

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. AGENCIES CANNOT REQUIRE A PARTICULAR REQUEST FORM ALTHOUGH THEY MUST ACCEPT THE RECORDS REQUEST FORM CREATED FOR USE BY THE OFFICE OF THE ATTORNEY GENERAL VIA REGULATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.6 AP.2

Inspection of Board Records

INSPECTION OF RECORDS

Residents* of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office.

The principal office of the District is located at _____.

The official custodian/designee to whom requests for access to records should be submitted is at _____ and email address is _____.

Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on actual cost to the District.

The requesting party shall submit a written application that shall:

- be signed;
- include the applicant's name printed legibly;
- include mailing address (and email address if applicable); and
- include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.*

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General may be utilized by the requesting party.

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due within five (5) days (not including weekends or holidays) of receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident of the Commonwealth may inspect public records during regular office hours. If s/he resides outside the county and precisely describes the responsive records, s/he may receive responsive, nonexempt records by mail upon the District's receipt of copying fees and costs of mailing.

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Inspection of Board Records

INSPECTION OF RECORDS (CONTINUED)

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

*Resident is defined under KRS 61.870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635(8)(b) l.a. to e.

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Request to Examine and/or Copy District Records

NOTE: When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.

Public Access

~~RECORDS OF THE BOARD, EXCEPT THOSE SPECIFICALLY EXEMPTED BY STATUTE, ARE OPEN TO PUBLIC INSPECTION AT THE OFFICE OF THE SUPERINTENDENT. PERSONS DESIRING TO EXAMINE RECORDS THAT ARE NOT EXEMPT FROM PUBLIC DISCLOSURE MAY DO SO DURING REGULAR WORKING HOURS. REGULAR WORKING HOURS SHALL BE POSTED AT THE MAIN ENTRANCE OF THE CENTRAL OFFICE AND OF EACH SCHOOL BUILDING, AS APPROPRIATE.~~

Records exempted from public access include:

- ~~1. Records of a personal nature where public disclosure is an invasion of personal privacy.~~
- ~~1. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.~~
- ~~2. Records or negotiation of real estate transactions until such time as property has been acquired.~~
- ~~3. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.~~
- ~~4. Preliminary drafts and recommendations.~~
- ~~5. Student records that are prohibited from release by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.~~
- ~~6. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.~~
- ~~7. Emergency plan and diagram of a school.~~

Records Requested From:

Records Custodian: _____

District Name: _____

District Address: _____

Records Requested By:

Name (MUST BE PRINTED): _____

Address: _____

Phone #: _____ Date: _____

Are you the parent/guardian of a child enrolled in one of the District's schools? ☐ Yes ☐ No

If Yes: Child's Name _____ School _____

Specify in detail the record(s) requested. (Attach another page if necessary.)

*Signature of Person Requesting Record(s)*_____
Month/Day/Year

Please attach requests made by letter, email, or FAX to this form.

REQUEST TO EXAMINE AND/OR COPY DISTRICT RECORDS

~~Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requestor does not pick up the copies.~~

~~Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.~~

~~NOTE: Except when individuals designated by the Superintendent are reviewing records, an authorized school employee shall provide appropriate supervision while records are being inspected.~~

For Office Use Only

Records Request received by _____ Date _____
Records Request referred to (if applicable) _____ Date _____
Records Request complied with by _____ Date _____

EXPLANATION: REPEAL OF 702 KAR 6:045 ALLEVIATES SOME OF THE ADMINISTRATIVE BURDEN ON SCHOOL DISTRICTS WHILE PRESERVING THE SAFETY OF SCHOOL NUTRITION PROGRAMS AS, UNDER CURRENT LAW, THE FOOD SERVICE STAFF FOR SCHOOL DISTRICTS PARTICIPATING IN FEDERAL CHILD NUTRITION PROGRAMS ARE SUBJECT TO LOCAL, STATE, AND FEDERAL TRAINING REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: REVISIONS TO 702 KAR 5:080 REQUIRE ALL SCHOOL BUS DRIVERS, STUDENT TRANSPORTATION TECHNICIANS, AND EMPLOYEES THAT TRANSPORT STUDENTS TO RECEIVE BASIC FIRST AID AND CPR TRAINING.

FINANCIAL IMPLICATIONS: COST OF ADDITIONAL TRAINING

Hiring

The following procedures shall apply in the recruitment, selection, and employment of all classified and certified personnel hired in the District.

RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Recruiting in local and out-of-state universities for traditional and non-traditional education majors~~Working through placement bureaus of regional and state colleges and universities;~~
2. Establishing relationships with historically Black colleges and universities as a priority;
3. Conducting orientation meetings with students at the high school relating to future employment opportunities with the District;
4. Working with state educational associations and the state department of education;
5. Conducting recruitment programs through parent-teacher organizations; and
6. Advertising through appropriate media.

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SELECTION FACTORS

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification
2. Educational background
3. Previous work experience
4. Recommendations
5. Personal characteristics exhibited during the interview process:
 - a. Ability to communicate.
 - b. Ability to work cooperatively with others.
 - c. Knowledge of work area or subject matter
6. Results from required testing

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EMPLOYMENT

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the superintendent shall complete the hiring process. Decisions on the hiring of central office and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

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CONTRACT

Personnel hired by the Superintendent shall review their contract and sign it before the first day of work. New hires shall not work prior to signing a contract but may attend professional development for PD credit.

POSTING

Vacancies shall be posted in the Central Office, in each school building during the school year, and in the following as appropriate:

- Local and/or state newspapers;
- Predetermined locations in the community;
- Professional publications, and/or
- Campus recruiting offices.

NOTE: Districts are required to post all certified vacancies on the Kentucky Department of Education's web site.

The Newport Teachers Association (NTA) shall be provided a copy of the vacancy notice at the time of posting.

All postings at the local level shall be made within ~~ten (10)~~ working days of each certified vacancy opening. The closing date for receiving applications shall be listed when vacancies are posted.

CERTIFIED VACANCIES

The Superintendent/designee shall notify the Chief State School Officer of the vacancy at least fifteen (15) days prior to filling the position. When such a vacancy needs to be filled in fewer than fifteen (15) days to prevent disruption of necessary instructional or support services, a waiver may be requested from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected has been approved by the Chief State School Officer.

APPLICATIONS

Completed applications should be filed in the Superintendent's office and accompanied by transcripts and certificates, as appropriate.

The Superintendent/designee shall review each application for completeness and shall send a notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

Hiring

SELECTION FACTORS

The Superintendent/designee shall screen applicants based on the following factors:

1. — Certification (when required for the position)
2. — Educational background
3. — Previous work experience
4. — Recommendations
5. — Personal characteristics exhibited during the interview process:
 - a. — Ability to communicate
 - b. — Ability to work cooperatively with others
 - c. — Applicant's educational philosophy
 - d. — Knowledge of work area or subject matter
6. — Results from required testing

EMPLOYMENT

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on Central Office and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

CONTRACT

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. The contract must be signed and returned to the Personnel Office within two (2) weeks. If not returned within this time frame, the contract may be considered null and void.

PERSONNEL

- CERTIFIED PERSONNEL -

Applicant Rating Sheet Application EvaluationAdministrators

(INSTRUCTIONS TO THE INTERVIEWER: RATE THE APPLICANT ON EACH OF THE FOLLOWING CRITERIA USING A NUMERICAL SCALE FROM 1 TO 10 (WITH 10 BEING THE HIGHEST). THEN TOTAL THE RATINGS AT THE BOTTOM OF THE PAGE)

NAME OF APPLICANTSS #**CRITERIA:****ACADEMIC PREPARATION**

Rate the applicant on his/her undergraduate GPA, GPA within major and minor fields, GPA in administrative courses, academic honors, and other measures of intellectual ability.

ADMINISTRATIVE TECHNIQUES

Rate the applicant on his/her responses to questions regarding leadership, management, and decision making.

ADMINISTRATIVE ROLE

Rate the applicant on his/her understanding of peer and public relations, supervisor/subordinate relationships and district educational activities.

UNDERSTANDING OF POSITION

Rate the applicant on his/her knowledge of the current vacancy and related responsibilities associated with that vacancy.

PROFESSIONAL APPEARANCE

Rate the applicant on the selection of appropriate attire. Does the applicant project an appearance that young people should emulate in terms of physical fitness, cleanliness, and tasteful dress? Will the applicant project a type of appearance that will be acceptable for administrative duties?

PROFESSIONAL MATURITY

Rate the applicant on the way he/she appears to value children, learning and education as a profession rather than just a job. Does the applicant project an air of confidence about his/her ability to solve problems on a daily basis?

COMMUNICATION SKILLS

Rate the applicant on his/her spoken and body language, with emphasis on the use of verbal skills, grammar, voice projection, tone and use of language "crutches".

EXPERIENCE

Rate the applicant on his/her past teaching and administrative experience.

