education records as signing above acknowledge they are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational need and that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

(THE SECTION BELOW TO BE COMPLETED BY DISTRICT RECORDS CUSTODIAN/DESIGNEE)

- ☐ The District has an attested or certified original court order placing the student whose records are released under the care and protection of the requesting agency, which order is still in effect.
- ☐ The requesting individual presented appropriate credentials and identification.
- ☐ Payment has been made for any copies requested.

The requesting individual was notified of the following on _____ (date):

- The request was ☐ approved ☐ not approved.
- If approved, the records will be available on _____ (date).

Signature of Records Custodian/Designee

Date

LEGAL: SB 72 AMENDS KRS 620.030 TO ADD A VICTIM OF FEMALE GENITAL MUTILATION TO REQUIRED REPORTING.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING AN ORAL REPORT

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an oral report to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by statute (KRS 620.050).

EXPLANATION: SB 8 AMENDS KRS 508.078 TO CHANGE THE DEFINITION OF TERRORISTIC THREATENING. THIS UPDATE ALSO INCLUDES A MORE COMPLETE DESCRIPTION OF CRIMINAL/JUVENILE PENALTIES.

FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICE

STUDENTS

09.425 AP.22

Assault and Threats of Violence - Notice of Penalties and Provisions

KRS 158.1559 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. ~~Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).~~

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation ~~of this section~~ to occur;
 - b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
 1. Causing evacuation of a school building, school property, or school sanctioned activity;
 2. Causing cancellation of school classes or school sanctioned activity; or
 3. Creating fear of death or serious physical injury ~~serious bodily harm~~ among students, parents, or school personnel;
 - c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

Assault and Threats of Violence - Notice of Penalties and Provisions**KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE) (CONTINUED)**

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.
5. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

*****POTENTIAL PENALTIES UNDER KRS 532.060 AND KRS 534.030 UPON CONVICTION*****

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than one (1) year nor more than five (5) (Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to five hundred dollars (\$500.00) (KRS 635.085); probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

PRINCIPAL'S SIGNATURE: _____ DATE: _____

STUDENTS

09.4341 AP.21

Alternative Education Forms**ASSIGNMENT NOTIFICATION**

STUDENT _____	AGE _____	BIRTHDATE _____
SCHOOL _____	GRADE _____	GENDER _____ RACE _____
NAME OF PARENT/GUARDIAN _____		
EMAIL ADDRESS/HOME _____	EMAIL ADDRESS/WORK _____	
MAILING ADDRESS _____	PHONE WORK _____	HOME _____

Dear Parent/Guardian,

This letter serves as notification that your son/daughter has been assigned to the following:

☐ Christian County Alternative School ☐ Focus and Finish Program
The status of this assignment to an alternative setting is ☐ Involuntary ☐ Voluntary

Reason(s) for the assignment include:

Your child's Individual Learning Plan Addendum (ILPA) team looks forward to meeting with you to discuss development or amendment of the ILPA for your child, and other matters related to provision of alternative education program services. The meeting will take place on _____ (DATE) at _____ (TIME) at _____ (LOCATION). If you are unable to attend, we will mail you written notification to explain the results of the meeting.

If you have questions, please contact me. Otherwise, please contact me to let me know if you will be attending this important meeting.

Sincerely,

*Signature of School Personnel*_____
Date

Contact's Telephone: _____ Contact's Email: _____

ADMINISTRATIVE NOTE: Using the form above, a letter will be sent to the parent/guardian using the appropriate language for the program the student is entering, regarding their child's assignment to the Christian County Alternative School or their acceptance to attend Focus and Finish Program. Changes in educational placement for students identified under the IDEA or Section 504 shall be implemented consistent with applicable legal requirements.

