



Bullitt County Public Schools

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Shepherdsville, Kentucky 40165

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www.bullittschools.org

TO: Keith Davis, Superintendent
FROM: Becky Sexton *BSexton*
DATE: June 4, 2018
RE: 2018 KSBA Procedure Update (#22)

Please see the attached 2018 KSBA Procedure Updates that have been reviewed by Central Office Leadership. The requested additions and/or modifications have been revised to suit the needs of the district.

If you need additional information, please let me know.

*OK / or from
P*

KSBA Procedure Service

2018 Procedure Update (#22) Checklist

District: Bullitt County Schools

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

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
01.91 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
01.911 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
01.9111 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
02.14 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.11 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.121 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.121 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.18 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.21 AP.254	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.221 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.45 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.32 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.133 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.12 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.224 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.1322 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.2322 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.2323 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<u>09.434 AP.2</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
<u>09.121 AP.21</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

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

Superintendent's Signature

Date

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

<u>09.423 AP.21</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<u>09.14 AP.251</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<u>09.224 AP.21</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<u>08.22 AP.2</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<u>09.36 AP.1</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<u>09.36 AP.212</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>09.36 AP.23</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.91 AP.1

Charter School Authorization

AUTHORIZER DUTIES

Under KRS 160.1594, a public charter school authorizer shall:

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

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

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

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

Charter School Authorization**AUTHORIZER DUTIES (CONTINUED)**

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

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

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

EXPLANATION: CHARTER STATUTES AND REGULATIONS REQUIRE BOARDS AS AUTHORIZERS TO HAVE AN APPLICATION PROCESS POLICY AND PROCEDURE.

FINANCIAL IMPLICATIONS: DEPENDENT UPON AUTHORIZATION OF A CHARTER SCHOOL

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.911 AP.1

Charter School Application

The charter school application shall include the following:

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

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

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

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

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

REFERENCE:

701 KAR 8:020

EXPLANATION: CHARTER STATUTES AND REGULATIONS REQUIRE BOARDS AS AUTHORIZERS TO HAVE A CONTRACT POLICY AND PROCEDURE.

FINANCIAL IMPLICATIONS: DEPENDENT UPON AUTHORIZATION OF A CHARTER SCHOOL

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.9111 AP.1

Charter School Contracts

CONTRACT PERFORMANCE

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

CONTRACT REQUIREMENTS FOR SCHOOL PRE-OPENING

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

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

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

CONTRACT FINANCIAL REQUIREMENTS

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

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

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

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

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

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

CONTRACT REQUIREMENTS FOR SCHOOL CLOSURE

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

CONTRACT ENROLLMENT REQUIREMENTS

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

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

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

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

Charter School Contracts

CONTRACT REQUIREMENTS FOR EDUCATION SERVICE PROVIDERS (CONTINUED)

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

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

CONTRACT APPROVAL BY THE COMMISSIONER OF EDUCATION

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

EXPLANATION: KDE CONTINUES TO MAINTAIN STATUTORY AUTHORITY FOR APPROVAL OF ALL SUPERINTENDENT EVALUATION PLANS PER KRS 156.557, HOWEVER, IT IS OUR UNDERSTANDING THAT KDE WILL NO LONGER BE REQUIRING ADHERENCE TO THE RECENT SPGES MODEL. BOARDS MAY CONTINUE INCORPORATING THE BEST PRACTICES FROM THE SPGES MODEL IF THEY SO CHOOSE. IF BOARDS DEVELOP THEIR OWN EVALUATION PLAN, IT MUST BE MEANINGFUL AND TIED TO GOALS THAT IMPACT STUDENT ACHIEVEMENT, GAP CLOSURE, AND OTHER ITEMS THAT ARE RELEVANT TO THE SUCCESS OF STUDENTS IN EACH DISTRICT. AT THE TIME OF THIS UPDATE, THE KSBA MODEL ALIGNED WITH THE FORMER SPGES STANDARDS, IS UNDER REVIEW BY THE KENTUCKY DEPARTMENT OF EDUCATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.14 AP.2

Evaluation of the Superintendent

~~The Board will utilize the Kentucky Department of Education evaluation instrument and procedures for the Superintendent Professional Growth and Effectiveness System (SPGES). The instrument and procedures may be found at the link below. Subject to the approval of the Kentucky Department of Education (KDE).~~ **The Board may utilize locally developed superintendent evaluation procedures.**

~~<http://education.ky.gov/teachers/PGES/SPGES/Pages/Early-Info.aspx>~~

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

PERSONNEL

03.11 AP.1

Hiring

The following procedures are utilized in personnel action.
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RECRUITMENT

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

1. Working through regional and state colleges and universities via job fairs, field placements, student teaching placements, and clinical placements;
2. Working with state educational associations and the state department of education; and
3. Advertising through appropriate media.

POSTING

Vacancies shall be posted in the Central Office, via the online application system and on KEPS, Kentucky Educator Placement Service.

All postings at the local level shall be made within five (5) working days of each certified vacancy opening. The closing date for receiving applications shall be listed when vacancies are posted.

CERTIFIED VACANCIES

The Superintendent/designee shall notify the Chief State School Officer of the vacancy at least ~~fifteen (15)~~ thirty (30) days prior to filling the position. When such a vacancy needs to be filled in fewer than ~~fifteen (15)~~ thirty (30) days to prevent disruption of necessary instructional or support services, a waiver may be requested from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected has been approved by the Chief State School Officer.

APPLICATIONS

Applications should be completed online via the online application system, accompanied by transcripts and certificates, and filed in the office of the Superintendent as appropriate.

GENERAL SELECTION FACTORS (APPLICABLE TO ALL CERTIFIED APPLICANTS)

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

- Certification (when required for the position)
- Educational background
- Previous work experience
- Recommendations
- Personal characteristics exhibited during the interview process
- Ability to communicate
- Ability to work cooperatively with others
- Applicant's educational philosophy
- Knowledge of work area or subject matter

Hiring**EMPLOYMENT (CONTINUED)**

- The Human Resources staff shall check certification of applicants via the Education Professional Standards Board/Kentucky Educator Certification Inquiry (EPSB KECI) link, review the online applications, and notify the Principal in writing which applicants may be interviewed. The Principal shall retain a copy of the written notification for his/her records.

Note: New graduates may be interviewed prior to receiving a Statement of Eligibility but must present one in order to be hired.

Applicants receiving Alternative Certification may be interviewed but the District must receive a letter from the university verifying current acceptance in an Alternative Certification program in order to be hired.

- The individual candidate who is selected through consultation with the site-based council (if the school has one) is submitted to the Superintendent for employment via the online application system.
- The Human Resources staff shall recheck the applicant's certification and process the recommendation.
- The name of the selected candidate is placed on a personnel activity report and sent to the Superintendent for his/her signature.
- Upon signature by the Superintendent, the employment becomes official.
- The personnel activity report of personnel action is submitted to the Board of Education at the next regularly scheduled meeting.

CONTRACT

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

RESIGNATIONS

- Letter(s) of resignation are submitted to the Superintendent.
- Personnel office posts the position and notifies the Kentucky Department of Education of vacancy.
- Resignation is placed on personnel activity report.
- Personnel activity report is presented to the Superintendent for his/her signature.
- Upon signature by the Superintendent, the action becomes official.
- If an individual determines that s/he desires to withdraw his/her resignation prior to the official acceptance by the Superintendent, a meeting with the Superintendent and immediate supervisor commences to make a final determination relative to the resignation being accepted.
- When the above occurs, the posting of the position is withdrawn and notification of the withdrawal is reported to the Kentucky Department of Education for removal from their list.

PERSONNEL

03.11 AP.1
(CONTINUED)

Hiring

Memo

To: Name: _____

Location: _____

From: BCPS Human Resource Department

→ Resources

Date: _____

Re: Interview Memo

→ The following applicants are eligible to be interviewed for the position of _____

at _____ (Posting # _____)

- _____
- _____
- _____

The Superintendent has authorized me to send the following applicants as eligible candidates to be interviewed

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

FINANCIAL IMPLICATIONS: COST OF HIGHER SALARIES

PERSONNEL

03.121 AP.1

- CERTIFIED PERSONNEL -

Salaries

SALARY SCHEDULE DEVELOPED AND APPROVED

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

The single salary schedule shall meet state requirements for Ranks I, II, III, IV, and V, provide employment for the school term as set by the Board in keeping with statutory requirements and contain experience categories.

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

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

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

DIRECT DEPOSIT OF PAYROLL

1. Direct deposit will be available to all employees, including full-time, part-time, and substitute employees.
2. Employee pay will be sent to the bank or credit union of the employee's choice.
3. The Board depository will provide a free checking account to any employee that signs up for direct deposit and currently has no checking account. This account will include 200 free checks and a free debit card.
4. Direct deposit will be mandatory for current employees.
5. Direct deposit will be mandatory for all new personnel employed July 1, 2005, or afterward, unless a court order is in effect forbidding an employee's possession of a checking account.
6. Pay will be available to employees at the opening of the employee's bank on Board designated pay dates.
7. To eliminate double payrolls, when the pay date falls during a scheduled break, funds for those on direct deposit will be credited on that pay date.
8. KRS 160.291 requires that the Board pay an employee any remaining salary owed prior to the end of the fiscal year upon completion of the employee's duties. By June 30th, all salary owed to employees for work performed during the school year will be deposited in the employee's bank account.