REFERENCES

Rate the applicant on the quality of his/her references. Give greater weight to those who have observed the applicant in actual teaching and administrative situations.

TOTAL POINTS

SIGNED _____

DATE _____

Applicant Rating Sheet**Administrators**

<u>Academic</u>	(5) <u>GPA 3.5 Overall</u>	(4) <u>GPA 2.9 Overall</u>	(3) <u>GPA 2.75 Overall</u>	(0) <u>GPA 2.5 Overall</u>
<u>Preparation</u>	(5) <u>Academic Honors</u> (Many)	(4) <u>Academic Honors</u> (Some)	(3) <u>Academic Honors</u> (Few)	(0) <u>Academic Honors</u> (None)
<u>Admin.</u> <u>Techniques</u>	(10) <u>DISPLAYS ALL</u> ▪ <u>Leadership</u> ▪ <u>Management</u> ▪ <u>Decision Making</u> ▪ <u>Delegation</u>	(8) <u>DISPLAYS</u> <u>MOST</u>	(6) <u>DISPLAYS SOME</u>	(0) <u>DISPLAYS NONE</u>
<u>Admin.</u> <u>Role</u>	(10) <u>Complete Understanding</u>	(8) <u>Adequate</u> <u>Understanding</u>	(6) <u>Some Understanding</u>	(0) <u>Does not Understand</u> <u>the Role</u>
<u>Understanding</u> <u>Position</u>	(10) <u>Complete Understanding</u> <u>of the Position</u>	(8) <u>Adequate</u> <u>Understanding</u>	(6) <u>Some Understanding</u>	(0) <u>Does not Understand</u> <u>the Position</u>
<u>Understands</u> <u>KERA</u>	(10) <u>Familiar with all</u> <u>elements of KERA</u>	(8) <u>Familiar with</u> <u>most elements of</u> <u>KERA</u>	(6) <u>Familiar with some</u> <u>elements of KERA</u>	(0) <u>Does not understand</u> <u>any elements of KERA</u>
<u>Professional</u> <u>Appearance</u>	(10) <u>Displays all 4</u> ▪ <u>Appropriate attire</u> ▪ <u>Physical Fit</u> ▪ <u>Personal Grooming</u> ▪ <u>Proper Deportment</u>	(8) <u>Displays at least 3</u>	(6) <u>Displays at least 2</u>	(0) <u>Displays NONE</u>
<u>Professional</u> <u>Maturity</u>	(10) <u>Displays all 4</u> ▪ <u>Confidence</u> ▪ <u>Professionalism</u> ▪ <u>A value of</u> <u>Education</u> ▪ <u>Problem Solving</u> <u>Ability</u>	(8) <u>Displays at least 3</u>	(6) <u>Displays at least 2</u>	(0) <u>Displays NONE</u>
<u>Communication</u> <u>Skills</u>	(10) <u>Displays all 4</u> ▪ <u>Verbal Skills</u> ▪ <u>Grammar</u> ▪ <u>Body Language</u> ▪ <u>Avoids Language</u> <u>Crutches</u>	(8) <u>Displays Most</u>	(6) <u>Displays Some</u>	(0) <u>Displays NONE</u>
<u>Experience</u>	(10) <u>EXPERIENCES</u> <u>Strongly related to</u> <u>Position</u>	(8) <u>EXPERIENCES</u> <u>Somewhat related</u> <u>to Position</u>	(6) <u>EXPERIENCES</u> <u>Unrelated to Position</u>	(0) <u>NO EXPERIENCE</u>
<u>References</u>	(10) <u>Majority are Superior</u>	(8) <u>Majority are</u> <u>Excellent</u>	(6) <u>Majority are Good</u>	(0) <u>Majority are Poor</u>

Applicant Rating Sheet**Teachers**

(INSTRUCTIONS TO THE INTERVIEWER: RATE THE APPLICANT ON EACH OF THE FOLLOWING CRITERIA USING A NUMERICAL SCALE FROM 1 TO 10 (WITH 10 BEING THE HIGHEST). THEN TOTAL THE RATINGS AT THE BOTTOM OF THE PAGE)

NAME OF APPLICANT**SS #****CRITERIA:****ACADEMIC PREPARATION**

Rate the applicant on his/her undergraduate GPA overall, GPA within major and minor fields, academic honors, and other measures of intellectual ability. _____

UNDERSTANDING OF APPROPRIATE TEACHING PRACTICES

Rate the applicant based on his/her responses to questions about the total teaching process, i.e., content decision, lesson planning, lesson delivery, evaluation, classroom management and teacher-student interaction. _____