STUDENTS

09.4341 AP.21

(CONTINUED)

Alternative Education Forms**REFERRAL TO ALTERNATIVE EDUCATION PROGRAMS**☐ Christian County Alternative School ☐ Focus and Finish Program

Student Name _____ Grade _____

Home Address _____ City _____

State _____ Zip Code _____

Home/Cell Phone _____ DOB _____ Gender _____ Race _____

Parent/Guardian Name _____

Work Phone _____ Referring School _____

What is the reason for the referral to the Alternative School? ☐ Involuntary ☐ Voluntary

Description:

Date Guidance Contacted	Date Attendance Contacted	Date Alternative Program Contacted	ILPA Meeting Date

Please check the appropriate boxes:

<input type="checkbox"/> Involuntary Placement	<input type="checkbox"/> Voluntary Placement
<input type="checkbox"/> Short Term <input type="checkbox"/> Long Term	<input type="checkbox"/> Short Term <input type="checkbox"/> Long Term
<input type="checkbox"/> Parent Conference	<input type="checkbox"/> Parent Conference
<input type="checkbox"/> Detention	<input type="checkbox"/> Needs Social/Personal Support
<input type="checkbox"/> Saturday School	<input type="checkbox"/> Truancy Issues
<input type="checkbox"/> ISS/ISP	<input type="checkbox"/> Risk of Academic Failure/Dropping Out of School
<input type="checkbox"/> Suspension	<input type="checkbox"/> Dropped Out of School/Requesting Return
<input type="checkbox"/> Alternative to Expulsion	<input type="checkbox"/> Other

Beginning Date _____ Ending Date _____

(These dates are subject to change depending on emergency days/weather-related days and/or due to extension due to non-compliance or ILPA team extension based on evidence.)

I understand that my student will be attending the above noted Christian County Alternative Education Program. I have had the opportunity to meet and discuss with Individual Learning Plan Addendum Team the reason(s) for the referral. I am also aware my student is required to abide by the Kentucky Compulsory Attendance Laws, KRS 150.010 and KRS 158.180, and other consequences under the Code of Acceptable Behavior and Discipline. If my student fails to comply with these, truancy charges may be filed against the parent/guardian and/or student, and student discipline may be administered for student discipline issues. The ILPA will be entered into the student information system.

Parent/Guardian Signature_____
Date_____
Student Signature_____
Date_____
Principal/Designee Signature_____
Date

Alternative Education Forms**VOLUNTARY/INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES-FOCUS AND FINISH PROGRAM**

The Focus and Finish Program is a voluntary/involuntary individualized learning environment with a mixture of on-line and textbook curriculum for students who need an alternative pathway for academic success. Enrollment in the Focus and Finish Program is voluntary/involuntary, and all students enrolled in five (5) or more periods a day are required by law to have an Individual Learning Plan Addendum (ILPA). Students may be recommended by the guidance counselor and/or school administrator for consideration in the program.

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ENROLLMENT CRITERIA

- Enrolled in or seeking enrollment in Christian County Public Schools (CCPS) **and**
- Behind significantly in credits based upon an expected four (4)-year high school cycle **or**
- Desires/Needs a smaller, personalized learning structure for academic success

HIGH SCHOOL STUDENTS

Students who are candidates for the Focus and Finish Program include the following:

- Seniors who are not on track to graduate during the fourth year of high school.
- Juniors in the second semester who are failing current courses and who are in jeopardy of not graduating on time.
- Students who have not met the number of credits required to progress to the next grade level.
- Students with extraordinary circumstances who have a desire or need to graduate early.
- Students who may need a smaller, individualized learning environment in order to demonstrate academic success.
- Students who have extraordinary circumstances or hardships; flexible scheduling may be considered on a case-by-case basis according to need.

APPLICATION PROCEDURES

1. Applications are available in each high school guidance office and on the District website on the Focus and Finish Program webpage under Academics Alternative Pathways. The student must complete the application including parent/guardian consent and return to the guidance counselor.
2. The student should return the completed application to the school guidance counselor. The counselor and school administrator will review the application and supporting documentation. If the consensus is Focus and Finish Program is a good placement for the student, then each sign the application and include any comments which will be helpful to the Focus and Finish Program staff.
3. Forward the completed application to the Focus and Finish Program staff.

Alternative Education Forms**VOLUNTARY/INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES-FOCUS AND FINISH
PROGRAM (CONTINUED)****APPLICATION PROCEDURES (CONTINUED)**

4. If the student is applying for five (5) or more (not including advisory) periods of the school day, he/she will also need to complete an application for Hardship Graduation and Individual Learning Plan Addendum (ILPA). Forward the completed applications to the Focus and Finish Program staff who will forward to the Director of Alternative Programs.

