

KSBA Procedure Service

2024 Procedure Update (#28) Checklist

District: **Woodford County Schools**

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

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
01.3 AP.21	X				
03.19 AP.23	X				
03.21 AP.254	X				
04.2 AP.1	X				
05.4 AP.1 - Add <i>enorm</i>					
06.0 AP.1	X				
06.22 AP.1	X				
06.34 AP.1	X				
09.123 AP.1	X				
09.14 AP.2	X				
09.2211 AP.21	X				
09.2242 AP.2 <i>not needed</i>					X
09.2261 AP.2	X				
09.227 AP.1	X				
09.43 AP.1	X				
03.125 AP.21 ( <i>Angel</i> )	X				
03.28 AP.21 ( <i>Garc</i> )	X				

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Superintendent's Signature

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Date

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

EXPLANATION: HB 449 AMENDS KRS 160.180 TO EXPAND THE ACCEPTABLE DOCUMENTATION FOR EVIDENCING A SCHOOL BOARD CANDIDATE'S COMPLETION OF HIGH SCHOOL.  
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 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 (12<sup>th</sup>) 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 an affidavit signed under penalty of perjury certifying completion of the twelfth (12<sup>th</sup>) grade, a transcript evidencing completion of the twelfth (12<sup>th</sup>) grade, or, if appropriate, the results of a twelfth (12<sup>th</sup>) grade equivalency examination.**

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

a. \_\_\_\_\_  
 Current Employer Address

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Date of Employment Duties

b. \_\_\_\_\_  
 Previous Employer Address

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Date of Employment Duties

c. \_\_\_\_\_  
 Previous Employer Address

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Date of Employment Duties



**Application for Board Vacancy**

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

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

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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:

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**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: \_\_\_\_\_

\_\_\_\_\_ 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: \_\_\_\_\_

**Woodford** 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 2 CREATES AMENDS KRS 158.4451 TO REQUIRE DISTRICTS TO PROVIDE TRAINING ON AN ANONYMOUS REPORTING TOOL THAT ALLOWS STUDENTS, PARENTS, AND COMMUNITY MEMBERS TO ANONYMOUSLY SUPPLY INFORMATION CONCERNING UNSAFE, POTENTIALLY HARMFUL, DANGEROUS, VIOLENT, OR CRIMINAL ACTIVITIES, OR THE THREAT OF THESE ACTIVITIES, TO APPROPRIATE PUBLIC SAFETY AGENCIES AND SCHOOL OFFICIALS.

FINANCIAL IMPLICATIONS: COST OF OBTAINING ANONYMOUS REPORTING TOOL AND PROVIDING TRAINING ON THE USE OF SUCH

EXPLANATION: SB 2 AMENDS KRS 156.095 AND THE REQUIREMENTS FOR EVIDENCE-BASED SUICIDE PREVENTION TRAINING FOR BOTH STUDENTS AND STAFF.

FINANCIAL IMPLICATIONS: COST OF PROVIDING TRAINING

**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 hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
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	03.14/03.24			✓	

reporting of harassment/discrimination.	106.71, U.S. Department of Education Office for Civil Rights Guidance					
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PERSONNEL

### **District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations <u>training each year by November 1.</u>	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		05.4			✓	

Kentucky Center for School Safety (KCSS) 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 158.162 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.	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	704 KAR 3:285	08.132	✓		✓	





PERSONNEL

### 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: <u>Provide two (2) suicide prevention awareness lessons each school year.</u> <u>Staff training for student suicide prevention training:</u> Minimum of one (1) hour <del>in person, live stream, or via video recording each school 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.</del> [Employees with job duties requiring direct contact with students in grades <del>four six (46)</del> through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
<u>Anonymous reporting tool: Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.</u>	<u>KRS 158.4451</u>	<u>09.22</u>		✓		
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	KRS 158.838	09.22			✓	

personnel authorized to give medication.	KRS 156.502 702 KAR 1:160	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

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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	✓		✓	
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 158.842		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher	KRS 158.6453 (SB 1)		✓			



order thinking.						
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 multi-tiered system of supports upon District request.	KRS 158.305				✓	

PERSONNEL

## **District Training Requirements**

**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: HB 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.

FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS

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);
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction **of an offense that would classify a person as a violent offender under KRS 439.3401, for a ~~felony~~-sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, or is required to register as a sex offender as a violent offender as defined in KRS 17.165;**
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

**Driving Record Violations and Personnel Actions**

**CURRENT EMPLOYEES (CONTINUED)**

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.



EXPLANATION: HB 449 AMENDS KRS 160.570 REMOVING THE LIMIT OF DEPOSITORIES A DISTRICT MAY APPOINT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.2 AP.1

## **Depositories**

### **SELECTION OF DEPOSITORY(IES)**

The Superintendent shall notify the Board if a depository or depositories ~~(up to 3)~~ are to be selected with an effective date of July 1.

### **INVITATION TO BID**

The Superintendent shall recommend to the Board for its approval an invitation to bid for bank depository services. Following consideration of bids received, selection of depository(ies) to provide services will be placed on the Board agenda as an action item no later than the June Board meeting.

### **BIDDING**

Prior to the June Board meeting, the Superintendent/designee shall prepare and send the bid documents to local financial institutions meeting the requirements of KRS 160.570 and capable of providing the necessary services.

EXPLANATION: HB 22 REMOVES MEDICAL OVERSIGHT OF THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) AND REMOVES REPORT OF USE OF AN AED TO THE LICENSED PHYSICIAN.  
FINANCIAL IMPLICATIONS: NO NEED TO PAY FOR A PHYSICIAN TO OVERSEE THE AED PROGRAM AND LESS TIME SPENT ON FILING REPORTS

SCHOOL FACILITIES

05.4 AP.1

### **Use of Automated External Defibrillators (AEDs)**

Each school's emergency plan shall include procedures to be followed in case of a medical emergency, a written cardiac emergency response plan, and a diagram that clearly identifies the location of each AED. Procedures for the use and training of AEDs shall be included in the emergency response plan.

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advises the operator to deliver a shock.