UNDERSTANDING OF THE TEACHER'S ROLE

Rate the applicant on his/her attitudes and knowledge of the teacher's role in the public school. Give particular emphasis to peer and public relations, supervisor/subordinate relationships, and extra-curricular interests. _____

UNDERSTANDING OF POSITION

Rate the applicant on his/her knowledge of the current vacancy and related responses. _____

PROFESSIONAL APPEARANCE

Rate the applicant on the appropriateness of his/her attire. Does the applicant project an appearance that young people should emulate in terms of physical fitness, cleanliness and tasteful clothing _____

PROFESSIONAL MATURITY

Rate the applicant on the way he/she appears to value children, learning and teaching as a profession rather than just a job. Does the applicant project an air of confidence about his/her ability to solve problems in a classroom? _____

COMMUNICATION SKILLS

Rate the applicant on spoken and body language, Pay particular attention to verbal skills, grammar, voice projection, tone and use of language "crutches". _____

EXPERIENCE

Rate the applicant on previous teaching experience, student teaching, substitute teaching, and any other work experience that reflects on his/her ability to teach. _____

REFERENCES

Rate the applicant on the quality of his/her references, giving greater weight to those who have observed the applicant in actual teaching situations, especially the supervising teacher, cooperating teachers and Principal during student teaching. _____

TOTAL POINTS _____

SIGNED _____

DATE _____

Applicant Rating Sheet**Teachers**

<u>Academic Preparation</u>	(5) <u>GPA 3.5 Overall</u>	(4) <u>GPA 2.9 Overall</u>	(3) <u>GPA 2.75 Overall</u>	(0) <u>GPA 2.5 Overall</u>
	(5) <u>Academic Honors (Many)</u>	(4) <u>Academic Honors (Some)</u>	(3) <u>Academic Honors (Few)</u>	(0) <u>Academic Honors (None)</u>
<u>Understanding of Appropriate Teaching Practice</u>	(10) <u>Has Complete Understanding of:</u> <u>Content Decisions</u> <u>Lesson Planning</u> <u>Lesson Delivery</u> <u>Evaluation</u> <u>Classroom Management</u> <u>Teacher/Student Intolerance</u>	(8) <u>DISPLAYS MOST</u>	(6) <u>DISPLAYS SOME</u>	(0) <u>DISPLAYS NONE</u>
<u>Understanding of the Teacher Role</u>	(10) <u>Has Complete Understanding of:</u> <u>Peer-Public Relations</u> <u>Superior/Subordinate Relations</u> <u>Extra Curricular interests</u>	(8) <u>Adequate Understanding</u>	(6) <u>Some Understanding</u>	(0) <u>Has Little Understanding</u>
<u>Understanding of Special Education</u>	(10) <u>Complete Understanding of the Special Education Techniques and due process procedures.</u>	(8) <u>Adequate Understanding</u>	(6) <u>Some Understanding</u>	(0) <u>Has Little Understanding</u>
<u>Understands KERA</u>	(10) <u>Familiar with All Elements of KERA</u>	(8) <u>Familiar with most Elements of KERA</u>	(6) <u>Familiar with some Elements of KERA</u>	(0) <u>Does not Understand any Elements of KERA</u>
<u>Professional Appearance</u>	(10) <u>Displays all :</u> <u>• Appropriate attire</u> <u>• Physical Fit</u> <u>• Personal Grooming</u> <u>• Proper Deportment</u>	(8) <u>Displays at least 3</u>	(6) <u>Displays at least 2</u>	(0) <u>Displays NONE</u>
<u>Professional Maturity</u>	(10) <u>Displays all:</u> <u>• Confidence</u> <u>• Professionalism</u> <u>• A value of Education</u> <u>• Problem Solving Ability</u>	(8) <u>Displays at least 3</u>	(6) <u>Displays at least 2</u>	(0) <u>Displays NONE</u>
<u>Communication Skills</u>	(10) <u>Displays all:</u> <u>• Verbal Skills</u> <u>• Grammar</u> <u>• Body Language</u> <u>• Avoids Language Crutches</u>	(8) <u>Displays at least</u>	(6) <u>Displays at least</u>	(0) <u>Displays NONE</u>
<u>Experience</u>	(10) <u>EXPERIENCES</u> <u>Strongly related to Position</u>	(8) <u>EXPERIENCES</u> <u>Somewhat related to Position</u>	(6) <u>EXPERIENCES</u> <u>Unrelated to Position</u>	(0) <u>NO EXPERIENCE</u>
<u>References</u>	(10) <u>Majority are Superior</u>	(8) <u>Majority are Excellent</u>	(6) <u>Majority are Good</u>	(0) <u>Majority are Poor</u>

Applicant Rating Sheet**Special Education Teachers**

(INSTRUCTIONS TO THE INTERVIEWER: RATE THE APPLICANT ON EACH OF THE FOLLOWING CRITERIA USING A NUMERICAL SCALE FROM 1 TO 10 (WITH 10 BEING THE HIGHEST). THEN TOTAL THE RATINGS AT THE BOTTOM OF THE PAGE).