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Focus and Finish Program is voluntary/invuntary. A school administrative team may identify students for placement who meet the criteria above. In this instance, the following procedure should be followed:

- The administrator/designee should complete the referral form and collect required supporting documents.
- The administrator/designee should send the referral form to the grade appropriate guidance counselor at Focus and Finish Program.
- The Focus and Finish Program grade appropriate guidance counselor will review the materials.
- If the parent/guardian is unavailable to attend the conference, the conference will be held to inform the student of the opportunities available.
- The application will be provided to the student at the conference in the event that the student chooses to seek admission.

PROCEDURE FOR TRANSITION TO TRADITIONAL PROGRAM

- Seniors have completed requirements and are back on track to graduate during their fourth year of high school.
- Juniors in their second semester have raised grades and are passing current courses which were jeopardizing their graduating on time.
- Students who ~~had~~have not met the number of credits required to progress to the next grade level have earned the required number of credits.
- ~~Students have demonstrated academic success in the smaller more individualized environment and now demonstrate readiness to transition back to the traditional program.~~

STUDENTS

09.4341 AP.21
(CONTINUED)

Alternative Education Forms

FOCUS AND FINISH PROGRAM VOLUNTARY/INVOLUNTARY APPLICATION

Application Date _____
Student Name: _____ School: _____
DOB: _____ Age: _____ Grade: _____
Parent/Guardian Phone: _____
Name: _____ Cell: _____
Parent/Guardian Email Address: _____

Has student ever been retained or repeated a grade? _____ If yes, identify the grade and provide explanation _____

Student Signature _____

Parent Signature _____

A student applying to attend the Focus and Finish Program must write and submit an essay explaining the why he or she wants to attend the Focus and Finish Program. Return the essay to your guidance counselor with this application.

For School Use Only:

Principal/Counselor should write comments on the back of the application.

Referring (Home) School Counselor Signature: _____ Date: _____

Referring (Home) School Principal Signature: _____ Date: _____

If the application ids for more than five (5) periods, the School Counselor sends the referral to the Director of Alternative Programs/Transition Specialist. The following items must be included:

Transcript _____ Attendance Record _____ Current Schedule _____

Current Grade Report _____ Discipline Record _____ Student Essay _____

Application for Hardship
Graduation

For Director of Alternative Programs/Transition Supervisor's Use Only Date Received: _____

Conference Scheduled with Student and Counselors from both schools on _____

Parent/Guardian Invited _____ Will Attend? _____

Outcome of Conference: _____

Next Steps _____

Director of Alternative Programs/Transition Supervisor Signature: _____ Date: _____

Parent/Guardian/Student Notification of Admission Status: _____ Date: _____

Attendance Clause:

If the student application requires a performance-based course, the application requires additional approval by the Director of Pupil Personnel.

Performance-Based Option Approved: ☐ Yes ☐ No

Director of Pupil Personnel Signature: _____ Date: _____

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Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL**

The Christian County Alternative School has been developed to provide an educational opportunity for students who, for variety of reasons, have not been successful in their home school. The alternative school staff will work with the student and parent/guardian to modify and correct the behaviors and decision-making skills that brought about placement in the alternative setting. Through the process of group and individual counseling as well as interaction with the staff at the alternative school, it is our goal to transition the student successfully back to their home school.

DUE PROCESS

District Policy 09.431 shall be followed when students are being referred to the Alternative School.

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

RULES AND REGULATIONS

The Christian County Alternative School program will be operated under the following regulations:

- Students enrolled in the Christian County Alternative School Program are expected to attend regularly and to comply strictly with the Code of Acceptable Behavior & Discipline.
- There will be additional rules and regulations that may be necessary for the proper management of an alternative classroom.
- Students are expected to demonstrate a level of academic performance in accordance with the state standards.
- Students are expected to demonstrate respect for and cooperation with alternative school teachers and staff.
- A student in the alternative school may not leave the school campus for other school functions unless approved by the alternative school Principal/designee.
- A student may be required to provide his/her own transportation to and from the alternative school if the student's behavioral offense was transportation related. If student requests to provide his/her own transportation to the Alternative School, it shall be approved by the Principal/designee.
- Length of stay at the alternative school shall be determined by the [Code of Acceptable Behavior and Discipline](#) alternative school Principal/designee or by the ~~Christian County Public Schools Board of Education in the event of a referral.~~
- Students shall schedule a conference with the Principal/designee of the school the student will be attending prior to re-enrollment.