#### **COORDINATOR OF DISTRICT-WIDE PROGRAMS**

Responsibilities:

- ◆ Supervision of Health Services
- ◆ Coordination of training for Authorized Users by school nurses
- ◆ Maintaining documentation of equipment checks and accessory maintenance
- ◆ Revision of this policy as required
- ◆ Monitoring the effectiveness of this system
- ◆ ~~Communication with medical director on issues related to medical emergency response program to include post event summaries~~

#### **SCHOOL NURSES**

- ◆ Will provide CPR/AED Certification training and maintain a listing of currently certified staff
- ◆ Will perform and document a monthly system check of all AED. The monthly system check will include a check of the batteries for the AED cabinet's alarm
- ◆ Will perform cleaning and maintenance of units after use
- ◆ Will notify the building principal when a unit goes out of service and when a unit is returned to service
- ◆ ~~Will download event data and provide it to the Medical Advisor for review~~

#### **MEDICAL ADVISOR**

~~The medical advisor of the AED program is <Physician Name>. The medical advisor of the AED program is responsible for:~~

- ◆ ~~Providing medical direction for use of AEDs~~
- ◆ ~~Writing a prescription for AEDs~~
- ◆ ~~Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR~~
- ◆ ~~Evaluation of post event review forms and digital files downloaded from AED~~

## **Use of Automated External Defibrillators (AEDs)**

### **AUTHORIZED AED USERS/RESPONSIBILITIES**

- ◆ All staff members who have successfully completed training
- ◆ Any trained person (volunteer responder) who has successfully completed an approved CPR+AED training program within the last two years and has a current successful course completion card
- ◆ Responding to an emergency event and providing aid to include CPR and use of the AED in accordance with training and experience
- ◆ Understanding and complying with the requirements of this policy

### **VOLUNTEER RESPONDER RESPONSIBILITIES**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

### **ADMINISTRATIVE OFFICE**

- ◆ Receiving emergency medical calls from internal locations
- ◆ Contacting the external community 911 response team (EMS) if required
- ◆ Deploying Authorized Users to the location of the emergency
- ◆ Assigning team members to meet the responding EMS vehicle to direct EMS personnel to the site of the emergency

### **EQUIPMENT**

The AED and first aid emergency care kit will be brought to all medical emergencies. The AED may be used on any person who is at least 1 year of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:

- ◆ Victim is unconscious
- ◆ Victim is not breathing
- ◆ Victim has no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for a minute, and the child is over one (1) year old, regular adult pads may be used.



◆ \_\_\_\_\_  
◆ \_\_\_\_\_  
◆ \_\_\_\_\_  
◆ \_\_\_\_\_

Each AED will have at least one (1) set of defibrillation electrodes. One resuscitation kit will be stored with the AED pads. This kit contains one pair of gloves, one razor, one pair scissors, one pre-moistened towelette, one dry towel, and one facemask barrier device.

#### **INITIAL TRAINING**

##### AUTHORIZED USERS:

Must complete training adequate to provide CPR and use of the AED. AED training course must be one approved by the state Department of Health. Authorized Users will also be trained in universal precautions against Bloodborne pathogens. The school nurse(s) shall maintain training records for Authorized Users.

##### VOLUNTEER RESPONDERS:

These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside of the company. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and use of the AEDs deployed throughout the campus. Any volunteer wishing to potentially use one of the AEDs deployed on campus should have successfully completed a state approved AED course including CPR within the last two years.

#### **REFRESHER TRAINING**

- ◆ Authorized Users will renew CPR and AED training every two years.
- ◆ Volunteer responders should obtain documented renewal training at least once every two years. Volunteer responders are encouraged to periodically refresh their AED skills.

#### **MEDICAL RESPONSE DOCUMENTATION**

##### Post Event Documentation:

- ◆ The *Event Summary Form* shall be completed post event by the Authorized User and submitted to the Coordinator of District-wide Programs.
- ◆ ~~Data will be downloaded from the AED within 24 hours (weekdays) and a copy submitted to the Medical Director.~~
- ◆

### **Use of Automated External Defibrillators (AEDs)**

#### **EQUIPMENT MAINTENANCE**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- ◆ The Principal shall be informed of changes in availability of emergency medical response equipment.
- ◆ If equipment is withdrawn from service, the Principal shall be informed and then notified when equipment is returned to service.
- ◆ The Principal shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- ◆ The School Nurse shall be responsible for having regular equipment checks. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- ◆ Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedures.

#### **ANNUAL SYSTEM ASSESSMENT**

Once each calendar year, the Coordinator of District-wide Programs or their designee shall conduct and document a system readiness review. This review shall include review of the following elements:

- ◆ Training records
- ◆ Equipment operation and maintenance records

#### **AED SYSTEM CHECK**

The School Nurse will conduct a monthly systems check.

Once each calendar month, a systems check will be conducted and recorded. This will include:

- AED battery life
- AED operation & supplies
- Emergency kit supplies

#### **POST EVENT REVIEW**

The Coordinator of District-wide Programs or their designee will review the *Event Summary Form* to ensure appropriate procedures were followed. If deemed necessary, the Coordinator of District-wide Programs may call a meeting to summarize the incident or implement critical incident debriefing. All staff involved in the incident will attend.

NOTE: If AED is not immediately available, perform CPR until AED arrives on the scene. Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED.



## Use of Automated External Defibrillators (AEDs)

### IN CASE OF AN EMERGENCY AT WOODFORD COUNTY SCHOOLS

- ◆ Assess scene for safety before approaching the patient.
- ◆ Follow universal personal precautions.
- ◆ Assess airway, breathing, and circulation. If there is no sign of circulation (normal breathing, coughing, or movement), obtain the AED and call 911.
- ◆ Perform CPR until the defibrillator is applied.
- ◆ Make certain that patient is dry and that s/he is not placed in close proximity to metal (aluminum bleachers, etc.).
- ◆ Turn on the AED – follow voice prompts.
- ◆ Stop CPR.
- ◆ Apply pads to patient's bare chest (it may be necessary to shave chest hair).
- ◆ Stand clear of victim while machine analyzes heart rhythm.

#### SHOCK ADVISED

- ◆ Clear area, making sure no one is touching the victim.
- ◆ Push the shock button when instructed. Device will analyze and shock up to three (3) times.
- ◆ After three (3) shocks, device will prompt to check pulse (or for breathing and movement) and if absent, start CPR. If pulse and/or signs of circulation such as normal breathing and movement are absent, perform CPR for one (1) minute. Device will countdown one (1) minute of CPR and will analyze when CPR is over.
- ◆ Continue to follow voice prompts until EMS arrives.