Salaries**SALARY FOR PERSONNEL WHO RESIGN**

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

EXTENDED EMPLOYMENT

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

EXTENDED CALENDAR WORK PLAN

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

AMENDMENT TO EXTENDED CALENDAR WORK PLAN

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

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

PERSONNEL

03.121 AP.22

- CERTIFIED PERSONNEL -

Personnel Documents

EMPLOYEE'S NAME _____ POSITION/WORK SITE _____

REQUIREMENTS

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

- ☐ **TEACHING CERTIFICATE:** An official copy of the certified staff member's certificate or a cover letter that is valid for the current year from the Department of Education, Division of Certification.
- ☐ **TRANSCRIPTS:** Official copies of college/university credits and standardized test results.
- ☐ **ONLINE APPLICATION (INCLUDING REFERENCES, A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- ☐ **SIGNED CONTRACT (WITH LETTER OF NOTIFICATION OF EMPLOYMENT)**
- ☐ **RANK STATUS:** Verification of current Rank Status.
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is past teaching or administrative experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ☐ **HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE TEACHERS' RETIREMENT SYSTEM:** Each regular full time certified employee must file a membership application with teacher retirement if they are not already a member or if they have previously withdrawn their account.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **VERIFICATION OF TRANSFERABLE SICK LEAVE:** Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes. There cannot be a break in service for sick leave to transfer.

Personnel Documents**REQUIREMENTS (CONTINUED)**

- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New certified employees must be fingerprinted at the Central Office.
- ☐ **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.
- ☐ **DRIVING RECORDS CHECK FORM:** Required by the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ☐ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

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

EXPLANATION: CHANGES TO 704 KAR 3:370 REMOVE THE PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM AND ESTABLISH A STATEWIDE FRAMEWORK FOR PERSONNEL EVALUATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.18 AP.22

-CERTIFIED PERSONNEL-

Evaluation Committee/Evaluators and Observers

EVALUATION COMMITTEE TASKS

An Evaluation Committee consisting of an equal number of teachers and administrators shall develop the certified evaluation plan, the personnel evaluation procedures and forms meeting all requirements of the Kentucky Framework for Personnel Evaluation.

The following tasks have been completed by the Evaluation Committee, which shall consist of equal numbers of teachers and administrators:

1. Developing the processes to be used in formative and summative evaluations for certified positions below the level of District Superintendent.
2. Developing all forms associated with the evaluation process.
3. Establishing a procedure for certified employees to review their summative evaluation.
4. Developing plan for providing assistance to certified employees in formulating their professional growth plans.

TRAINING AND TESTING OF EVALUATORS AND OBSERVERS

In meeting the evaluation requirements of KRS 156.557 and 704 KAR 3:370, evaluators shall be trained, tested, and approved according to the District's certified evaluation plan, on a four (4) year cycle, and observers shall be trained as follows:

Year one (1) of the District's evaluator training cycle shall include the following training requirements: Evaluator training shall include:

- a) Initial certified evaluation training and testing provided by the Kentucky Department of Education or provider approved by the Department;
- b) Training on KRS 156.557 and 704 KAR 3:370;
- c) Training in identifying effective teaching and management practices, in effective observation and conferencing techniques, in development of student growth goals, in providing clear and timely feedback, in establishing and assisting with a professional growth plan, and in summative decision techniques; and
- e)d) A minimum of six (6) hours annually of personnel evaluation system training approved by the Instructional Leadership Improvement Act established in 704 KAR 3:325.
- d) Training provided by KDE for all certified administrator evaluators who have never evaluated certified school personnel; and

Training, for all other evaluators, by a provider who has been approved by KDE as a trainer for the Instructional Leadership Improvement Program established in 704 KAR 3:325.

Evaluation Committee/Evaluators and Observers**TRAINING AND TESTING OF EVALUATORS AND OBSERVERS (CONTINUED)**

~~Year one (1) of the District's evaluator training cycle shall include the following testing requirements:~~

- ~~a) An evaluator shall successfully complete testing of research-based and professionally accepted teaching and management practices and effective evaluation techniques;~~
- ~~b) The testing shall be conducted by KDE or an individual or agency approved by KDE; and~~
- ~~c) The testing shall include certification as an observer through the KDE-approved observer certification process for an evaluator who is evaluating teachers or other professionals.~~

~~KDE shall issue year one (1) approval as an evaluator upon the evaluator's successful completion of the required evaluation training and testing program and successful completion of observer certification.~~

~~Years two (2) and three (3) of the District's evaluator training and testing cycle shall include a minimum of six (6) hours in each year and shall include:~~

- ~~a. Observer calibration training, in the KDE-approved technology platform, for all evaluators who observe teachers or other professionals, for the purpose of evaluation;~~
- ~~b. Update training on personnel evaluation statutes and administrative regulations; and~~
- ~~c. Training for evaluators on any changes to the personnel evaluation system and certified evaluation plan, policies, or procedures.~~

~~Year four (4) of the District's evaluator training and testing cycle shall include refresher evaluator training and, if evaluating teachers or other professionals, recertification training and testing.~~

TRAINING AND TESTING OF OBSERVERS

The District certified evaluation plan may require the use of additional trained administrative personnel to observe and provide information to the evaluator. Peer observations may be used as a source of evidence only if requested by the teacher or other professional and would be used to inform summative ratings.

The District shall require authorized peer observations to complete the KDE-approved peer observer training be performed by individuals who are trained in peer observation techniques and responsibilities prior to the first such observation at least once every three (3) years. Peer observation training shall include training in effective observation and conferencing techniques and the roles and responsibilities of peer observers, evaluatees, and certified school personnel.

DISTRICT CONTACT

The District shall designate a contact person responsible for monitoring evaluator training and for implementing the system.

EXPLANATION: SB 236 (2017) AMENDED KRS 160.380 TO REQUIRE EMPLOYEES TO REPORT TO THE SUPERINTENDENT WHEN THEY HAVE BEEN FOUND BY THE CABINET FOR HEALTH AND FAMILY SERVICES TO HAVE ABUSED OR NEGLECTED A CHILD. SB 101 (2018) HAS AN EMERGENCY CLAUSE MAKING THE AMENDMENTS CURRENTLY EFFECTIVE.
FINANCIAL IMPLICATIONS: POSSIBLE COST OF TERMINATION HEARINGS

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

NEW/RETURNING BUS DRIVERS

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job.

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 of alcohol or any illegal drug.

CURRENT EMPLOYEES

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

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for DUI/DWI;
7. Conviction for reckless or careless driving;
8. Citation for any moving motor vehicle violation that includes either DUI/DWI and reckless driving;

(A minor motor vehicle violation such as failing to make a full stop at a traffic signal need not be reported to the Superintendent.)

9. Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165; or
10. 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

11. Other criminal or moving vehicle violation, as determined by Superintendent/ designee to bear a reasonable relationship to the ability of the individual to perform the job.

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

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

PERSONNEL

03.221 AP.22

- CLASSIFIED PERSONNEL -

Personnel Documents

EMPLOYEE'S NAME _____ POSITION/WORK SITE _____

REQUIREMENTS

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

- ☐ **HIGH SCHOOL DIPLOMA (OR HIGH SCHOOL EQUIVALENCY DIPLOMA OR PROOF OF PROGRESS TOWARD HIGH SCHOOL EQUIVALENCY DIPLOMA FOR STAFF EMPLOYED AFTER 7/31/90)**
- ☐ **ONLINE APPLICATION (INCLUDING REFERENCES, A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- ☐ **CERTIFICATION (I.E., CDL FOR BUS DRIVERS) OR LICENSURE, WHERE APPLICABLE**
- ☐ **SIGNED CONTRACT (WITH LETTER OF NOTIFICATION OF EMPLOYMENT)**
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ☐ **HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. This form is required annually for school bus drivers, as are required drug testing results. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New classified employees must be fingerprinted at the Central Office.
- ☐ **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.
- ☐ **DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ☐ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.

Personnel Documents**REQUIREMENTS (CONTINUED)**

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

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

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

SCHOOL FACILITIES

05.45 AP.1

Crowd Control

PRINCIPAL'S AUTHORITY RESPONSIBILITY

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

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

RELATED POLICIES:

05.3
09.311
09.35

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

TRANSPORTATION

06.32 AP.1

Eligibility for Transportation

STUDENTS WITH DISABILITIES

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

CAREER AND TECHNICAL STUDENTS

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

DISTANCE LIMITATIONS

Three (3)- and (4)-year-old preschool children and students with disabilities are not required to meet the distance specifications in Policy 06.32 to be eligible for school transportation.

PRESCHOOL TRANSPORTATION

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

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

CHILDREN IN FOSTER CARE

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

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

Eligibility for Transportation

CHILDREN IN FOSTER CARE (CONTINUED)

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

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

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

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

DEFINITIONS

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

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

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

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

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

Eligibility for Transportation

REFERENCES:

⁺ ~~Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care~~

¹ ~~New Section of KRS 199.800 to 199.805~~

KRS 605.120

922 KAR 1:350

42 U.S.C. § 675(4)(A)

20 U.S.C. § 6311(g)(1)(E)

20 U.S.C. § 6312(c)(5)

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

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

FINANCIAL IMPLICATIONS: POSSIBLE TRANSPORTATION AND MATERIAL/PROGRAM COSTS

CURRICULUM AND INSTRUCTION

08.133 AP.1

Extended School/Direct Student Services

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

ELIGIBILITY FOR EXTENDED SCHOOL SERVICES

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

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

SELECTION FOR EXTENDED SCHOOL SERVICES

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

NOTIFICATION TO PARENTS OF EXTENDED SCHOOL SERVICES

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

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

STUDENTS ATTENDING PRIVATE, PAROCHIAL OR HOME SCHOOLS

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

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

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

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

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

REFERENCES:

KRS 158.6459
704 KAR 3:390
P.L. 114-95. (Every Student Succeeds Act of 2015)

RELATED PROCEDURE:

08.133 AP.2

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EXPLANATION: REVISIONS TO 704 KAR 7:090 ADD FOSTER CARE LIAISON.
FINANCIAL IMPLICATION: NONE ANTICIPATED

STUDENTS

09.12 AP.1

Student Enrollment Procedures

Below is a list of acceptable documents to establish residency in Bullitt County as well as within appropriate school district boundaries.