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL****ALTERNATIVE SCHOOL PLACEMENTS**

The decision to place a CCPS student at the alternative school will be at the discretion of the student's A1 school Principal/designee.

- A parent/guardian of the student will be contacted and required to meet with the A1 school Principal.
- Principal will notify the Alternative School Point of Contact (POC) of the Alternative School Referral.
- Alternative School POC will give the A1 Principal a tentative date (within one to two [1-2] school days) for the parent/guardian to enroll the student at the alternative school and participate in the Individual Learning Plan Addendum (ILPA) meeting.
- CCPS Alternative school and office referral paperwork will be completed and signed by required parties.
 - Parent will be notified of their rights to appeal due process.
- The student will be suspended [and/or assigned to ISS](#) pending the enrollment at the alternative school and released to their parent.

STUDENT PLACEMENT IN ALTERNATIVE SCHOOL

Alternative Education is defined by school Board Policy 09.4341 as a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classroom, centers or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.

Administrators will make efforts to address behavior needs of students who have committed offenses under the Code of Acceptable Behavior and Discipline including pre-alternative conferences so as to try to avoid later referral to the Alternative School.

PRE-ALTERNATIVE CONFERENCE AS DEFINED BY THE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

- Parent/Guardian is contacted by the home school administrator or designee and an appointment is set to review the infractions.
- Prior interventions (PBIS) are reviewed with the parent/guardian and the student and is documented on the behavior referral form.
- Parent and student are informed of next steps if the same infractions continue.
- Step 7 of the Code of Acceptable Behavior and Discipline will be implemented following the conference with student and parent.

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL****DETERMINATION OF PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL)**

- Decision for placing a student in the alternative setting will be made by the student's home school administration by following the Code of Acceptable Behavior and Discipline matrix.
- Code of Acceptable Behavior and Discipline - Step 8 infractions
 - For students under the age of 18, parent/guardian is contacted by home school administration and a meeting is set to inform regarding the alternative school placement.
 - For students over the age of 18, a meeting is set with the student to inform regarding the alternative school placement.
 - Parents and students are informed of their right to appeal the administration of due process during this meeting
 - Student will be suspended pending the enrollment to the alternative school and released to the custody of their parent (under age 18) or released under their own recognizance (over age 18).

PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL)

- School administration notifies the Alternative School Point of Contact (POC).
- All necessary documentation shall be completed by the sending school and submitted to the Alternative Program following the Determination of Placement meeting.

PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL) (CONTINUED)

- The Alternative School POC determines enrollment date of student which should occur within 48 hours of receiving the appropriate documentation.
- During that 48-hour period, the Alternative POC will schedule an ILPA meeting with home school administrator/designee, student, and/or parent/Guardian.
- The meeting will address the following program completion requirements:
 - Academic Plan
 - Students must have a ~~passing average~~ "C" average or above
 - Must have demonstrated appropriate academic growth
 - Behavior expectations
 - Completion of therapy or other intervention program related to disciplinary infraction
 - Attendance
 - Students must complete number of days assigned to Alternative School before returning to the AI school.
 - Completion of the alternative program assignment

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL****PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL) (CONTINUED)**

- Anticipated return date
- Hardship Graduation Application for Seniors
- Students assigned for Alternative Programs due to behavioral infractions are prohibited from participating in or attending of any school system functions.
- Participation in career pathway options
- Students who fail to meet the program completion requirements may have their length of stay continued until program requirements have been completed.
- Length of Placement
 - The length of student placements will be determined by:
 - Board of Education recommendation
 - As indicated by the Code of Acceptable Behavior and Discipline
 - Length of placements may be determined by the Code of Acceptable Behavior and Discipline:
 - ~~18 weeks~~
 - ~~36 weeks~~
 - ~~If the student's placement ends in the middle of a grading period, the student may transition back to the home school at the beginning of the next grading period. No transition will be made after the Spring Break week.~~ Student transitions from the Alternative School will occur during the transition window.