#### NO SHOCK ADVISED

- ◆ Device will prompt to check for pulse, breathing or movement. If absent, start CPR.
- ◆ If pulse and/or signs of circulation (normal breath, and movement) are absent perform CPR for one (1) minute.
- ◆ If pulse, signs of circulation are present, check for normal breathing. If victim is not breathing, give rescue breaths at a rate of 12 per minute. AED will re-analyze after one (1) minute.
- ◆ Continue cycles of analysis, shock (if advised), and CPR until professional help arrives. Victim must be transported to hospital.
- ◆ Leave AED attached to victim until EMS arrives and disconnects AED.
- ◆ Complete an *Event Summary Form*.
- ◆ **AED data will be downloaded within 24 hours (weekdays), and a copy, along with the *Event Summary Form*, will be submitted to the Medical Director**
- ◆ After use, the AED will be cleaned and stocked with new electrodes and resuscitation kit.



### **Use of Automated External Defibrillators (AEDs)**

#### **USE OF THE AED DURING EVENINGS, WEEKENDS, AND NON-SCHOOL DAY HOURS**

- ◆ Trained staff may not be available to assist in the event of an emergency.
- ◆ If an individual has been trained in CPR and the use of the AED, they may use the AED available in the building.
- ◆ Notify the Coordinator of District-wide Programs in the event that an AED is used by calling 873-2421 ext. 2223.
- ◆ The District assumes no liability for rendering of care or use of the AED after normal business/school hours.

**Use of Automated External Defibrillators (AEDs)**

Each school’s emergency plan shall include procedures to be followed in case of a medical emergency, a written cardiac emergency response plan, and a diagram that clearly identifies the location of each AED. Procedures for the use and training of AEDs shall be included in the emergency response plan.

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advises the operator to deliver a shock.

~~COORDINATOR OF DISTRICT WIDE PROGRAMS~~ **DISTRICT HEALTH COORDINATOR**

Responsibilities:

- ◆ Supervision of Health Services
- ◆ Coordination of training for Authorized Users by school nurses
- ◆ ~~Cintas under the direction of the health coordinator is maintaining documentation of equipment checks and accessory maintenance. Maintaining documentation of equipment checks and accessory maintenance (We are sourcing this out to Cintas now. I do have access to their database.)~~
- ◆ Revision of this policy as required
- ◆ Monitoring the effectiveness of this system
- ◆ Communication with medical director on issues related to medical emergency response program to include post event summaries

~~SCHOOL NURSES~~

- ◆ ~~Will~~ **Will** CPR instructors will provide CPR/AED Certification training. **The health coordinator will ~~and~~** maintain a listing of currently certified staff
- ◆ ~~Cintas under the direction of the health coordinator~~ **Will** perform and document a monthly system check of all AED. The monthly system check will include a check of the batteries for the AED cabinet’s alarm
- ◆ ~~Cintas under the direction of the health coordinator~~ **Will** perform cleaning and maintenance of units after use
- ◆ ~~Cintas via the health coordinator or school nurse,~~ **Will** notify the building principal when a unit goes out of service and when a unit is returned to service

- ◆ ~~Cintas under the direction of the health coordinator~~ Will download event data and provide it to the Medical ~~Director~~~~Advisor~~ for review

~~(I am not sure that the below information is needed any longer since we do not need a prescription to obtain AEDs at this time. )~~

~~◆ **MEDICAL ADVISOR**~~

~~The medical advisor of the AED program is <Physician Name>. The medical advisor of the AED program is responsible for:~~

- ~~◆ Providing medical direction for use of AEDs~~
- ~~◆ Writing a prescription for AEDs~~
- ~~◆ Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR~~
- ~~◆ Evaluation of post-event review forms and digital files downloaded from AED~~



**Use of Automated External Defibrillators (AEDs)****AUTHORIZED AED USERS/RESPONSIBILITIES**

- ◆ All staff members who have successfully completed training (As of last year, we put this training in all staff members Vector training so that any staff member will be able to use an AED. We specifically did this since we are to send these on field trips and it is not always a CPR certified staff member carrying them. Also, some staff are resistant to carry an AED. With it being a part of their Vector training, we can encourage them to go back and review the information.)
- ◆ Any trained person (volunteer responder) who has successfully completed an approved CPR+AED training program within the last two years and has a current successful course completion card
- ◆ Responding to an emergency event and providing aid to include CPR and use of the AED in accordance with training and experience
- ◆ Understanding and complying with the requirements of this policy

**VOLUNTEER RESPONDER RESPONSIBILITIES**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

**ADMINISTRATIVE OFFICE**

- ◆ Receiving emergency medical calls from internal locations
- ◆ Contacting the external community 911 response team (EMS) if required
- ◆ Deploying Authorized Users to the location of the emergency
- ◆ Assigning team members to meet the responding EMS vehicle to direct EMS personnel to the site of the emergency

**EQUIPMENT**

The AED and first aid emergency care kit will be brought to all medical emergencies. The AED may be used on any person who is at least 1 year of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:

- ◆ Victim is unconscious
- ◆ Victim is not breathing

- ◆ Victim has no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for a minute, and the child is over one (1) year old, regular adult pads may be used.

**Use of Automated External Defibrillators (AEDs)**

**LOCATION OF AEDs**

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

Each AED will have at least one (1) set of defibrillation electrodes. One resuscitation kit will be stored with the AED pads. This kit contains one pair of gloves, one razor, one pair scissors, one pre-moistened towelette, one dry towel, and one facemask barrier device.

**INITIAL TRAINING**

AUTHORIZED USERS:

Must complete training adequate to provide CPR and use of the AED. AED training course must be one approved by the state Department of Health. Authorized Users will also be trained in universal precautions against Bloodborne pathogens. The school nurse(s) shall maintain training records for Authorized Users.

VOLUNTEER RESPONDERS:

These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside of the company. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and use of the AEDs deployed throughout the campus. Any volunteer wishing to potentially use one of the AEDs deployed on campus should have successfully completed a state approved AED course including CPR within the last two years.