NAME OF APPLICANT**SS #****CRITERIA:****ACADEMIC PREPARATION**

Under this criteria, rate the applicant on his/her undergraduate GPA overall, GPA within major and minor fields, academic honors, and other measures of intellectual ability.

UNDERSTANDING OF APPROPRIATE TEACHING PRACTICES

Rate the applicant based on his/her responses to questions about the total teaching process, i.e., content decision, lesson planning, lesson delivery, evaluation, classroom management, teacher-student interaction, etc.

UNDERSTANDING OF THE TEACHER'S ROLE

Rate the applicant based on his/her attitudes and knowledge of the teacher's role in the public school. Give particular emphasis to peer and public relations, supervisor/subordinate relationships, and extra-curricular interests.

SPECIAL EDUCATION TEACHERS

Rate the applicant on his/her knowledge of special Education teaching techniques and due process procedures.

PROFESSIONAL APPEARANCE

Rate the applicant on appropriateness of his/her attire. Does the applicant project an appearance that young people should emulate in terms of physical fitness, cleanliness, and tasteful dress?

PROFESSIONAL MATURITY

Rate the applicant on the way he/she appears to value children, learning and teaching as a profession rather than just a job. Does the applicant project an air of confidence about his/her ability to solve problems in a classroom?

COMMUNICATION SKILLS

Rate the applicant on spoken and body language. Pay particular attention to verbal skills, grammar, voice projection, tone and use of language "crutches".

EXPERIENCE

Rate the applicant on any previous teaching experience, student teaching, substitute teaching, and any other work experience that reflects on his/her ability to teach.

REFERENCES

Rate the applicant on the quality of his/her references giving greater weight to those who have observed the applicant in actual teaching situations, especially the supervising and cooperating teachers during student teaching and Principals.

TOTAL POINTS

SIGNED _____

DATE _____

Applicant Rating Sheet**Special Education Teachers**

<u>Academic Preparation</u>	(5) <u>GPA 3.5 Overall</u>	(4) <u>GPA 2.9 Overall</u>	(3) <u>GPA 2.75 Overall</u>	(0) <u>GPA 2.5 Overall</u>
	(5) <u>Academic Honors (Many)</u>	(4) <u>Academic Honors (Some)</u>	(3) <u>Academic Honors (Few)</u>	(0) <u>Academic Honors (None)</u>
<u>Understanding of Appropriate Teaching Practice</u>	(10) <u>Has Complete Understanding of:</u> <u>Content Decisions</u> <u>Lesson Planning</u> <u>Lesson Delivery</u> <u>Evaluation</u> <u>Classroom Management</u> <u>Teacher/Student Interaction</u>	(8) <u>DISPLAYS MOST</u>	(6) <u>DISPLAYS SOME</u>	(0) <u>DISPLAYS NONE</u>
<u>Understanding of the Teacher Role</u>	(10) <u>Has complete Understanding of:</u> <u>Peer-Public Relations</u> <u>Superior/Subordinate Relations</u> <u>Extra Curricular interests</u>	(8) <u>Adequate Understanding</u>	(6) <u>Some Understanding</u>	(0) <u>Has Little Understanding</u>
<u>Understanding of Special Education</u>	(10) <u>Complete Understanding of the Special Education Techniques and due process procedures.</u>	(8) <u>Adequate Understanding</u>	(6) <u>Some Understanding</u>	(0) <u>Has Little Understanding</u>
<u>Understands KERA</u>	(10) <u>Familiar with All Elements of KERA</u>	(8) <u>Familiar with most Elements of KERA</u>	(6) <u>Familiar with some Elements of KERA</u>	(0) <u>Does not Understand any Elements of KERA</u>
<u>Professional Appearance</u>	(10) <u>Displays all 4</u> <u>Appropriate attire</u> <u>Physical Fit</u> <u>Personal Grooming</u> <u>Proper Deportment</u>	(8) <u>Displays at least 3</u>	(6) <u>Displays at least 2</u>	(0) <u>Displays NONE</u>
<u>Professional Maturity</u>	(10) <u>Displays all 4</u> <u>Confidence</u> <u>Professionalism</u> <u>A value of Education</u> <u>Problem Solving Ability</u>	(8) <u>Displays at least 3</u>	(6) <u>Displays at least 2</u>	(0) <u>Displays NONE</u>
<u>Communication Skills</u>	(10) <u>Displays all 4</u> <u>Verbal Skills</u> <u>Grammar</u> <u>Body Language</u> <u>Avoids Language Crutches</u>	(8) <u>Displays at least 3</u>	(6) <u>Displays at least 2</u>	(0) <u>Displays NONE</u>
<u>Experience</u>	(10) <u>EXPERIENCES Strongly related to Position</u>	(8) <u>EXPERIENCES Some what related to Position</u>	(6) <u>EXPERIENCES Unrelated to Position</u>	(0) <u>NO EXPERIENCE</u>
<u>References</u>	(10) <u>Majority are Superior</u>	(8) <u>Majority are Excellent</u>	(6) <u>Majority are Good</u>	(0) <u>Majority are Poor</u>