Establish Guardianship: If there is a custody agreement, the school will need a copy of the most current agreement/court order. Then:

1. Copies of parent's/guardian's current drivers license (or current state issued photo identification card) reflecting the appropriate address in Bullitt County and your school's district (KRS 186.540). The parent/guardian must be living in the household with the student.

Once the current driver's license has been provided, ~~one~~^{two} additional forms of proof must be submitted. THE LIST BELOW CONTAINS ~~THE~~ ACCEPTABLE ITEMS TO ESTABLISH RESIDENCY:

2. Current vehicle registration that matches the driver's license submitted
3. Current employee check stub – must have current address
4. Voter registration card
5. Government agency correspondence – must have current address
6. Utility bill: Current electricity, gas or water bill – must have current address
7. Authentic home builder contract, lease, closing statement, or other home dwelling document

REQUIRED DOCUMENTS FOR ENROLLMENT

1. Birth Certificate [Required]. If the parent does not have one upon entry, the parent may complete the state form, submit a check or money order, and address to the school. This will suffice for enrollment. The school will then receive the certificate, copy for school records, and return the original to the parent (KRS 158.032). <http://chfs.ky.gov/dph/vital/birthcert.htm>
2. Current Immunization Record [Required for Preschool and Kindergarten students upon initial enrollment.] Students enrolling in the District from other counties in Kentucky are required to have a current immunization certificate upon enrollment. Students enrolling from out-of-state will have two (2) weeks to provide immunization information on a Kentucky form; however, if not submitted to the school within this timeframe, the school will need to notify the parent that the child cannot return to school until the current immunization record is submitted to the school (KRS 158.035, KRS 214.034, Policy 09.211, & Policy 09.121).
3. Physical/Preventive Health Care Examination – (Initial Entry in a Kentucky School/Entry into Sixth Grade) A completed physical on a Kentucky health form or an appointment card noting a physical within the next 30 (thirty) days must be submitted. The parent may have up to 30 (thirty) additional days for this; however, if not submitted to the school within this timeframe, the school will need to notify the parent that the child cannot return to school until the physical is submitted to the school (KRS 156.160, 704 KAR 4:020, Policy 09.211).

Student Enrollment Procedures**REQUIRED DOCUMENTS FOR ENROLLMENT (CONTINUED)**

4. Eye exam by January 1 of the first year that a three (3), four (4), five (5) or six (6) year old child is enrolled in a public school, preschool or Head Start program (KRS 156.160, 704 KAR 4:020, Policy 09.211).
5. Evidence of a dental screening or examination shall be required by January 1 of the first year that a five (5) and six (6) year old is enrolled. (KRS 156.160, Policy 09.211)

►The school counselor shall make every effort to assist the parents in obtaining needed documentation. School staff should contact the appropriate District social worker to assist with families having difficulty providing required documentation or for military families unable to provide required documentation in the given timelines. Depending on the situation, absences resulting from a child being excluded from school may be designated as unexcused absences. Referrals will be made to the director of pupil personnel for final notice prior to exclusion from school and possible court action. School staff must immediately report information, to the pupil personnel office, on any student not enrolled as a result of failing to provide current documentation.

*The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

For additional information see Policies 09.12 and 09.121 and corresponding procedures.

CHILDREN IN FOSTER CARE

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

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

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

FINANCIAL IMPLICATIONS: COST OF TRAINING

STUDENTS

09.224 AP.1

Emergency Medical Care Procedures

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

EMERGENCY INFORMATION

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

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

MEDICAL EMERGENCY PROCEDURES

The following procedures shall be used in a medical emergency:

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

Emergency Medical Care Procedures**SUPPLIES/PERSONNEL**

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
3. Pursuant to Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders and the required documentation pursuant to KRS 158.838 has been provided to the student's school, shall have on duty during the school day at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or FDA-approved seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA as prescribed by the student's health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
4. As for school-related activities, the activity sponsor shall notify the Health Services Coordinator in writing at least six (6) weeks prior to the activity to enable the Health Services Coordinator to make any necessary arrangements to ensure that a licensed medical professional or appropriately trained school employee may be present for the activity.
5. The parent or guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student's treating physician, which shall be kept on file in the office of the school nurse or school administrator.
6. Any school personnel or volunteers responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

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DOCUMENTATION

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

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

STUDENTS

09.224 AP.1
(CONTINUED)

Emergency Medical Care Procedures

RELATED POLICIES:

09.224
09.2241

RELATED PROCEDURES:

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

Receipt of Gifts

Personnel shall adhere to the following procedures when a donation is made to the District:

1. If the gift is a monetary donation of \$500 or less, the Principal of the school may accept it with a written receipt to the individual or group donating it. The receipt must note the purpose for which the money will be used.
2. Monetary donations over \$500 may be accepted by the Principal with approval of the Superintendent pending Board approval. Funds may not be expended until the Board grants approval.
3. The school may not accept, without prior approval of the District Technology Coordinator, any computer, peripheral device, or software.
4. Donations of supplies or materials for school or District use with a fair market value of \$500 or less may be accepted by the Principal. The Principal must give a written receipt with a detailed listing of the items received and their intended use by the school. Any non-consumable donation must be added to the school inventory.
5. Donations of supplies or materials for school use with a fair market value greater than \$500 may be accepted by the Principal with the approval of the pending Board approval. The supplies or materials may not be used until Board approval is received. The Principal must provide a written receipt with a detailed listing of the items received and their intended use by the school. Any non-consumable donation must be added to the school inventory. Consumables do not have to be added to the inventory.
6. In cases of anonymous donations, the receipt should be completed as directed above and retained for school records.

DRAFT TO RESCIND 5/2/18

PERSONNEL

03.2322-AP.1

Receipt of Gifts

See Procedure 03.1322-AP.21/Receipt of Gifts.

Access to Electronic Media

ELECTRONIC MAIL/INTERNET

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. All staff and students grade 3 and above will have a District email account. Because access to the Internet may expose users to items that are illegal, obscene, defamatory, inaccurate, or offensive, the District shall require all users to complete and submit an Electronic Access/User Agreement Form (08.2323 AP. 21)~~students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users shall be required to complete and submit a User Agreement Form.~~

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access to electronic media is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

Access to Electronic Media**RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources including downloading of software or malware to District hardware ~~freeware or shareware programs~~.
8. Using the network for commercial purposes, excessive personal use, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com, Twitter.com, Snapchat or other emerging social media sites ~~Xanga.com~~.
10. Connecting to networks other than District provided wireless networks is prohibited while on school property.
11. The BCPS network may not be used to remotely connect to computers or other devices outside of our network without expressed written permission from the District Technology Coordinator.
12. Installing software or other devices to BCPS owned hardware in order to gain remote access to the BCPS network is prohibited unless approved by the District Technology Coordinator or CIO.
13. It is not permissible to connect any device to District-owned computers/network in order to illegally capture or download data.

Any Internet activity, whether posted from school or another location, that materially or substantially disrupts the educational process may result in disciplinary and/or legal action.

Additional rules and regulations may be found in District Code of Student Behavior and Discipline handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

From: [Hale, Amanda - KSBA](#)
To: [Jim Jackson](#)
Subject: RE: Bullitt AUP
Date: Monday, April 30, 2018 9:54:51 AM
Attachments: [image003.png](#)
[CE08.2323 AP.1.docx](#)
[BP08.2323.docx](#)

Jim,

I've reviewed the policy and procedure and went ahead and created drafts in our system, which I've attached. Everything looks good to me. Let me know if you have any additional changes or if there's anything else I can do to help.

Thanks so much!

Amanda Hale
Policy & Procedure Consultant/[eMeeting](#) Trainer
Kentucky School Boards Association
260 Democrat Drive
Frankfort, KY 40601
amanda.hale@ksba.org
502-783-0059 or 1-800-372-2962 x 1106
502-783-1442 fax
502-783-2727 eMeeting Support



KSBA is providing the attached/enclosed information/documents at your request. This information only reflects draft and/or sample language. Although it may contain provisions to facilitate a general understanding of the law, it is not intended to be an exhaustive treatment of the law on this subject, nor is it intended to substitute for the advice of your local Board attorney. We recommend consulting with your own attorney in order to apply legal guidance to district specific fact situations.

Ask me about KOSAA!!!

From: Jim Jackson [mailto:jim.jackson@bullitt.kyschools.us]
Sent: Friday, April 27, 2018 5:44 PM
To: Hale, Amanda - KSBA <amanda.hale@ksba.org>
Subject: Bullitt AUP

I have included the policy you revised with a few changes. Some are highlighted because I forgot to start tracking too late. ☹ I think I captured most of the changes though, but you might want to scan just to be sure. It's Friday evening and I have tired eyes. ☹ I have also included the AP version, with the changes I have made to it. Review and let me know.

Thanks!