**REFRESHER TRAINING**

- ◆ Authorized Users will renew CPR and AED training every two years.
- ◆ Volunteer responders should obtain documented renewal training at least once every two years. Volunteer responders are encouraged to periodically refresh their AED skills.

**MEDICAL RESPONSE DOCUMENTATION**



Post Event Documentation:

- ◆ The *Event Summary Form* shall be completed post event by the Authorized User and submitted to the Coordinator of District-wide Programs.
- ◆ Data will be downloaded from the AED within 24 hours (weekdays) and a copy submitted to the Medical Director.

**Use of Automated External Defibrillators (AEDs)****EQUIPMENT MAINTENANCE**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- ◆ The Principal shall be informed of changes in availability of emergency medical response equipment.
- ◆ If equipment is withdrawn from service, the Principal shall be informed and then notified when equipment is returned to service.
- ◆ The Principal shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- ◆ The School Nurse shall be responsible for having regular equipment checks. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- ◆ Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedures.

**ANNUAL SYSTEM ASSESSMENT**

Once each calendar year, the ~~District Health Coordinator~~ ~~Coordinator of District-wide Programs~~ or their designee shall conduct and document a system readiness review. This review shall include review of the following elements:

- ◆ Training records
- ◆ Equipment operation and maintenance records

**AED SYSTEM CHECK**

~~Cintas under the direction of the health coordinator or school nurse will conduct a monthly systems check. The School Nurse will conduct a monthly systems check.~~

Once each calendar month, a systems check will be conducted and recorded. This will include:

- AED battery life
- AED operation & supplies
- Emergency kit supplies

**POST EVENT REVIEW**

The ~~District Health Coordinator~~ ~~Coordinator of District-wide Programs~~ or their designee will review the *Event Summary Form* to ensure appropriate procedures were followed. If deemed necessary, the ~~District Health Coordinator~~ ~~Coordinator of District-wide Programs~~ may call a

meeting to summarize the incident or implement critical incident debriefing. All staff involved in the incident will attend.

NOTE: If AED is not immediately available, perform CPR until AED arrives on the scene. Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED.

**Use of Automated External Defibrillators (AEDs)****IN CASE OF AN EMERGENCY AT WOODFORD COUNTY SCHOOLS**

- ◆ Assess scene for safety before approaching the patient.
- ◆ Follow universal personal precautions.
- ◆ Assess airway, breathing, and circulation. If there is no sign of circulation (normal breathing, coughing, or movement), obtain the AED and call 911.
- ◆ Perform CPR until the defibrillator is applied.
- ◆ Make certain that patient is dry and that s/he is not placed in close proximity to metal (aluminum bleachers, etc.).
- ◆ Turn on the AED – follow voice prompts.
- ◆ Stop CPR.
- ◆ Apply pads to patient's bare chest (it may be necessary to shave chest hair).
- ◆ Stand clear of victim while machine analyzes heart rhythm.

**SHOCK ADVISED**

- ◆ Clear area, making sure no one is touching the victim.
- ◆ Push the shock button when instructed. Device will analyze and shock up to three (3) times.
- ◆ After three (3) shocks, device will prompt to check pulse (or for breathing and movement) and if absent, start CPR. If pulse and/or signs of circulation such as normal breathing and movement are absent, perform CPR for one (1) minute. Device will countdown one (1) minute of CPR and will analyze when CPR is over.
- ◆ Continue to follow voice prompts until EMS arrives.

**NO SHOCK ADVISED**

- ◆ Device will prompt to check for pulse, breathing or movement. If absent, start CPR.
- ◆ If pulse and/or signs of circulation (normal breath, and movement) are absent perform CPR for one (1) minute.

- ◆ If pulse, signs of circulation are present, check for normal breathing. If victim is not breathing, give rescue breaths at a rate of 12 per minute. AED will re-analyze after one (1) minute.
- ◆ Continue cycles of analysis, shock (if advised), and CPR until professional help arrives. Victim must be transported to hospital.
- ◆ Leave AED attached to victim until EMS arrives and disconnects AED.
- ◆ Complete an *Event Summary Form*.
- ◆ AED data will be downloaded within 24 hours (weekdays), and a copy, along with the *Event Summary Form*, will be submitted to the Medical Director
- ◆ After use, the AED will be cleaned and stocked with new electrodes and resuscitation kit.

**Use of Automated External Defibrillators (AEDs)**

**USE OF THE AED DURING EVENINGS, WEEKENDS, AND NON-SCHOOL DAY HOURS**

- ◆ Trained staff may not be available to assist in the event of an emergency.
- ◆ If an individual has been trained in CPR and the use of the AED, they may use the AED available in the building.
- ◆ Notify the **Distric Health Coordinator** ~~Coordinator of District-wide Programs~~ in the event that an AED is used by calling **(859) 879-4600 ext. 6909.** ~~873-2421 ext. 2223.~~
- ◆ The District assumes no liability for rendering of care or use of the AED after normal business/school hours.

Review/Revised:6/12/2023



EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.0 AP.1

### **Implementation of System**

District personnel shall comply with requirements established in Kentucky Administrative Regulations, **the Statewide Transportation Services Policy Guidelines**, the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation, **and Board Policy 09.2261**.

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.22 AP.1

### **Driver's Rights and Responsibilities**

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

#### **DRIVER RIGHTS**

**Driver rights are delineated in KRS 158.110 and Board Policy 06.22.**

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.34 AP.1

## **Conduct on Bus**

### **RULES OF CONDUCT**

Specific rules of conduct on school buses can be found in the Student Code of Conduct and/or in the student handbook.

### **ENFORCEMENT**

Bus drivers will assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal. The Principal may withhold bus-riding privileges (consistent with Board **pPolicies** 06.34 **and 09.2261**) if the pupil continues to disobey the rules. If withholding of bus-riding privileges becomes necessary, the Principal shall notify the parents and inform the appropriate Central Office personnel.



