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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does the School District where you reside presently employ you? 🞏 Yes 🞏 No
2. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever been a member of any local Board of Education in Kentucky? 🞏 Yes 🞏 No

If so, which District \_\_\_\_\_\_\_\_\_\_\_\_ and when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

1. Do you currently hold any elective federal, state, county, or city office? 🞏 Yes 🞏 No

If yes, please identify. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# POWERS AND DUTIES OF BOARD OF EDUCATION $01.3 AP.21

# (Continued)

Application for Board Vacancy

1. Do you serve on any county, city, or joint agency government boards? 🞏 Yes 🞏 No

If yes, please describe. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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

1. Have you completed at least the twelfth (12th) grade or been issued a High School Equivalency Diploma? 🞏 Yes 🞏 No
2. 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 (12th) grade, a transcript evidencing completion of the twelfth (12th) grade, or if appropriate, the results of a twelfth (12th) grade equivalency examination.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. List schools or school related activities in which you are currently involved or with which you have had previous involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Work Experience (Please provide employment history and attach current resume.)
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer Address

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Date of Employment Duties

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Employer Address

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Date of Employment Duties

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Date of Employment Duties

# POWERS AND DUTIES OF BOARD OF EDUCATION $01.3 AP.21

# (Continued)

Application for Board Vacancy

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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# POWERS AND DUTIES OF BOARD OF EDUCATION $01.3 AP.21

# (Continued)

Application for Board Vacancy

1. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# POWERS AND DUTIES OF BOARD OF EDUCATION $01.3 AP.21

# (Continued)

Application for Board Vacancy

County Clerk’s Certification

Residence and Voter Registration for School Board Appointment

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who resides at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Address

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

Certified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Clerk’s Office Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Related Procedure:

01.3 AP.2

EXPLANATION: SB 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

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 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  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 |  | ✓ |  |  |

PERSONNEL $03.19 AP.23

(Continued)

**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 Situation training each year by November 1. | 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 |  |  | ✓ |  |
| Automated external defibrillators (AEDs), training on use of such. | KRS 158.162  KRS 311.667 | 03.1161/03.2241  05.4/09.311/09.224 |  |  | ✓ |  |
| School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)  School Principal training on procedures for completion of the required school security risk assessment. | KRS 158.4412 | 05.4 |  |  | ✓ |  |
| 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 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: Provide two (2) suicide prevention awareness lessons each school year.  Staff training for student suicide prevention training: Minimum of one (1) hour i each school year . [Employees with job duties requiring direct contact with students in grades four (4) through twelve (12).] | KRS 156.095; KRS 158.070 | 09.22 |  |  | ✓ |  |
| 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. | KRS 158.4451 | 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 $03.19 AP.23

(Continued)

**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 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 multi-tiered system of supports upon District request. | KRS 158.305 |  |  |  | ✓ |  |

PERSONNEL $03.19 AP.23

(Continued)

**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 sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, or is required to register as a sex offender;
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

# PERSONNEL $03.21 AP.254

# (Continued)

Driving Record Violations and Personnel Actions

Current Employees (continued)

1. 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 R04.2 AP.1

Depositories

Selection of Depository(ies)

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

Invitation to Bid

Every two (2) years, 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 AF05.4 AP.1

Use of Automated External Defibrillators (AEDs)

**NOTE:** If an AED is not immediately available, perform CPR until AED arrives on the scene.

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.

Purpose of Procedure:

To provide trained employees of the District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

During School Hours:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist.
2. Determine responsiveness of victim. (tap and shout)
3. Activate emergency system:
4. At any phone, dial 911.
5. Call main office and alert them to emergency and location of unconscious person.
6. Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene.
7. The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim’s location.

4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:

1. Checks for no breathing or only gasping for minimum of five (5) seconds and maximum of ten (10) seconds.
2. If no breathing, expose chest by removing clothes and apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

**NOTE:** If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform two (2) minutes of infant/child CPR prior to activating the emergency response system and getting the AED.