NAME OF APPLICANT _____ POSITION _____

Does applicant fit the NCLB definition of "Highly Qualified"? ☐ Yes ☐ No

The Superintendent/designee shall:

1. rate the application.
2. determine the need for further action based on the outcome of the application evaluation.
3. sign and date the application evaluation document.
4. file the application evaluation in the applicant's folder located in the Central Office.

Certification	
Concentration in area to be taught _____ 5 points	
Major in vacancy areas/supportive major _____ 4 points	
Two or more related minors _____ 3 points	
One related minor _____ 0 points	
TOTAL	

COMMENTS/SUGGESTIONS: _____

Transcript	
3.5+ Overall _____ 10 points	
3.0 Overall _____ 8 points	
2.5 Overall _____ 6 points	
2.0 Overall _____ 0 points	
TOTAL	

COMMENTS/SUGGESTIONS: _____

Professional Development/In-Service (related to position being sought)	
Strongly related to position _____ 5 points	
Moderately related to position _____ 4 points	
Somewhat related to position _____ 3 points	
Not related/no experience _____ 0 points	
TOTAL	

COMMENTS/SUGGESTIONS: _____

Application Evaluation

Work Experience		
Experience strongly related to position	5 points	
Experience somewhat related to position	4 points	
Unrelated experience	3 points	
No experience	0 points	
TOTAL		

COMMENTS/SUGGESTIONS: _____

Educational Philosophy Narrative		
Outstanding content and style	5 points	
Outstanding content and acceptable style	4 points	
Acceptable content and style	3 points	
Unacceptable content and style	0 points	
TOTAL		

COMMENTS/SUGGESTIONS: _____

References		
Majority are superior	5 points	
Majority are excellent	4 points	
Majority are good	3 points	
Majority are poor	0 points	
TOTAL		

TOTAL SCORE _____

COMMENTS/SUGGESTIONS: _____

*Signature of Evaluator*_____
Date

- 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 K-4 (State) and Form W-4 (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.

Personnel Documents**REQUIREMENTS (CONTINUED)**

- ☐ **KENTUCKY AND FEDERAL CRIMINAL HISTORY RECORDS CHECK FORM:** Appointments set up with IdentoGo. Information provided by HR. 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.
- ☐ **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 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.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every full-time 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).

Employee Request for Optional Salary Deductions**Enrollment form(s) for programs checked below must be submitted to the Central Office designee.**

~~Annually, employees shall complete and file this form with the Superintendent/designee by June 1.~~

~~Employees who are hired after June 1 must complete this form within the first ten (10) working days.~~

~~The minimum number of payers (not number of contracts) required for each type of payroll deduction is twenty five (25).~~

~~Except for tax-sheltered annuity deductions, the Board shall discontinue current payroll deductions at the end of the fiscal year when the number of employees making payments to any agency or company falls below the required number of payers.~~

☐ Please check here if there are no changes in your current deductions.

I hereby authorize the following salary deduction(s) for the _____ school year.