EXPLANATION: HB 611 AMENDS KRS 159.140, KRS 610.030, AND KRS 630.050, RELATED TO THE PROCESS OF RESPONDING TO TRUANCY. KSBA DOES NOT HAVE A RECOMMENDED VERSION OF SUCH A PROCEDURE SINCE THIS IS PRESCRIBED BY STATUTE. RECOMMEND RESCINDING THIS PROCEDURE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.123 AP.1

### **Truancy Mediation Program**

~~This procedure has been developed by staff of the Woodford County Board of Education, the Woodford District Judge's Office, the Woodford County Attorney, the Cabinet for Health and Family Services, and the Court Designated Workers Office for use in addressing truancy in Woodford County.~~

~~SCHOOL STAFF AUTOMATICALLY WILL SEND LETTERS TO PARENTS FOLLOWING THE 3RD AND 6TH INCIDENCE OF UNEXCUSED ABSENCE OR TARDY. THE PURPOSE OF THE 3RD INCIDENCE LETTER IS TO MAKE THE PARENT(S) AWARE OF THEIR CHILD'S TRUANCY AND PROVIDE AN OPPORTUNITY FOR THE PARENT TO INTERVENE. THE PURPOSE OF THE 6TH INCIDENCE LETTER IS TO PROVIDE THE PARENT WITH A FINAL NOTICE REGARDING THEIR CHILD'S HABITUAL TRUANCY. PARENTS SHALL BE REQUESTED, ON RECEIPT OF ANY LETTER, TO CONTACT THE PRINCIPAL OR COUNSELOR WITH ANY QUESTIONS REGARDING THEIR CHILD'S ATTENDANCE AND TRUANCY.~~

~~Once a student has accumulated six (6) absences and/or tardies, the school Principal, counselor or social worker will make contact with the parents and complete an At Risk Assessment. Once a child has accumulated six (6) unexcused absences and/or tardies and is habitually truant under KRS 159.150, the staff person who conducted the assessment will refer the student and family to the Coordinator of Student Services for further intervention.~~

~~Once a student becomes habitually truant under KRS 159.150, the Coordinator of Student Services will intervene by either:~~

- ~~• Sending the parent(s) a summons to appear for a Truancy Mediation Hearing, and/or~~
- ~~• Referring the student to the Court Designated Worker for a status charge in Juvenile Court, and/or~~
- ~~• Referring the parent(s) to the School Resource Officers for criminal charges in District Court.~~

~~Families will also be referred to the Cabinet for Health and Family Services where neglect is indicated.~~

~~Truancy Mediation Hearings will be held to identify and resolve the causes of truancy, when indicated. The Coordinator of Student Services, or the hearing officer, will ascertain the causes of irregular attendance seek the elimination of these causes, acquaint the school with home conditions of the child, and the home with the work and advantages of the school. S/he also will visit the homes of absentees or those who are reported to be in need of books, clothing, or parental care. Information obtained will be shared with appropriate school and District personnel on a need to know basis.~~

~~The Coordinator of Student Services will be responsible for following the student attendance and reporting violations to Versailles Police, Cabinet for Health and Family Services, the Woodford County Attorney and/or Woodford District Court throughout the school year.~~

EXPLANATION: THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC) HAS DEVELOPED THEIR OWN FORM AOC-JW-8 FOR CERTIFYING THIS INFORMATION. THIS FORM IS RECOMMENDED TO BE RESCINDED AND THEIR FORM TO BE USED INSTEAD.

FINANCIAL IMPLICATIONS: TIME SAVINGS NOT HAVING TO FILL OUT MULTIPLE FORMS

STUDENTS

09.14 AP.2

### **Juvenile Justice Agency Certification Form**

~~Date: \_\_\_\_\_~~

~~Name of Agency Receiving Records: \_\_\_\_\_~~

~~The \_\_\_\_\_ Schools have released education records of~~

~~\_\_\_\_\_, who was born on \_\_\_\_\_~~

~~*Student's Name*~~

~~to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.~~

~~\_\_\_\_\_  
*Printed Name of Agency Representative*~~

~~\_\_\_\_\_  
*Signature of Agency Representative*~~

~~\_\_\_\_\_  
*Date*~~



EXPLANATION: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN ENUMERATED CRIMES TO LAW ENFORCEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211 AP.21

### Documentation of Reporting Required by Law

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

This form shall be used to document reports listed in Policy 09.2211 that are required by KRS 158.154, KRS 158.155, and KRS 158.156. After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall **also** report the alleged incident to the Principal for documentation.

STUDENT REPORTED FOR VIOLATION _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"><span><i>Last Name</i></span><span><i>First Name</i></span><span><i>Middle Initial</i></span></div>
---

General nature of the alleged violation:

On \_\_\_\_\_, I reported the above incident to:  
*Date*

**District law enforcement agency**

Local law enforcement **agency official**; specify: \_\_\_\_\_

Department of Kentucky State Police                       County Attorney

The Superintendent, who shall report it to the Board, if required by KRS 158.156

\_\_\_\_\_ \_\_\_\_\_  
*Signature of Principal Reporting* *Date*

The following information about the student involved is for internal tracking purposes only:
<b>INFORMATION FOR STUDENT REPORTED:</b> BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____ PARENT/GUARDIAN _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"><span><i>Last Name</i></span><span><i>First Name</i></span><span><i>Middle Initial</i></span></div> PARENT/GUARDIAN ADDRESS _____ PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

If the report concerns an alleged student victim, the following information applies to that student:

ALLEGED VICTIM _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"><span><i>Last Name</i></span><span><i>First Name</i></span><span><i>Middle Initial</i></span></div> BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____ PARENT/GUARDIAN _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"><span><i>Last Name</i></span><span><i>First Name</i></span><span><i>Middle Initial</i></span></div> PARENT/GUARDIAN ADDRESS _____ PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____
---



**Documentation of Reporting Required by Law**

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

**PARENTAL NOTIFICATION**

If their child is involved in an incident related to KRS 158.156, the Principal shall notify parents/guardians in writing.