ILPA REVIEW FOR TRANSITIONING PROGRAMS

When a student is ready to transition from an alternative placement, a review of ILPA goals and objectives will be completed.

- The review will be completed with student, parent/guardian, home school administrator, Alternative POC, and any other mental health or judicial official as needed.
- A transition support plan will be developed to support the student as they transition back to a regular school setting.
- If it is determined that the student is struggling with the transition back to the home school, the support plan will be revised.
- In the event that a student is transferred between alternative programs, it will be necessary for the student to complete the remaining days of the alternative program assignment.

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL (CONTINUED)****HARDSHIP GRADUATION**

- Students who complete graduation requirements during the alternative placement will be excused from the remainder of days left in the placement.
 - ~~A school committee will determine participation in the following~~Those students will not participate in any school activities for the remainder of the year including:
 - Graduation Activities (Commencement, Baccalaureate, Project Graduation, etc.)
 - Athletics
 - Prom, Homecoming, etc.
 - Hardship graduates will have the same rights to attend events as the general public.

PLACEMENT OF SPECIAL EDUCATION STUDENTS

- In the event that a special education student commits a Step 8 infraction or reaches Step 8 with repeat offenses, the Principal will:
 - Contact and consult the District SPED Director
 - Schedule an ARC meeting
 - For qualifying offenses, Principals must collaborate with the Director of Special Education to use an Interim Alternative Education Setting (IAES) placement.
 - If an ARC determines the behavior not be a manifestation, the Principal will proceed with the same process detailed in the procedural placement section.

EXCEPTION TO POLICY PLACEMENT

Circumstances requiring an Exception to Policy Placement may include:

- An Exception to Policy placement may be indicated if behavior referrals involving a student have not reached a Step 8 in the Code of Acceptable Behavior and Discipline matrix, but the severity or circumstances around the incident warrant an exception and placement.
- Any Exception to Policy placement must be documented and provide justification for placement on the behavior referral form and sent to the Department of Pupil Personnel for review.

Alternative Education Forms**ALTERNATIVE SCHOOL APPEAL PROCEDURES FOR INVOLUNTARY PLACEMENT****STEP ONE**

Appeal of involuntary placement to the Alternative School may be made to the school administrator who recommended the Alternative School placement. Deliver or mail the appeal letter to the school within three (3) school days after the first (1st) day of the referral.

STEP TWO

If the appeal is denied by the Principal, appeal may be made in writing to the Superintendent/designee. The appeal must be mailed or delivered within three (3) school days of the day the response is received from the building Principal. Step Two is the final step in the Alternative School Placement appeal process.

A student may be placed in [ISSICE](#) prior to being sent to the Alternative School. The days in [ISSICE](#) DO NOT count towards his/her assigned days at the Alternative School. If a student appeals the referral to the Alternative School to the building Principal, he/she may stay in [ISSICE](#) until the building Principal has made a decision. A student has three (3) days to appeal a referral to the Alternative School. A student who is sent to the Christian County Alternative School for possession of drugs may be required to attend drug counseling sessions paid for by the school District. A student cannot return to his/her regular school until counseling has been completed and proof has been shown to the Christian County Alternative School [Site Facilitator](#)~~Principal~~.

STUDENTS

09.4341 AP.21
(CONTINUED)

Alternative Education Forms
INVOLUNTARY PLACEMENT APPEAL

Student Name _____ Date _____

Home Address _____ Phone _____

School _____ Grade Level _____

STEP ONE – APPEAL TO PRINCIPAL:

Identify the reason you are appealing involuntary Alternative School placement (Use additional sheet if necessary.)

Student's Signature

Date

Parent/Guardian's Signature

Date

RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

☐ Appeal Approved

☐ Appeal Denied

Principal's Signature

Date

**STEP TWO – APPEAL TO SUPERINTENDENT/DESIGNEE ~~DISTRICT DISCIPLINE~~
ADMINISTRATOR/COORDINATOR:**

Name: _____

Date appeal received at this level _____

RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

☐ Appeal Approved

☐ Appeal Denied

Superintendent/Designee ~~District Discipline Administrator/Coordinator's~~ Signature

Date

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