INSURANCE OPTIONS

☐ Option _____ of the Board-approved family plan health insurance program(s)

☐ Option _____ of the State family plan health insurance program(s)

☐ Option _____ of the Board-approved life insurance program(s)

☐ Option _____ of the State life insurance program(s)

☐ Option _____ of the Board-approved dental insurance program(s)

☐ Option _____ of the State dental insurance program(s)

☐ Option _____ of the Board-approved cancer insurance program(s)

☐ Option _____ of the Board-approved income protection/disability program(s)

☐ Other, specify _____

OPTIONAL SAVINGS PROGRAMS

☐ Option _____ of the Board-approved tax-sheltered annuity programs

☐ Board-approved credit union

☐ Option _____ of state-designated deferred compensation plans (401K/403(b)/457)

☐ State-designated Flexible Spending Account (FSA) plan

☐ State-designated Health Reimbursement Account (HRA) plan

☐ Other, specify _____

Employee Request for Optional Salary Deductions**PROFESSIONAL AND JOB-RELATED ORGANIZATIONS**☐ ~~KEA-NEA and Local~~☐ ~~KASA~~☐ ~~PAC~~☐ ~~Classified employees' job-related organizations, specify _____~~☐ ~~Other, specify _____~~

~~Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer.~~

CHARITABLE ORGANIZATIONS☐ ~~United Way~~☐ ~~Other, specify _____~~**OTHER**☐ ~~Salary reduction for participation in Cafeteria Plan (See Policies 03.1213/03.2212, if applicable.)~~

Employee's Signature

Date

Vacation Request Form

~~Procedures: Employee will complete and obtain approval from immediate supervisor.~~

~~Dates for Requested Vacation Day(s): _____~~

Employee's Signature *Today's Date* *Work Location*

~~Approval from employee's immediate supervisor shall be obtained prior to vacation date(s):~~

Supervisor's Signature *Today's Date*

~~File: The completed "Vacation Request Form" shall be provided to the person submitting the payroll for the employee. This form will be maintained at the employee's work location and kept on file for three (3) years.~~

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			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.345	02.4244			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED		DATE COMPLETED
			CERTIFIED	ALL DESIGNATED	
Teacher professional development/learning.	KRS 156.095	03.19	✓		
Active Shooter Situations.	KRS 156.095	03.19/03.29		✓	
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		✓	
Orientation materials for volunteers.	KRS 161.048	03.6		✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11		✓	
Training for designated personnel on use and management of equipment.		05.4		✓	
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		✓	
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓	
Earthquake drill procedure system.	KRS 158.163	05.47		✓	
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221		✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23		✓	
Designated training for School Nutrition Program Directors and food service personnel.	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	✓	✓	

PERSONNEL

03.19 AP.23
(CONTINUED)District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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 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			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; 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		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
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)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305				✓	

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

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

EXPLANATION: REVISIONS TO 702 KAR 5:080 INCLUDE REPORTING REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

NEW/RETURNING SCHOOL 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.

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 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 driving under the influence (DUI) or driving while intoxicated (DWI);
- ~~8.7.~~ Conviction for reckless driving;
- ~~9.8.~~ Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
- ~~10.9.~~ Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
- ~~11.10.~~ Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165;
- ~~12.11.~~ 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
- ~~13.12.~~ 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 school bus drivers to immediately report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

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PERSONNEL

- 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 K-4 (State) and Form W-4 (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.)
- ☐ ~~**KENTUCKY AND FEDERAL CRIMINAL HISTORY/CRIMINAL RECORDS CHECK FORM:** Appointments set up with IdentoGo. Information provided by HR. 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 child abuse or neglect on record.

Personnel Documents**REQUIREMENTS (CONTINUED)**

- ☐ **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.
- ☐ **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 full-time 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.
- ☐ **PARA-EDUCATOR ASSESSMENT**

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).

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EXPLANATION: HB 378 (2019) REVISED KRS 156.160 TO REQUIRE DISTRICTS TO AWARD CREDIT, INCLUDING PARTIAL CREDIT, FOR ALL COURSEWORK SATISFACTORILY COMPLETED BY A HOMELESS STUDENT WHILE ENROLLED AT ANOTHER SCHOOL, ALLOW HOMELESS STUDENTS TO THE EXTENT PRACTICABLE TO COMPLETE THE COURSE AT NO COST TO THE STUDENT; AWARD A DIPLOMA AT THE HOMELESS STUDENT'S REQUEST BY A DISTRICT FROM WHICH THE STUDENT TRANSFERRED, AND EXEMPT THE HOMELESS STUDENT FROM ALL COURSEWORK AND OTHER REQUIREMENTS IMPOSED BY A LOCAL BOARD THAT ARE IN ADDITION TO THE MINIMUM STATE REQUIREMENTS FOR HIGH SCHOOL GRADUATION. ADDITIONALLY, AMENDMENTS TO 704 KAR 7:090 REQUIRE THE DISTRICT TO SUPPORT HOMELESS CHILDREN AND YOUTH AND HAVE WRITTEN PROCEDURES FOR SUCH.