**BOARD NOTIFICATION**

For an incident related to KRS 158.156, the Principal shall report only the following information to the Superintendent to share with the Board:

On _____, _____ students were involved in an incident <i>Date</i> <i>Number</i> reportable under KRS 158.156.  _____ <i>Name of School</i> <i>Signature of Principal</i>
---

**RELATED PROCEDURE:**

09.438 AP.21

EXPLANATION: HB 829 CREATES KRS 218B.045 WHICH REQUIRES THE BOARD TO ENACT A POLICY BY DECEMBER 1, 2024, TO EITHER PERMIT OR PROHIBIT THE USE OF MEDICINAL CANNABIS BY A STUDENT ON SCHOOL PROPERTY.  
IF THE BOARD DOES NOT PERMIT THE USE OF MEDICINAL CANNABIS, THIS FORM IS NOT NEEDED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2242 AP.2

**Medicinal Cannabis Administration**

**I (the school nurse or other school staff member) refuse to administer or supervise the administration of medicinal cannabis on school property.**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261 AP.2

**Transportation Services Policy Acknowledgement Form**

**Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.**

**I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.**

**SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_**

**STUDENT NAME (PRINTED) \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_**

**PARENT/GUARDIAN NAME (PRINTED) \_\_\_\_\_ PARENT/GUARDIAN SIGNATURE \_\_\_\_\_**

**Per KRS 148.158, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.**

EXPLANATION: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.  
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 or written report, including but not limited to electronic submission, 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 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43 AP.1

## **Juvenile Court Records**

### **RECEIPT BY PRINCIPAL**

**Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee.**~~When the Principal receives juvenile court records or other information as permitted by KRS 610.345, s/he shall ascertain that the student named in the confidential record is currently enrolled in his/her school.~~

The Principal receiving this information shall retain the information in a locked file. Records or information disclosed to the Principal pursuant to this procedure shall not be disclosed to any other person, including school personnel, except the following:

1. School administrative, transportation, and counseling personnel,
2. Any teacher to whose class the student has been assigned,
3. Any school employee with whom the student may come in contact, or
4. Others as may be permitted by law.

The Principal is required by law to release the information to employees of the school having responsibility for classroom instruction or counseling of the child.

Those persons receiving this confidential information shall sign a confidentiality statement (09.43 AP.22).

**If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed.**

### **STUDENTS NOT ENROLLED IN THE SCHOOL**

If the juvenile is not currently enrolled in the school, the Principal shall return the records to the court and notify the clerk that the child is not enrolled.

In addition, the Principal shall return the records to the court and notify the clerk if the juvenile is changing school assignment within the District, transferring to a school in another district, graduating, or withdrawing from school.

### **RELATED PROCEDURES:**

- 09.14 AP section
- 09.43 AP.22



**Woodford County Schools**  
**Out of State/Overnight Travel Request**

<b><u>LIST THE INDIVIDUAL/STAFF/GROUP ATTENDING THE REQUESTING TRIP:</u></b>	
<b>DATES OF TRIP:</b> (MM/DD/YYYY)	
<b><u>TRIP TO (INCLUDE FULL NAME OF CONFERENCE/EVENT):</u></b>	
<b>METHOD OF TRANSPORTATION:</b>	
<b>ACCOMMODATIONS:</b>	
<b>EDUCATIONAL OBJECTIVE/ CURRICULUM CONNECTIONS:</b>	
<b><u>ATTACH CONFERENCE AGENDA:</u></b>  <b><u>NO AGENDA AVAILABLE AT THIS TIMESEE ATTACHMENT</u></b>	
<b>NUMBER OF PARTICIPANTS/SCHOOLS:</b> (If more than one (1) school, attach list of participants and their schools.)	
<b>TOTAL ESTIMATED COST:</b>	
<b>COST INCLUDES:</b>	
<b>FUNDING SOURCE:</b>	
<b>FUND MANAGER RECOMMENDATION:</b>	<input type="checkbox"/> <u>Recommended</u> <input type="checkbox"/> <u>Not Recommended</u>
<b>PRINCIPAL/SUPERVISOR RECOMMENDATION:</b>	<input type="checkbox"/> <u>Recommended</u> <input type="checkbox"/> <u>Not Recommended</u>
<b>SUPERINTENDENT RECOMMENDATION:</b>	<input type="checkbox"/> <u>Recommended</u> <input type="checkbox"/> <u>Not Recommended</u>

CLASSIFIED PERSONNEL

**Classified Personnel Evaluation**

(ALL CLASSIFIED PERSONNEL EXCEPT INSTRUCTIONAL ASSISTANTS)

EMPLOYEE'S NAME \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

POSITION:

- BUS DRIVER
- CUSTODIAN
- CLERICAL PERSONNEL
- OTHER, SPECIFY \_\_\_\_\_
- FOOD SERVICE EMPLOYEE
- MAINTENANCE PERSONNEL
- BUS MECHANIC

**EXPLANATION OF THE SCALE:**

SATISFACTORY (S)                      UNSATISFACTORY (U)  
 IMPROVEMENT NEEDED (IN)        NOT APPLICABLE (NA)

**JOB KNOWLEDGE:**

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

S	IN	U	NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

**PRODUCTIVITY AND QUALITY OF WORK:**

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

S	IN	U	NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Classified Personnel Evaluation**

(ALL CLASSIFIED PERSONNEL EXCEPT INSTRUCTIONAL ASSISTANTS)

**RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:**

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

S	IN	U	NA

Comments: \_\_\_\_\_

**INTERPERSONAL RELATIONS:**

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

S	IN	U	NA

Comments: \_\_\_\_\_

**SUMMARY**

Overall job performance on applicable items.

S	IN	U	NA

\_\_\_\_\_  
EVALUATEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVALUATOR

\_\_\_\_\_  
DATE



## Evaluation for Classified Instructional Assistant

(INSTRUCTIONAL ASSISTANTS ONLY)