Notice of Suspension

Student's Name _____			
_____	_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
_____		_____	_____
<i>City</i>		<i>State</i>	<i>Zip Code</i>
Student's Age _____	Date of Birth _____	Sex _____	Student's Phone Number _____
School _____	Grade _____	Homeroom/Classroom _____	

To: _____

Name of Parent/Guardian *Date*

STATEMENT OF REASONS FOR SUSPENSION: The student named above has violated the following rule or standard of conduct and has demonstrated the behavior described below which constitutes cause for suspension. _____

Incident reported by: _____ on _____ at approximately ____ ☐ AM ☐ PM

Incident investigated by: _____ on _____ at approximately ____ ☐ AM ☐ PM

This student has a disability under ☐ Section 504 ☐ IDEA (Individuals with Disabilities Act).

School officials have determined that this offense:

☐ does warrant a recommendation for (check one):

☐ alternative placement

☐ expulsion

☒ administrative placement

☐ does not warrant a recommendation for alternative placement or expulsion

SUSPENSION SHALL BE ASSIGNED AS FOLLOWS:

The suspension shall start on _____ ☐ AM ☐ PM

The suspension shall end on _____ ☐ AM ☐ PM

NOTE: If the day of suspension is not an actual school day (snow, ice, etc.), the day of suspension automatically extends to the next day school is in session. In the event a student acts in such a manner as to warrant expulsion, the Principal may suspend the student for up to the maximum number of days permitted by policy 09.434. In such cases, the Principal shall then request the Superintendent to institute expulsion proceedings and notify the parent/guardian within 24 hours of their child's suspension to be followed by this written notice. Should the Superintendent decide to pursue expulsion, s/he shall provide the student and his/her parents with written notice of the specific acts committed by the student that constitute probable cause for expulsion and citing these acts as the reasons for the suspension imposed by the Principal.

Signature of Principal/Designee

Date

DUE PROCESS

Due process was afforded as evidenced by ☐ oral ☐ written notice of the charges. If the student denied the charges, s/he was given the opportunity to present his/her version and these comments

☐ are ☐ are not on file. The parent should call to schedule a conference that is a prerequisite to readmission.

Review/Revised:12/14/2015

Student Drug-Testing Procedures

These procedures apply to all middle and high school students choosing to participate in any athletic team, competitive extracurricular activity, or park on school property. The same testing procedures shall apply to any middle or high school student that requests to be placed in a voluntary testing pool with separate sanctions for a positive test.

DRUG TESTING PROCEDURES

1. Prior to joining an athletic team, competitive extracurricular activity, parking on school property, or entering the volunteer pool, the student participant and his/her parent/guardian must read Policy 09.423 and must **ACKNOWLEDGE, IN WRITING, THAT THEY HAVE READ THE POLICY AND PROCEDURES, UNDERSTAND THE POLICY AND PROCEDURES, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THE POLICY AND PROCEDURES.** The student participant/driver and his/her parent/guardian must also sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student will be permitted to try out for any athletic team, extracurricular activity, park on school grounds, or enter the volunteer pool.
2. If a student applies for the Work Ethic Seal for graduation and properly executes the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form, the student’s drug screen results shall be released to the school-level counselors responsible for graduation requirements.
3. All student participants/drivers shall be subject to random testing at any time during the school year (July 01-June30) after the consent form is signed and returned to the school.
4. The collection of urine specimen for the random testing shall be conducted on the school campus.
5. The student participants are to be tested by the random drawing of numbers. All student participants shall be assigned a number.
6. Prior to giving a urine specimen, each student participant/driver shall complete a “Chain of Custody Form.” The form shall identify the student participant only by a confidential number. The “Chain of Custody Form” shall be placed in a sealed package, which shall be forwarded to the testing laboratory with the urine specimen.
7. Collection procedures for urine specimen shall be developed, maintained, and administered by the Board. The agency shall minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student’s specimen, minimize the likelihood of the adulteration of a urine specimen, and maintain complete confidentiality of test results. To that end, the procedure will require:
 - a. The presence of a sponsor, coach, Athletic Director, or the Principal/Assistant Principal immediately prior to the collection process to ensure proper student identification.
 - b. The presence of one (1) or more representatives of the Board when the specimen is taken.
 - c. The Board shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be permitted privacy during the collection process.
 - d. Immediately prior to entering the private bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, hoodies, purses, book bags, pocket contents, etc.) in the custody of the school representatives present for student identification.

Student Drug-Testing Procedures**DRUG TESTING PROCEDURES (CONTINUED)**

- e. Prior to entering the private bathroom facility utilized for the collection process, the Board representative shall treat water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as “bluing the water”) to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.
7. All scientific analyses of the collected specimen shall be conducted by the professional testing laboratory. Each specimen shall initially be tested by using a highly accurate gas chromatography/mass spectrometry (GC/MS). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
8. A portion of each urine specimen testing positive given by each student participant/driver shall be preserved by the testing laboratory for at least six (6) months.
9. Written confirmation of all test results shall be forwarded to the Student Drug Testing Coordinator who shall provide information regarding positive results to the Safe and Drug Free Schools Coordinator (SDFSC). The SDFSC shall then notify the student and the parent/guardian of the student testing positive, if the student is under the age of 18. All test results are confidential and shall be maintained in the SDFSC Office under the strictest security. The laboratory shall re-test if there is a positive first test as described in Number 7 of this section. If these two (2) tests are in conflict, the results shall be deemed negative.
10. In the event of a positive test a medical review will be conducted to determine if the results were attributable to medication prescribed by a physician or other medical reasons. Student participants/drivers will be deemed eligible until completion of the medical review. The student and his/her parents shall be asked to sign a medical waiver during the medical review to be eligible to practice or compete.
11. Following the medical review, if a student competing on an athletic team, competitive extracurricular activity, or parking on school property is determined to have a positive result, the Principal/Athletic Director and sponsor/coach shall meet with the student participant-and the student’s parent/guardian, if the student is under the age of 18, to discuss the test results. At this meeting the student shall be advised, as per policy, of the sanctions to be imposed. The student and parent/guardian shall be given the opportunity to present relevant evidence prior to implementation of sanctions. The Principal may require written documentation (such as a doctor’s statement) of information that may have affected the test results. Any student in the volunteer pool who tests positive shall also meet with his/her parents if under the age of 18 along with the Principal and the Safe and Drug Free Schools Coordinator to discuss the results and intervention options.
12. One (1) year after the student turns 18 years old or one (1) year after the student’s graduation, whichever is later, all records in regard to this policy concerning each student participant shall be destroyed, and at no time shall these results or records be placed in the student’s academic file or be voluntarily turned over to any law-enforcement agency, or used for any purpose other than those stated herein.

Student Drug Testing Procedures

Bullitt County Public Schools

Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing

=====

As the parent or legal guardian of the student signing below, I acknowledge that I have read Policy 09.423 (Use of Alcohol, Drugs, and Other Controlled Substances) and Procedure 09.423 AP.21 (Student Drug Testing Procedures) and have consented to participate in the drug testing program for the entire school year by circling Option 1 for Mandatory Testing, or Option 2 for Voluntary Testing. Option 3 indicates that I decline participation at this time for my student. I understand for my student to be eligible for any sport(s) or extracurricular participation, or as a student driver who parks on campus, Option 1 must be selected.

Print Student's Name: _____ School: _____

Student's Address: _____ Zip: _____

Date of Birth: _____ Circle Grade: 6 7 8 9 10 11 12 ☐ Male ☐ Female

Circle the desired OPTION below to acknowledge your agreement to participate in:

OPTION 1 (MANDATORY)*Athletic, Extracurricular,
and Student Drivers and
Work Ethic Seal***OPTION 2 (VOLUNTARY)***Non-Participant or
Non-Drivers***OPTION 3 (DECLINE)***Circle if you elect
your child to not
participate*

Circle any or all Bullitt County School sponsored sport(s) or extracurricular activity in which the student is involved:

<i>You are not required to list Park and Rec., YMCA, or any other private sport involvement.</i>							
--	--	--	--	--	--	--	--

Academic Team	Archery	Basketball	Baseball	Bass Fishing	BETA	Bowling	Cheerleading
Chess Team	Cross Country	Dance Team	FBLA	FFA	Football	Forensics Debate	Golf
NHS	Softball	Soccer	STLP	Student Driver	Swimming	Tennis	Track
Volleyball	Wrestling	Choir	Marching Band	Robotic			

Other sports or extracurricular activities (please list) _____

<input type="checkbox"/> We/I agree to release drug testing results to school level counselors for Work Ethic Seal for the high school diploma. See Procedure 09.423 AP.21
--

Print Student's Name _____

Student's Signature _____

Print Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Date _____

Student Drug Testing Procedures

Bullitt County Public Schools

We, the undersigned student and parent/guardian, understand that eligibility to participate in athletic practices and events is still allowed during the Medical Review of a positive urinalysis drug screening. We understand that the Bullitt County School District recommends that the undersigned student refrain from participation in athletic sport practices and events pending the results of the Medical Review. If the undersigned student chooses to participate in athletic practices or events, the District will not be held responsible for any injury or damage to the undersigned student, other participants, or property that may be caused by the undersigned student. We further understand that any injury or damage occurring as a result of the undersigned student's participation will be the parent/guardians responsibility. The student and parent/guardian agree to indemnify, save and hold harmless the District from any such injury or damage, including attorney fees and the costs of litigation.

Signed this _____ day of _____ 20__.

Student Signature_____

Parent/Guardian Signature_____

Witness Signature_____

Review/Revised:6/19/2017

Publication Consent Form

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL.

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness or fund-raising purposes.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's ~~web-site~~ **website, school social media pages** and in school yearbooks.

Please review this form carefully, sign and date the form, and submit the form to the school.