FINANCIAL IMPLICATIONS: COST OF HOMELESS STUDENT'S COURSEWORK

STUDENTS

09.12 AP.25

Homeless Children and Unaccompanied Youth

The District shall support homeless children and unaccompanied youth by:

1. awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;
2. allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;
3. awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred; and
4. exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

Consistent with KRS 156.160, and to the extent feasible, homeless children and unaccompanied youth shall be awarded credit, including partial credit, for all coursework satisfactorily completed.

To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, the District shall adopt written procedures addressing:

1. the tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth;
2. the consolidation of partial credit, where appropriate, to provide opportunities for credit accrual that eliminate academic and nonacademic barriers for homeless children and unaccompanied youth;

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Homeless Children and Unaccompanied Youth

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

3. how the District shall provide students experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at nominal or no costs;
4. the ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:
 - a) identifying systems that are in place to ease the transition of students experiencing homelessness, particularly during the first two (2) weeks at a new school;
 - b) requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness; and
 - c) granting priority placement in classes offered by the District that meet state minimum graduation requirements for students who change schools at least once during a school year as a result of homelessness.
5. how and in what circumstances the District shall allow a student experiencing homelessness who was previously enrolled in a course required for high school graduation to complete that course at no cost before the beginning of the next school year as required by KRS 156.160; and
6. the required review of credit accrual and the personal graduation plan for each homeless student and unaccompanied youth that is not on track to receive a high school diploma before the fifth year of high school enrollment.

REFERENCES:

KRS 156.160
704 KAR 7:090
42 U.S.C. § 1143

RELATED POLICY:

08.113

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EXPLANATION: SB 127 AMENDS KRS 158.836 TO CHANGE THE DEFINITION OF EPIPENS OR OTHER EPINEPHRINE AUTO-INJECTORS TO INJECTABLE EPINEPHRINE DEVICES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1

Student Medication Guidelines

STUDENT SELF-MEDICATION

Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's health care practitioner also is required.

ALL OTHER MEDICATIONS

1. Medication should be given at home when possible. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope and given to designated school personnel immediately upon arrival.
2. Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.
3. Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and **injectable epinephrine devices EpiPens**) and medications approved for students to carry for self-medication purposes all medications shall be kept in a safe, locked, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
4. School personnel who administer medication shall arrange for the child to take the medication at the proper time.
5. Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.

PRESCRIPTION MEDICATIONS

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

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Student Medication Guidelines**PRESCRIPTION MEDICATIONS (CONTINUED)**

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

NONPRESCRIPTION MEDICATIONS

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date.

DOCUMENTATION OF ADMINISTRATION

Except for medications approved for self-administration, all medication given must be immediately documented on a medication log. Records must be kept on file in the student's cumulative folder. Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

DISPOSAL OF UNUSED MEDICATION

Notice shall be mailed to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

MEDICATION REFUSAL

If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

MEDICATION ERROR

If an error in the administration of medication is recognized, initiate the following steps:

1. Keep the student in the first-aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first-aid location.
2. Assess the student's status and document.

STUDENTS

09.2241 AP.1
(CONTINUED)

Student Medication Guidelines

MEDICATION ERROR (CONTINUED)

3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21

09.2241 AP.22

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. THE NOTICE INFORMATION IS FOUND IN THE UPDATE FOR ADMINISTRATIVE PROCEDURE 01.6. AP.2
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

COMMUNITY RELATIONS

10.11 AP.21

Public Records Notice

To be posted at the main entrance of the Central Office and of each school building, as appropriate.

RULES/REGULATIONS FOR INSPECTION

Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Newport Independent Board of Education are open for inspection.

Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the Central Office and of each school building. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form. The official custodian may require:

- a) Written application, signed by the applicant and with his/her name printed legibly on the application, describing the records to be inspected. The written application shall be hand delivered, mailed, or sent via facsimile to the public agency;
- b) Facsimile transmission of the written application; or
- c) Email of the application.

Completed application forms should be submitted to the Board's official custodian of public records, at the following address:

Newport Independent Board of Education
30 W. 8th St.
Newport, KY 41071

An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.

Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

Persons who live outside the area and who wish to request copies of public records should contact the person listed above.

Designated Representative

Date