EVALUATEE \_\_\_\_\_

DATE \_\_\_\_\_

EVALUATOR \_\_\_\_\_

SCHOOL \_\_\_\_\_

<b>Standards Performance Criteria</b>	(May check more than one rating)			Professional Growth/ Comments	
	Met	Growth Needed	Not Met		
<b>Standard 1: Communicates Effectively</b>					
1.1 Communicates positively/effectively with students, co-workers, and others.					
1.2 Listens to others, showing an interest in and sensitivity to their ideas, answers and opinions.					
1.3 Speaks, communicates so others can understand.					
1.4 Displays awareness of space and proximity when communicating with others.					
1.5 Follows proper channels to address issues and problems.					
1.6 Prepares and maintains accurate, neat, and appropriate written reports and communication as requested/needed.					
1.7 Responds to others in a courteous and respectful manner.					
<b>Standard 2: Manages Time/Resources</b>					
2.1 Manages use of time and available resources property.					
2.2 Meets assigned time frames as stipulated.					
2.3 Assists supervisor and others in effective and efficient use and maintenance of materials/supplies/equipment/resources.					
2.4 Adapts behavior to accommodate changes in environment/student behaviors/climate/schedules, etc.					
2.5 Assists with and corrects situations that may be potentially or are dangerous to self, students, co-workers, and others.					
2.6 Corrects/manages student behaviors (when applicable) in a positive, effective manner.					
2.7 Follows directions in an appropriate, accurate, and timely manner.					
<b>Standard 3: Maintains Effective Interpersonal Skills</b>					
3.1 Acts and reacts to others in an effective and respectful manner.					
3.2 Displays respect when dealing with others.					
3.3 Shares pertinent information regarding students/others with appropriate school personnel.					
3.4 Operates as a "team" member to complete work assignments.					
3.5 Maintains appropriate confidentiality regarding students/co-workers/behaviors and performances.					
3.6 Displays supportive attitude toward students and co-workers.					

**Evaluation for Classified Instructional Assistant**  
(INSTRUCTIONAL ASSISTANTS ONLY)

Standards Performance Criteria	(May check more than one rating)			Professional Growth/ Comments	
	Met	Growt h Neede d	Not Met		
<b>Standard 4: Exhibits Professionalism</b>					
4.1 Displays the language, behaviors, and attitudes appropriate to a school society					
4.2 Demonstrates a positive attitude toward acquiring knowledge and skills necessary to perform duties.					
4.3 Maintains a positive attitude toward school's/District's mission and goals.					
4.4 Participates in required school/District training.					
4.5 Seeks and completes professional growth activities to improve job performance.					
4.6 Chooses vocabulary and behaviors that are appropriate models for others.					
<b>Standard 5: Meets Job Expectations</b>					
5.1 Meets expectations and requirements of local school District job description.					
5.2 Follows school/District policies and procedures as specified.					
5.3 Adheres to District expectations/criteria outlined in job description of assigned duties.					
5.4 Maintains regular, punctual attendance and adheres to work schedule.					
5.5 Follows school/District/State safety, health, and operating rules/regulations.					
5.6 Performs other assignments consistent with contract/job description.					

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
EVALUATEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVALUATOR

\_\_\_\_\_  
DATE





**Evaluation for Classified Instructional Assistant**  
**FAMILY RESOURCE YOUTH SERVICES CENTER (FRYSC) EVALUATION**  
**SUMMATIVE CONFERENCE FORM**

Center Coordinator \_\_\_\_\_ Date of Conference \_\_\_\_\_

Center Name \_\_\_\_\_

Supervisor \_\_\_\_\_ Position \_\_\_\_\_

CENTER SITE	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The center's hours of operation posted.					
2. The center has a designated place or way to interview participants so that the conversation remains confidential or not easily overheard.					
3. The center provides a safe, "family friendly" environment in which the staff can work and/or provide services.					
4. The center has an updated, accurate flyer.					
5. The center has an updated webpage and calendar that can be accessed by parents and the community.					
6. The center is clean, well maintained, and organized to provide a professional and family environment.					
ADVISORY COUNCIL	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The advisory council meets every other month. (Regular meeting dates are set at the beginning of the year, excluding June and July.)					
2. All members are to be notified and minutes recorded.					
3. The role of the advisory council during meetings is to provide input, oversight and commendations with regard to planning development, implementation and coordination of services programs, activities and finances. During the advisory council meetings, members review the following information: a. Status of action plan implementation b. Financial status, including budget balance					
4. There is regular communication between the SBDM and the FRYSC. (FRYSC should be on the SBDM Agenda once every school year during the CPP Cycle.)					
5. The center coordinator and advisory council demonstrates a good working relationship.					
ADMINISTRATION	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The center coordinator has a copy of the following items: a. Approved Continuation Program Plan and amendments b. Contract c. Administrator's Guidebook d. Job description					
2. The center coordinator has documentation of involvement with the Comprehensive School Improvement Plan (CSIP) and the District Comprehensive School Improvement Plan (CDIP).					
3. The center coordinator serves on district level committees					
4. The center coordinator engages school, district, and community partners in planning and conducting events.					
5. The center coordinator maintains good communication with building administration through written, oral, and face-to-face communication.					
6. The center coordinator submits the following monthly: Infinite Campus entries; and budget amendments/reports and Advisory Council minutes within FRYSC Counts.					

**Evaluation for Classified Instructional Assistant**

RECORD KEEPING	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The center coordinator has a current needs assessment with appropriate questions.					
2. The assessment includes a process for identifying those families most in need of services.					
3. Each activity is outlined on a FRYSC Large Group Activity Form with participant sign in sheets.					
4. The center coordinator maintains a Daily Contact Log.					
5. The center coordinator maintains documentation of services for accountability to the district and Cabinet for Health and Family Services through Infinite Campus and DFRYSC data system.					
6. The center coordinator maintains an inventory of FRYSC and district equipment and resources located in the FRYSC Center.					
7. The center coordinator requires that records in the computer and /or file cabinets be secured and confidential.					
1. The student/family records contain the following items: a. Participant information b. Parental/guardian consent to participate forms c. Confidentiality and/or consent to case conference forms					
8. Service activity and referrals					
9. The center coordinator maintains confidentiality.					
PERSONAL AND PROFESSIONAL QUALITIES	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The center coordinator is punctual and has regular attendance					
2. The center coordinator maintains a neat and professional appearance.					
3. The center coordinator show enthusiasm for job (prepared to work).					
4. The center coordinator is punctual for all assignments.					
5. The center coordinator accepts constructive criticism.					
6. The center coordinator exhibits good work habits					
7. The center coordinator interacts with staff members effectively.					
8. The center coordinator models appropriate behavior patterns.					
9. The center coordinator follows policy of the school, district, & state.					
10. The center coordinator completes records, reports, inventories, and requisitions in an accurate and timely manner.					
11. The center coordinator performs professional responsibilities and duties as outlined by the center's work plan and as requested by district/building administrators (as they conform to FRYSC's mission of removing barriers to learning).					
12. The center coordinator upgrades own professional knowledge and skills through readings, workshops, training sessions, and conferences.					
13. The center coordinator demonstrates professionalism					
BUDGET	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The center coordinator keeps an updated balance of grant fund expenditures. The center coordinator keeps monthly detailed MUNIS reports on file.					
2. The center coordinator keeps records of grant fund balance; these match the districts' ledger.					
3. The center coordinator turns in a current inventory to the district each fiscal year.					
4. The advisory council, District Contact and Regional Program Manager approve non-expendables over \$500.00, expendables and subcontracts over \$1,000.00.					
5. The advisory council, District Contact and Regional Program Manager approves all single purchases \$500.00 and over.					
6. The center coordinator supervises the requisition, inventory, and distribution of supplies and materials necessary for the operation of the center.					
7. The center coordinator writes grants to supplement the center budget to provide services for students and families.					