Once signed and dated, this form shall remain in effect for your child for the current school year. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

As the parent(s)/guardians(s) of _____, I/we give the
Student's Name

Bullitt County Public School District permission to release my/our child's name, photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Parent(s)/Guardian(s) (Please print.) _____

Parent/Guardian's Signature

Date
Review/Revised:6/24/13

Registration/Emergency Information Form

SCHOOL YEAR 20__-20__

School Name: _____

Student Name: (As appears on Birth Certificate) _____

Gender: ☐ Male ☐ Female Date of Birth ____/____/____ Last Grade ____ First Middle Homeroom/Teacher: _____

Social Security No: (optional) _____ (If not provided by grade 8, your child will not be eligible to receive KEES money for college)

Home Address: _____
Street Number and Name City/State/ZipMailing Address: _____
(If different than above address) Street Number and Name or PO Box City/State/Zip

Home Telephone Number: _____ Student Cell Number: _____

☐ We live with family and/or friends in their home at the above address. I understand I must make an appointment with the school to provide Affirmation of Residency forms and supporting documentation.Ethnicity: (Check One) ☐ Hispanic/Latino ☐ Not Hispanic/LatinoRace: (Check all that apply) ☐ American Indian/Native Alaskan ☐ Native Hawaiian/Other Pacific Islander
☐ Asian ☐ Black ☐ White**Parent/Guardian #1**

Legal Name _____

Relationship to Student: _____

Date of birth: _____ Gender _____

Cell Number: _____

Work Telephone Number: _____

Email Address: _____

BCPS will keep your email address secure and never distribute it to Third Parties.**Are there any restrictions or information regarding custody of this student?**
If yes, you must provide a certified copy of the court order.☐ Yes ☐ No**Parent/Guardian #2**

Legal Name _____

Relationship to Student: _____

Date of birth: _____ Gender _____

Cell Number: _____

Work Telephone Number: _____

Email Address: _____

Lives in Household with student: ☐ Yes ☐ No If no, please provide current address: _____

List all siblings living within the household (Please list name as it appears on the birth certificate.)

It is not necessary to list siblings who have already graduated/exited from school. If more space is needed, please attach additional sheet.

Last Name	First Name	Middle Name	Birthdate	Gender	Grade	If attends a Bullitt Co. School, Please provide school name

In case of an accident or emergency of any kind, when parent/guardian cannot be located please call and/or release my child to one of the following individuals. Emergency contacts must be at least 18 years of age and listed below in order to pick up your child.

Parent/Guardian(s) will be contacted first. If they cannot be reached, contacts will be attempted in the order they are provided below: Four (4) spaces are provided. You are not required to provide four (4) additional contacts.

Emergency Contact #3Lives in Household with Student: ☐ Yes ☐ No

Name: _____

Relationship to child: _____

Home Phone Number: _____

Cell Number: _____ Birthdate: _____

Emergency Contact #4Lives in Household with Student: ☐ Yes ☐ No

Name: _____

Relationship to child: _____

Home Phone Number: _____

Cell Number: _____ Birthdate: _____

CONTINUED ON THE BACK-----PLEASE COMPLETE REVERSE SIDE

Each year the form undergoes minor changes

REMOVE

Registration/Emergency Information Form**Emergency Contact #5**Lives in Household with Student: ☐ Yes ☐ No

Name: _____

Relationship to child: _____

Home Phone Number: _____

Cell Number: _____ Birthdate: _____

Emergency Contact #6Lives in Household with Student: ☐ Yes ☐ No

Name: _____

Relationship to child: _____

Home Phone Number: _____

Cell Number: _____ Birthdate: _____

☐ Check here if the student has been expelled from a Public or Private School, in or out of state, and/or has been disciplined for a violation of state law or school regulation, and/or adjudicated guilty for violation(s) relating to weapons, alcohol or drugs.Has this student ever been enrolled in a Kentucky school? ☐ Yes ☐ No

School Information for Previous Year

Name of Public/Private/Home School _____

Please provide the following information if NOT a Bullitt County Public School:

Telephone # _____

Street Address: (City/State/Zip): _____

Transportation: ☐ transported over 1 mile twice daily (T1)(Check one) ☐ transported over 1 mile once daily (T3)☐ not transported (car rider) (NT)

Bus number to school _____ (if applicable)

☐ Attends YMCA ☐ A.M. ☐ P.M.☐ transported less than 1 mile twice daily (T2)☐ transported less than 1 mile once daily (T4)☐ I give permission for my child to walk home from school

Bus number to home/childcare _____ (if applicable)

Should school **close early for bad weather conditions**, please explain how your child is to be sent home **if different** than their normal daily transportation: _____

Has your child been previously evaluated for or received services in:

☐ Special Education☐ Speech☐ Gifted/Talented☐ 504 Plan☐ ELDo you have a computer at home? ☐ Yes ☐ NoDo you have Internet Access at home? ☐ Yes ☐ NoIf yes, what type? ☐ Dial-up ☐ Cable ModemIf you have Internet capability would you prefer communication via email? ☐ Yes ☐ No

(Space is provided on reverse side for email address.)

Is it less than 5 years old? ☐ Yes ☐ No☐ DSL (telephone company)☐ Satellite DishI
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Please indicate below any serious allergies, illness or disabilities that the school needs to be aware of:

Allergies: ☐ Food-list☐ Insect-type☐ Latex

Per state regulation, schools shall be notified of medical conditions. This notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment. Primary Care Authorization forms shall be completed each year for any child with asthma, diabetes, seizures, or severe allergies.

A Permission Form for Prescribed or Over-the-Counter Medication must be completed before any medications can be brought to the school. For more information or to obtain a form, please contact Health Services at 869-8000.Does this student have health insurance? ☐ Yes ☐ No

Name of family Physician: _____

Phone: _____

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I verify all information provided is accurate to the best of my knowledge:

Parent/Guardian #1 Signature _____

Date _____

Last 4 digits of SS# _____

Parent/Guardian #2 Signature (if applicable) _____

Date _____

Last 4 digits of SS# _____

The last 4 digits of the SS# are necessary for parent/guardian identification when discussing student information by phone.

For office use only: school staff to initial

____ Proof of Residence

____ Special Services checked (504/IEP/EL/Gifted & Talented)

____ District Health Coordinator is contacted regarding any issues or diagnosis noted on this form

____ Discipline/Expulsion/Adjudication

Visit our website at www.bullittschools.org to sign up for e-news.

Review/Revised:6/15/2015

School Registration and Early Enrollment Procedures

SCHOOL REGISTRATION

To streamline the registration process, the following items will be the only documents sent home to parents on the first day of school:

- Registration /Emergency Information Form ~~for new students~~ (supplied by Student Services Department)
- Student Registration /Verification Form ~~for new students~~ (printed at each school)
- Student Information about Free and Reduced Priced Meals Application (supplied by School Food Service Department and copies supplied by each school)
- Waiver of Fees Form (supplied by each individual school)
- Code of Student Behavior and Discipline (supplied by Student Services Department)
- Home Language Survey (supplied by Student Learning Department)
- Student Accident Insurance (~~supplied by the Finance Department~~^[SS1])
- Student Handbook/Agenda (supplied by each individual school)
- Supply List, if applicable (supplied by each individual school)
- Emergency Preparedness Brochure
- Any applicable state or federal forms

The Code of Student Behavior and Discipline will contain the following forms to be returned to the school:

- Acknowledgement Form for the Code of Student Behavior and Discipline (~~Required~~)
- Publication Consent Form (~~Required—on the reverse side of the above form~~)
- Electronic Access/User Agreement Form (~~Required~~)
- Student Drug Testing Form (if program is available) (~~Optional~~ Required for all middle and high school students)

The following items **may be** included in each individual school's Student Handbook/Agenda, as appropriate, or they may be sent home at a later date:

- Volunteer information
- FRYSC information
- Uniform policy
- Purchasing a la carte items
- Checking out library books
- Parent Teacher Association information
- School rules
- Merchandise order form
- ~~E-News~~ School social media and other communication information
- Logging on to Parent Portal
- Tutor information
- Calendar
- Parent excuse notes
- Suicide prevention
- Small group counseling

- Integrated Pest Management
- Attendance plan
- Physical education form
- Other items as necessary

School Registration and Early Enrollment Procedures

SCHOOL REGISTRATION (CONTINUED)

~~English as a Second Language~~— Designated school staff will review all Registration/Emergency Information Forms and copy only those forms indicating any language other than English. Those copied forms will be forwarded to the Title III Coordinator at the Central Office by the end of the first full week of school.

Home Language Survey- All copies of the Home Language Survey returned to school will be kept on file for one year. Any forms indicating a language other than English spoken in the home will be sent to the school guidance counselor.

Student Health Information - Designated school staff will contact the District Health Coordinator when the following conditions are listed on the Registration/~~Emergency~~ /Verification Information Form: asthma, diabetes, seizures, and severe allergies. If school staff has a concern regarding any other condition or if they have received a physician's statement, forward the concern /statement to the District Health Coordinator.

Student Photographs - School staff shall update outdated or missing photographs of students in the student information system.

Middle and High Schools - The ISAP Tutors, in addition to other staff assigned at the middle and high schools, will have ~~read-only~~ access to the student information system. They will review copies of the Registration/Verification ~~Emergency Information~~ Form to ensure data is current and accurate in the student information system. Any ~~Discrepancies~~ need to be flagged so office staff can make the necessary changes to updated the student's information in a timely manner. The Important data elements ~~reviewed~~ to review include:

- Current address
- Phone numbers
- Transportation code
- ESLL
- Internet access
- Emergency contacts
- Health information

Elementary Schools - Elementary school administrators shall create a process to provide support and resources so staff has the opportunity to review copies of the Registration/~~Emergency Information~~ Verification Form to ensure data is current and accurate in the student information system. Any ~~Discrepancies~~ need to be flagged so office staff can make the necessary changes to updated in the student's information in a timely manner. The Important data elements to reviewed include:

- Current address
- Phone numbers
- Transportation code
- ESLL
- Internet access
- Emergency contacts
- Health information

On the first day of school, parents of Kindergarten students who have already completed the Registration/Emergency Information Form during Kindergarten Pre-registration will be sent a ~~Student-Census~~ Registration/Verification Form instead of another Registration/Emergency Information Form to complete.