1. Turn on the AED.

# SCHOOL FACILITIES AF05.4 AP.1

# (Continued)

Use of Automated External Defibrillators (AEDs)

During School Hours (continued)

1. Apply electrode pads (according to diagram on back of electrode pads) to victim’s bare chest:
2. Peel electrode pads, one at a time, from the backing or liner.
3. Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
4. Wipe chest clean and dry if victim’s chest is dirty or wet.
5. Press electrode pads firmly to skin.

**NOTE:** If victim is under eight (8) years old or under 25 kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, b, c, and d. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for a minute, and the child is over one (1) year old, you may use regular adult pads. Do not delay treatment to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

1. Stand clear of victim while machine evaluates victim’s heart rhythm.
2. Refrain from using portable radios or cell phones within four (4) feet of victim while AED is evaluating heart rhythm.

Shock Advised

1. Clear area, making sure no one is touching the victim.
2. Push SHOCK button when prompted. (If the AED is a fully automatic unit, the shock occurs without rescuer interaction.)
3. Device will analyze the victim’s heart rhythm and shock up to three (3) times.
4. After three (3) shocks device will prompt to check for pulse (or for breathing and movement) and, if absent, start CPR.
5. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one (1) minute.
6. Device will count down two (2) minutes of CPR and will automatically evaluate victim’s heart rhythm when CPR time is over.

No Shock Advised

1. Device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
2. If pulse or signs of circulation such as normal breathing and movement are present, perform CPR for one (1) minute.
3. If pulse or signs of circulation are present, check for normal breathing.
4. If victim is not breathing normally, give rescue breathing according to training.
5. AED will automatically evaluate victim’s heart rhythm after two (2) minutes.
6. If victims regain signs of circulation, such as breathing or movement, place them on their side in the recovery position, and monitor their breathing closely.

# SCHOOL FACILITIES AF05.4 AP.1

# (Continued)

Use of Automated External Defibrillators (AEDs)

No Shock Advised (continued)

1. Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives.
2. Victim must be transported to hospital.
3. Leave AED attached to victim until EMS arrives, and disconnect AED.
4. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.

After School Hours

1. Athletic trainer-covered events:
2. Determine unresponsiveness
3. Activate emergency system:

* At any phone, dial 911.
* Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.

1. If present, the athletic trainer or designee will retrieve the AED.
2. If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
3. Follow procedure outlined above. See During School Hours section starting with 4a.
4. Other school events (if AED is available)
5. Determine responsiveness.
6. Activate emergency system:

* At any phone, dial 911.
* Alert the supervising staff member of the emergency.

1. If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
2. Follow procedure outlined above. See School Hours section starting with 4a.

After Use

1. A copy of AED use information will be sent within 24 hours (weekdays) of the emergency to the

AED Program Coordinator

1. The responder will document the event using the District accident form and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
2. The AED will be wiped clean according to manufacturer guidelines.

# SCHOOL FACILITIES AF05.4 AP.1

# (Continued)

Use of Automated External Defibrillators (AEDs)

After Use (continued)

1. Electrode pads must be replaced and reconnected to the device (electrode pads and CHARGE-PAK charging unit must be replaced in the LIFEPAK CR Plus AED).
2. Contents of the resuscitation kit must be replaced if used.
3. Critical Event Stress debriefing will be conducted by the :

AED Program Coordinator

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 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 policies 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: 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

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Last Name First Name Middle Initial***

General nature of the alleged violation:

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

*Date*

🞏 District law enforcement agency

🞏 Local law enforcement agency; 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: |

Information for Student Reported:

Birthdate \_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Last Name First Name Middle Initial***

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Last Name First Name Middle Initial***

Birthdate \_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Last Name First Name Middle Initial***

Parent/Guardian Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# STUDENTS $09.2211 AP.21

# (Continued)

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

*Date Number*

reportable under KRS 158.156.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of School Signature of Principal*

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 a 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 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.

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