### Evaluation for Classified Instructional Assistant

SCHOOL ENVIRONMENT	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The center coordinator demonstrates a timely and positive customer service.					
2. The center coordinator acts as a resource person to students.					
3. The center coordinator acts as a resource person to school staff.					
4. The center coordinator makes <u>all</u> students aware of <u>all</u> services provided by the center.					
5. The center coordinator provides the correct documentation for attendance (i.e. sign – in and sign-out sheets in the school office, emails to staff if absent or out of center office, calendar of work days, etc.) This documentation is completed in the appropriate amount of time.					
6. The center coordinator maintains confidentiality.					
7. The center coordinator demonstrates a good working relationship with the school principal and school staff.					
8. The center coordinator collaborates with school personnel to identify students in need of services by collaborating with other agencies.					
9. The center coordinator assists students and/or families in obtaining appropriate community resources.					
10. The center coordinator demonstrates a positive and caring attitude and behavior.					
11. The center coordinator exhibits a positive and professional attitude toward staff, students, parents, and community members.					
12. The center coordinator collaborates with appropriate agencies to provide services for students, parents, families, the school, and the community.					
13. The center coordinator establishes and follows defined on-site hours for the center and informs principal and/or school personnel of necessary meetings and activities scheduled outside the center.					
MEETINGS/PLANS/NEEDS ASSESSMENT/MISCELLANEOUS	Meets	Meets With Growth Needed	Does Not Meet Growth Needed	N/A	Activities Discussed
1. The center coordinator attends district meetings regularly.					
2. The center coordinator attends regional meetings regularly. (This depends on how many meetings the Regional Program Manager schedules;					
3. The center coordinator attends state, district, and/or regional-mandated trainings					
4. The center coordinator has the current Program Plan-Implementation and Result (I & R) report approved on the Advisory Council Meeting agenda as an informational item once annually. The center coordinator has the grant application approved on the SBDM council meeting agenda prior to the Board of Education agenda in accordance with CPP cycle (every two years).					
5. The center coordinator develops, implements, and evaluates yearly a plan which includes goals and objectives for the Family Resource and Youth Service Center.					
6. The center coordinator conducts a needs assessment as a part of the program planning process.					
7. The center coordinator interprets and carries out the Policies established by the Board of Education, the Kentucky State Board of Education, the Kentucky Revised Statutes and the Kentucky Administrative Regulations, and Federal law.					





**Evaluation for Classified Instructional Assistant**

Overall does the employee meet the designated performance standards?  Yes  No

Would you recommend this employee for re-employment?  Yes  No

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Growth and Development: Activities in which the employee has participated which could increase job effectiveness. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Improvement in the areas noted on this evaluation can be achieved by the following:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.**

\_\_\_\_\_  
**Employee's Signature                      Date**

\_\_\_\_\_  
**Supervisor's Signature:              Date**

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluation for Classified Instructional Assistant**

**FAMILY RESOURCE YOUTH SERVICES CENTER (FRYSC) ASSISTANT**  
**EVALUATION SUMMATIVE CONFERENCE FORM**

<u>Performance Responsibilities &amp; Evaluation Criteria</u>	<u>Meets</u>	<u>Meets With Growth Needed</u>	<u>Does Not Meet Growth Needed</u>	<u>N/A</u>	<u>Activities Discussed</u>
1. <u>Maintains good communication with building administration, the Family Resource Center Director(s), and FRYSC District Contact through written, oral, and face-to-face communication.</u>					
2. <u>Provides resources and referrals to students, families, and staff as needed.</u>					
3. <u>Supports FRC Coordinator(s) to serve as a liaison between home, school, and community service agencies through telephone calls, and/or home visits as needed.</u>					
4. <u>Supports FRC Coordinator(s) in recordkeeping by compiling records, reports, inventories, and requisitions in an accurate and timely manner as needed.</u>					
5. <u>Maintain confidentiality of students and families.</u>					
6. <u>The FRC assistant is punctual and has regular attendance.</u>					
7. <u>The FRC assistant maintains a neat and professional appearance.</u>					
8. <u>The FRC assistant shows enthusiasm for the job (prepared to work).</u>					
9. <u>The FRC assistant is punctual for all assignments.</u>					
10. <u>The FRC assistant exhibits good work habits.</u>					
11. <u>The FRC assistant interacts with staff members effectively.</u>					
12. <u>The FRC assistant performs professional responsibilities and duties as outlined in the job description and as requested by district/building administrators (as they conform to FRYSC's mission of removing barriers to learning).</u>					
13. <u>The FRC assistant attends district FRYSC meetings regularly.</u>					
14. <u>The FRC assistant demonstrates professionalism.</u>					
15. <u>The FRC assistant follows policy of the school, district &amp; state.</u>					
16. <u>The FRC assistant is flexible and comfortable with schedule changing depending on needs at schools served.</u>					

**Evaluation for Classified Instructional Assistant**

**FAMILY RESOURCE YOUTH SERVICES CENTER (FRYSC) ASSISTANT  
EVALUATION SUMMATIVE CONFERENCE FORM**

Overall does the employee meet the designated performance standards?  Yes  No

Would you recommend this employee for re-employment?  Yes  No

Comment:  
\_\_\_\_\_  
\_\_\_\_\_

Growth and Development: Activities in which the employee has participated which could increase job effectiveness.  
\_\_\_\_\_  
\_\_\_\_\_

Improvement in the areas noted on this evaluation can be achieved by the following:  
\_\_\_\_\_  
\_\_\_\_\_

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**RELATED PROCEDURE:**

03.28 AP.22