School Registration and Early Enrollment Procedures**EARLY ENROLLMENT****Step 1:**

- a) Parent/guardian completes the Application for Early Entrance to Kindergarten (either on paper or online application) and returns it to the Director of Elementary Education by April 1st.
- b) Parent/guardian will sign consent form to assess the student for early entrance to Kindergarten.

Step 2:

- a) Screening will be scheduled at centralized location, given by certified District personnel and will include application, the state-contracted Brigance Assessment and a school/mental ability assessment.

Step 3:

- a) Parent/guardian will be notified of results of the screener assessments.
- b) Students who have scored at the 95%-ile and above on the screeners will be scheduled to take a standardized achievement test given by certified District personnel.
- c) Parent/guardian will be notified of the results of the standardized achievement test. Students must score at the 95%-ile or higher on the standard achievement test.

Step 4:

- a) The Superintendent, in coordination with the Director of Elementary Education, will meet to review all student information and assessment data necessary to recommend or not recommend to the Board early entrance to Kindergarten.

Step 5:

- a) Parent/guardian will be sent a final statement of their child's recommendation status for early entrance into Kindergarten.

Application for Early Entrance to Kindergarten

Children who are eligible for early entrance to Kindergarten are those (1) who have a birthdate after August 1st and (2) demonstrate high levels of academic basic skills, social/emotional and physical maturity. Please return completed application to the Central Office no later than April 1st.

Child's Name _____		Birthdate _____	
Address _____			
Street	City	State	Zip
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Ethnicity	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic		
Home School _____			
Parent/Guardian Name _____		Phone: Home _____	Work _____

PRESCHOOL EXPERIENCE

List the preschools or other child care programs attended. Include the dates of attendance and the approximate number of hours per week attended.

Name of School/Program	Dates of Attendance	# Hours/Week
_____	_____ - _____	_____
_____	_____ - _____	_____
_____	_____ - _____	_____
_____	_____ - _____	_____

Please complete the following checklist and questionnaire.

PARENT CHECKLIST

This checklist will help in determining your child's readiness to enter school at an early age. Please read each statement and indicate your child's abilities as listed below by checking the appropriate column.

	Frequently	Sometimes	None of the Time
Physical Well-Being and Motor Development			
Performs self-help tasks independently (dressing, undressing, zipping, and tying).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses eye/hand coordination to perform fine motor tasks (drawing, writing, and cutting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses balance and control to perform large motor task (walking, jumping, and skipping).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal and Social Development			
Shows eagerness to learn (is curious, asks interesting questions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows rules and routines (cleans up their toys).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles change and transition (getting ready to go somewhere).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interacts and plays well with other children (play board games with others).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Application for Early Entrance to Kindergarten

PARENT CHECKLIST (CONTINUED)			
	Frequently	Sometimes	None of the Time
Language and Literacy			
Listens for meaning in stories, discussions, and conversations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks clearly to share ideas and thoughts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can identify all letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can sound out sight words phonetically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses letters to write words.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes full name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize numbers 0-20 and use them in context.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can read number words and count forward to 30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize and extend simple patterns (circle-triangle, circle-triangle, circle-triangle).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can recognize and describe shapes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes self and others as having same and different characteristics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describes roles and responsibilities of people (firefighters put out fires).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes the reasons for rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARENT QUESTIONNAIRE

Directions: Please answer each question below.

1, Why do you feel your child should be considered for early admission to kindergarten?

2. What types of activities does your child participate in and can focus on for a given period of time?

Consent to Assess for Early Entrance to Kindergarten

Child's Name: _____ Date of Birth: _____

I give permission for an individual screening of my child. I understand that the screening will be conducted by certified District personnel and my child must score at the 95%-ile or higher on screening assessment tools. I also understand that my child will participate in additional assessments if s/he scores at the 95%-ile on screening assessments. The assessment tools are selected and administered so as not to be discriminatory and administered appropriately for individuals with limited English proficiency. Assessments shall be administered in the child's native language or other mode of communication.

Parent/guardian Signature_____
Date

Early Entrance to Kindergarten Enrollment Recommendation

Date Application Submitted to District Office: _____

Brigance Assessment Score: _____ Date Given: _____

School/Mental Ability Assessment Name: _____

Score: _____ Date Given: _____

Child scored at the 95th percentile on the District approved screeners? ☐ Yes ☐ No

If yes, further assessment results are below:

Standardized Achievement Name: _____

Score: _____ Date Given: _____

Comments: _____

_____Petition for Early Enrollment ☐ Recommended ☐ Not Recommended

Application, assessments and all student information has been reviewed by the following District selection committee members:

Director of Elementary Education Signature *Date*_____
Gifted Coordinator/Designee Signature *Date*_____
Principal Signature *Date*_____
Counselor Signature *Date*

For District Use Only

Superintendent/Designee Signature *Date*_____
Board Chair Signature *Date*

Review/Revised:1/23/2017

Kindergarten Exit Criteria Guidelines

Kindergarten is an exciting and very important year for your child! The learning that your child experiences during Kindergarten provides a strong foundation for the rest of his/her school career. As a vital part of exiting Kindergarten and entering first grade, it is essential that your child has mastered specific basic skills in reading, language, writing and math. These basic skills are called “exit criteria” which means your child **must master these basic skills** before entering first grade. If your child does not master basic skills, there is a greater chance of gaps in your child’s learning as they enter the next school year. Here is a listing of basic skills your child needs to master:

Reading Skills	Writing Skills	Math Skills
<ul style="list-style-type: none"> • Can identify front, back, title of a book • Can identify where to start reading on a page of a book • Identify letters, words and sentences in a book • Can identify all 26 letters of the alphabet (lowercase and uppercase) • Can pronounce all 26 letter sounds • Can read sight words 	<ul style="list-style-type: none"> • Can write first and last name using capitalization • Can write uppercase and lowercase letters (in a random order) • Can copy and write a sentence using correct capitalization, punctuation, spelling and spacing between words • Can write words of basic pictures (sun, cat, pig, etc.) 	<ul style="list-style-type: none"> • Can count to 100 • Can count by 10’s to 100 • Can identify numbers up to 20 • Can write numbers 1-20 in order • Can make a specific amount with objects when given a number up to 10 • Can complete basic addition/subtraction problems mentally and using objects (Ex: 5+1, 2+4, etc.) • Can identify basic shapes

Your child will be learning these basic skills throughout his/her Kindergarten year. However, these are the **minimum skills** your child needs to master. The academic learning goals for Kindergarten for all subject areas are based on Kentucky Academic Standards. For more information, please visit <http://education.ky.gov/curriculum/standards/kyacadstand>.

We want to partner with you to keep you informed of your child’s progress related to mastering the above basic skills, reading level and percentile based on NWEA Measures of Academic Progress (MAP) assessment. The following steps will be implemented to keep you informed ***if we have any concerns about your child’s progress.***

End of Quarter 1-	End of January-	At Least 5 Weeks Prior to End of School Year-
<ul style="list-style-type: none"> • Classroom teacher/parent meeting • Progress related to mastery of above basic skills, reading level and MAP percentile 	<ul style="list-style-type: none"> • Classroom teacher/parent meeting • Begin discussion of another year in Kindergarten • Academic Kindergarten Exit Criteria Results Form reviewed • Developing a plan between school and home to help your child 	<ul style="list-style-type: none"> • Letter sent to parent stating extra year in Kindergarten • Classroom teacher/parent/principal meeting • Academic Kindergarten Exit Criteria Results Form reviewed

Kindergarten Exit Criteria Guidelines

Based on the timeline above, an *Academic Kindergarten Exit Criteria Results Form* will be provided to you with specific information to provide you progress on your child's basic skills along with other assessment information. A copy of the *Academic Kindergarten Exit Criteria Results Form* is attached. We will base the decision on the need of an additional "bonus" year for your child based on total points gathered on this form towards the end of the school year. If a bonus year is needed, this "bonus" year will provide your child more time to grow and develop academically to reach their full potential.

In addition to using the exit criteria above other considerations may be included for the final placement decision for the following school year. These considerations *may include, but are not limited to:*

- Age
- Physical and social development
- Academic level
- Any identified disabilities

We hope this exit criteria provides you information on the basic skills expectations and other important assessment information for your child throughout his/her year of Kindergarten. Please sign and return the bottom portion below. If you have any questions, please do not hesitate to contact your child's teacher and/or principal.

Please sign and return this portion to your child's teacher.

I have received and read the exit criteria guidelines for Kindergarten.

Student Name

Parent/Guardian Signature

Date

Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-READING**

Directions: Administer the reading assessment exactly as stated below. ~~Supplies needed for assessment.~~ Circle points obtained next to assessment item. Please total points and calculate percentage at end of assessment.

Supplies Needed: Teacher recording sheet, student skills sheet, student recording sheet, a simple book that has three lines of text and pencil. Students may not reference an alphabet strip for any part of the assessment.

Student Name: _____ Date: _____					
School: _____					
"Point to the front cover of the book." (1=yes, 0=no)				1	0
"Point to the back cover of the book." (1=yes, 0=no)				1	0
Teacher turns to the first page of text. Then asks, "Show me where I would start reading." (1=yes, 0=no)				1	0
<p>"Show me with your finger where I would go if I were reading this page." (2=demonstrates return sweep on own, 1=return sweep with prompt, 0=no)</p> <p>If student demonstrates sweep on their own they get 2 points. If the student stops at the end of the first line and needs a prompt: "where would I go next" they get one point, and if they demonstrate return sweep with no prompt, they would get zero points.</p>					
			2	1	0
Student holds book correctly through teacher observation (1=yes, 0=no)				1	0
"Look at this sentence 'I see a red bird'. "Point to a letter and tell me what it is." (1=yes, 0=no) (do not read the sentence)				1	0
"Look at the sentence and point to a word and tell me what it is." (1=yes, 0=no)				1	0
"Use your finger to circle the sentence." (1=yes, 0=no)				1	0
"Point to the words as I read this sentence." (Teacher reads "I see a bird." on the skill sheet) (1=yes, 0=no)				1	0
"Look at the word green and point to the beginning sound of this word." (1=yes, 0=no)				1	0

Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-READING (CONTINUED)**

Student recognizes _____ (write number) uppercase letters on skill sheet. Z V R N J F B Y U Q M I E A X T P L H D W S O K G C (4 points=26 letters, 3=23-25 letters, 2=20-22 letters, 1=19 letters, 0=18 letters or less)	4	3	2	1	0
Student recognizes _____ (write number) lowercase letters on skill sheet. d h l p t x c g k o s w b f j n r v z a e i m q u y (4 points=26 letters, 3=23-25 letters, 2=20-22 letters, 1=19 letters, 0=18 letters or less)	4	3	2	1	0
Student produces _____ (write number) letter sounds. d h l p t x c g k o s w b f j n r v z a e i m q u y (4 points=26 letters, 3=23-25 letters, 2=20-22 letters, 1=19 letters, 0=18 letters or less)	4	3	2	1	0
Student reads _____ sight words on skill sheet. the it said look for of and go am to can like my do here me you see is are (4 points=16-20 words, 3=13-15 words, 2=10-12 words, 1=6-9 words and 0-5 words or less)	4	3	2	1	0
Total Possible Points: 27					
Total Points Scored: _____ Percentage: _____					

Kindergarten Exit Criteria Guidelines

READING KINDERGARTEN EXIT ASSESSMENT-STUDENT RECORDING SHEET 1

I see a red bird.

green

I see a bird.

Kindergarten Exit Criteria Guidelines

READING KINDERGARTEN EXIT ASSESSMENT-STUDENT RECORDING SHEET 2

**Z V R N J F B Y U Q M I
E A X T P L H D W S O K
G C**

**d h l p t x c g k o s w b f j
n r v z a e i m q u y**

**d h l p t x c g k o s w b f j
n r v z a e i m q u y**

Kindergarten Exit Criteria Guidelines

READING KINDERGARTEN EXIT ASSESSMENT-STUDENT RECORDING SHEET 3

the look and

to my me

is it for

go can do

you are said

of am like

here see

Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-WRITING**

Directions: Administer the reading assessment exactly as stated below. ~~Supplies needed for assessment:~~ Circle points obtained next to assessment item. Please total points and calculate percentage at end of assessment.

Supplies Needed: Teacher recording sheet, student skills sheet, student recording sheet, and pencil
Students may not reference an alphabet strip for any part of the assessment.

Student Name: _____ Date: _____					
School: _____					
Have student write first and last name (first letter capital, all others lowercase) (4=first and last name correct, 3=first and last name spelled correctly with some capitalization errors, 2=first name correct and 1=first name spelled correctly with some capitalization errors 0=incorrect spelling first and last name)	4	3	2	1	0
“Write the following uppercase letters as I say them aloud: M S R T P C A N D G F I L H B K O W X V J E Y Z Q U (4 points=26 letters, 3=23-25 letters, 2=20-22 letters, 1=19 letters, 0=18 letters or less) *backwards letters okay	4	3	2	1	0
“Write the following lowercase letters as I say them aloud: m s r t p c a n d g f i l h b k o w x v j e y z q u (4 points=26 letters, 3=23-25 letters, 2=20-22 letters, 1=19 letters, 0=18 letters or less) *backwards letters okay	4	3	2	1	0
Student copies “I see a ball.” from the skills sheet correctly. (1 point for each of the following=capital I, words spelled correctly {using lowercase letters}, finger spaces and punctuation)	4	3	2	1	0
Using the skill sheet, show the pictures of the pig, sun and cat. “Write the word of the picture on the line.” (4=9 letters correct, 3=7-8 letters correct, 2=6 letters correct, 1=5 letters correct and 0=4 letters correct)	4	3	2	1	0
Total Possible Points: 20					
Total Points Scored: _____ Percentage: _____					

Kindergarten Exit Criteria Guidelines

WRITING KINDERGARTEN EXIT ASSESSMENT: STUDENT RECORDING SHEET 1

Write your first and last name:

Write your uppercase letters:

Kindergarten Exit Criteria Guidelines

WRITING KINDERGARTEN EXIT ASSESSMENT: STUDENT RECORDING SHEET 1 (CONTD)

Write your lowercase letters:

Handwriting practice lines consisting of four sets of three horizontal lines each. Each set includes a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement.

Kindergarten Exit Criteria Guidelines

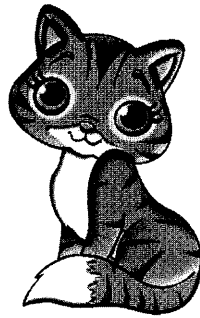
WRITING KINDERGARTEN EXIT ASSESSMENT: STUDENT RECORDING SHEET 1 (CONTD)

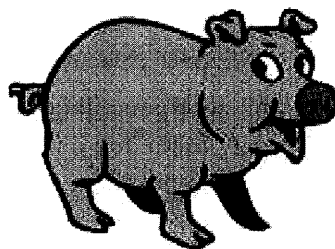
Write this sentence: I see a ball.

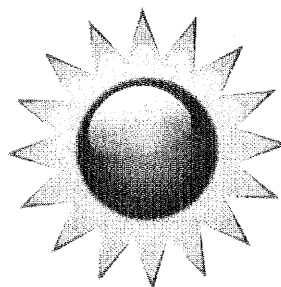
Kindergarten Exit Criteria Guidelines

WRITING KINDERGARTEN EXIT ASSESSMENT-STUDENT RECORDING SHEET 2

Write the word of the picture on the line:







Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-MATH**

Directions: Administer the reading assessment exactly as stated below. ~~Supplies needed for assessment:~~ Circle points obtained next to assessment item. Please total points and calculate percentage at end of assessment.

Supplies Needed: Teacher recording sheet, student skills sheet, student recording sheet, pencil and 10 counters. Students may not reference a number line as a reference for this assessment.

Spring

Student Name: _____	Date: _____				
School: _____					
Student counted to _____ without making any errors. (4 points=counted to 100, 3 points=counted to 75, 2 points =counted to 50, 1 point=counted to 25 or 0=counted less than 25)	4	3	2	1	0
"Count by 10s to 100." (1=yes, 0=no)				1	0
Student recognizes _____ numbers on the skill sheet. (4 points=20 numbers, 3 points=18-19 numbers, 2 points=16-17 numbers and 1 point=15 numbers or 0 points=14 numbers or less)	4	3	2	1	0
"Write the numbers 1-20 in sequence/order." (4 points=20 numbers, 3 points=18-19 numbers, 2 points=16-17 numbers 1 point=15 numbers or 0 points=14 numbers or less) <i>Provide</i>	4	3	2	1	0
Prove the child with 10 counters/manipulatives. Ask them to count out the following numbers: 8, 3, 5, and 10. (Give 1 point for each number made correct)	4	3	2	1	0
Using the student recording sheet, the student will complete 4 addition problems. (without manipulatives, sums to 5) (2 points=all correct, 1 point=2 or 3 correct or 0 points=0 or 1 correct)			2	1	0
Using the student recording sheet, the student will complete 4 subtraction problems. (without manipulatives, differences to 5) (2 points=all correct, 1 point=2 or 3 correct or 0 points=0 or 1 correct)			2	1	0

Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-MATH (CONTINUED)**

Using student recording sheet, students will complete 4 addition problems. (with manipulatives, sums to 10) (2 points=all correct, 1 point=2 or 3 correct or 0 points=0 or 1 correct)			2	1	0
Using student recording sheet, students will complete 4 subtraction problems. (with manipulatives, differences to 10) (2 points=all correct, 1 point=2 or 3 correct or 0 points=0 or 1 correct)			2	1	0
Using the skill sheet, identify each shape. (1 point for each shape identified correctly)	4	3	2	1	0
Total Possible Points: 29					
Total Points Scored: _____ Percentage: _____					

Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-MATH: STUDENT RECORDING SHEET 1****What are these numbers:****11 17 1 13 6 15 18 3****9 14 5 12 4 20 8 19****2 7 10 16****Write numbers in sequence:**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-MATH: STUDENT RECORDING SHEET 2****Add the following numbers:**

$$3 + 2 = \underline{\hspace{2cm}}$$

$$2 + 2 = \underline{\hspace{2cm}}$$

$$4 + 1 = \underline{\hspace{2cm}}$$

$$5 + 0 = \underline{\hspace{2cm}}$$

Subtract the following numbers:

$$5 - 3 = \underline{\hspace{2cm}}$$

$$3 - 1 = \underline{\hspace{2cm}}$$

$$4 - 2 = \underline{\hspace{2cm}}$$

$$3 - 3 = \underline{\hspace{2cm}}$$

Kindergarten Exit Criteria Guidelines**KINDERGARTEN EXIT ASSESSMENT-MATH: STUDENT RECORDING SHEET 3**

Add the following numbers:

$6 + 4 = \underline{\hspace{2cm}}$

$5 + 2 = \underline{\hspace{2cm}}$

$3 + 7 = \underline{\hspace{2cm}}$

$8 + 1 = \underline{\hspace{2cm}}$

Subtract the following numbers:

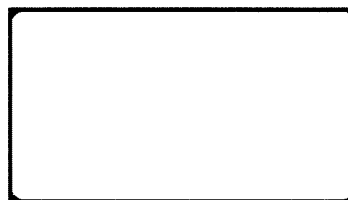
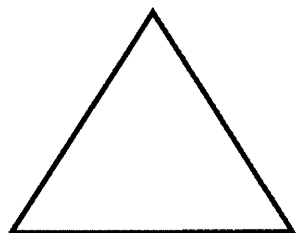
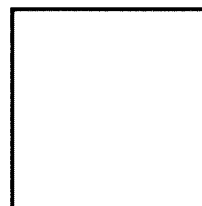
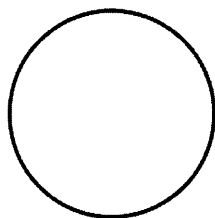
$6 - 3 = \underline{\hspace{2cm}}$

$7 - 5 = \underline{\hspace{2cm}}$

$9 - 4 = \underline{\hspace{2cm}}$

$8 - 2 = \underline{\hspace{2cm}}$

What are the following shapes:



Kindergarten Exit Criteria Guidelines**ACADEMIC KINDERGARTEN EXIT CRITERIA RESULTS FORM (CONTINUED)****END OF JANUARY UPDATE (CHECK ONE):**

_____ Your child's progress indicates that he/she **may not** meet End of Year Exit Criteria.

_____ Your child's progress indicates that he/she is **expected to** meet End of Year Exit Criteria.

Five (5) weeks prior to end of year (check one):

_____ Bonus Year Recommended/Needed (60 points or more)

_____ Borderline Bonus Year or Promotion (30 to 60 points)

_____ Recommended for Promotion (30 points or less)

Light's Retention Scale Completed/Attached**Teacher Comments:**

The Academic Kindergarten Exit Criteria and other factors have been considered to determine the following grade placement for the next school year of

_____.

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Kindergarten Exit Criteria Guidelines**BONUS YEAR CONFERENCE FORM****Student Name:** _____**Date:** _____**School:** _____**Summary of Concern(s):**

Please check all that apply and note other concern areas if applicable:

<input type="checkbox"/> Present Level of Academic Performance
<input type="checkbox"/> Classroom Performance
<input type="checkbox"/> Social Maturity
<input type="checkbox"/> Motivational Maturity
<input type="checkbox"/> Attendance
<input type="checkbox"/> Transiency
<input type="checkbox"/> Formative Assessment Results (attach/include)
<input type="checkbox"/> Individual Assessment Results (attach/include)
<input type="checkbox"/> Other Assessments/Documentation (attach/include)

Committee Members Present:

Consensus Decision to Bonus at Current Level of: _____**Committee Recommendation/ Principal Final Decision to Bonus at
Current Level of:** _____**Agreement:** _____ **Parent decision to promote to the next level:** _____

_____ Parent Signature	_____ Teacher(s) Signature
_____ Principal / Designee Signature	_____ Other / Title

It is understood that a primary student, according to best practice and research, should only receive one bonus year in the primary school program.

Review/Revised:1/22/2018

SchoolRelated Student Trips

PRINCIPAL/TEACHERS' RESPONSIBILITIES

Curricular Field Trips: Principals shall carefully review the requested trip to ensure be related to the course of study and have educational value. Field trips that reward students or groups of students may be approved provided the trip is educational in nature and tied to the standards that are taught. When planning a field trip, teachers must consider the standards they teach and instructional time lost when taking a field trip. Therefore, field trips must be educationally justifiable. For example, plays and performances are educationally justifiable and support the Arts. A movie would not be justifiable, it is recreational in nature. Teachers may decide to read aloud a book and then plan a Family Night, but the movie would not be approved as a field trip during the school day. Excursions that are non-educational or are used as a reward shall be scheduled during times when school is not in session. The Elementary and Secondary Directors reserve the right to deny trips that do not meet these expectations. In additions, consideration should be given to safety and supervision, cost to parents, class disruption, and academic time on task prior to assessments. Field trips should be planned and will not be approved during state assessment (e.g. K-PREP, AP, EOC, ACT, etc.) windows. The Elementary and Secondary Directors reserve the right to cancel a previously approved field trip due to changes in state assessment windows. Such reward trips must not violate any regulatory prohibition regarding state assessment and must be approved in advance of announcement and implementation. Schools are free to organize non-educational trips on days or times when school is not in session.

Below is a non-inclusive list:

Examples of Appropriate Trips	Examples of Inappropriate Trips
Museums	Amusement Parks
Cultural Venues	Miniature Golf
Plays/Performances	Go-Carts <u>Movies</u>
Historical Period Celebrations	Celebrations/Bashes
Idea Fairs/Inventor Festivals	Zoos for grades 9-12
Bernheim Forest/ <u>The</u> Parklands of Floyd's Fork	Bowling Alley
Aquariums	Pizzeria
J. A. Biztown	Circus (other than 3 rd grade)
Mammoth Cave	Athletic Spectator Events
Slowpoke Farm/Hubers for K-2	Arcades
Local/In State College/Technical School Visits	

Athletic Related Trips: These trips must meet the guidelines established by the Kentucky High School Athletic Association. These trips apply to students that are participating in BCPS sports teams. The trips must have prior approval by the Principal. No school instructional time may be lost without prior approval from the Superintendent.

SchoolRelated Student Trips

TEACHERS' RESPONSIBILITIES (CONTINUED)

1. Teacher(s) shall complete atthe online Field Trip/Bus/Van Request Form ~~(09.36 AP.212)~~ and submit ~~it~~ for approval. Lesson plans also shall be included, documenting the activity's use.
2. Prior to the trip, the teacher(s) shall prepare the students by:
 - a) Explaining the purpose of the trip.
 - b) Developing background and reference materials, including materials to be used on the trip, if applicable.
 - c) Pointing out highlights to observe on the trip.
 - d) Instructing students to observe safety precautions while on the bus and while at the field trip destination.
3. Students shall not be denied the trip because of an inability to pay.
4. The teacher(s) shall secure prior written permission for the trip and a medical release (09.36 AP.211) from each student's parent(s) or guardian.
5. Prior to the trip, a list of students taking the trip shall be provided to the Principal and if applicable the bus driver, front office, school nurse, if applicable, and school's Food Service staff.
6. Field-trips that will be out-of-state, out-of-country, and/or overnight shall follow the process below:
 - A detailed agenda, map and travel route for the entire trip shall be submitted along with the request for board approval. The request shall be submitted at least six (6) weeks prior to date of field trip.
 - The Student Learning Division shall notify Health Services Department of any upcoming out-of-state/out-of-country/overnight trip.
 - Health Services and/or legal counsel (if needed) shall determine the need for trained or licensed personnel to accompany the school on the field trip.
 - The determination for the destination state's delegation is reviewed by BCPS Health Services and/or legal counsel (if needed).
 - Sponsor/Teacher shall obtain *completed* paperwork from the parent/guardian:
 - 09.36 AP.211-In-State School-Related Student Trip Permission Slip/Medical Release Form shall be used for in-state field trips
 - 09.36 AP.21- Out-of-State School-Related Student Trip Permission Slip/Medical Release Form which includes Medical Information, Parent/Legal Guardian Medical Authorization, and Release and Waiver of Liability sections, shall be used for out-of-state/out-of-country/overnight field-trips
 - Sponsor/Teacher shall obtain completed paperwork for students who may need medications during the trip. (09.2241 AP.21)
 - Sponsor/Teacher shall compile a list of all students who may need medications administered or require any health services while on the field trip.

SchoolRelated Student Trips

TEACHERS' RESPONSIBILITIES (CONTINUED)

- Information on the list shall include:
 1. Daily medications that student would need to have administered while on the field-trip
 2. Any medications that may be required on an as needed basis (including asthma inhalers)
 3. All emergency medications (Diastat, Epi-Pen, Glucagon)
 4. Any health service the student needs
 5. Whether or not the Medication Form (09.2241 AP.21) identifies the child as being able to self-administer medications
 - If a student receives an inhaler for asthma or an oral medication, and the Permission Form (09.2241 AP.21) indicates the student can self-administer, no further action is needed.
 - If a parent is attending the field trip with his/her student requiring medication or health services, no further action is needed.
- If a parent/guardian is unable to accompany the child requiring medication or health services, the school must make arrangements for the specific health needs of that student to be met. Arrangements must be made in collaboration with BCPS Health Services six (6) weeks in advance and may include:
 - Special arrangements depending upon the state in which the field tip is taking place.
 - A trained unlicensed school personnel attending the field trip in its entirety if the state is one in which BCPS Health Services may delegate.
 - The school contracting with a nursing agency that is licensed in that particular state to accompany the school on the field trip, if the state in which the field trip is taking place is NOT one in which BCPS Health Services can delegate and/or the service needed for the student(s) requires a medically licensed person.

TRANSPORTATION

Transportation requests shall be made by school personnel by completing ~~a Vehicle~~ the online Request Form (09.36-AP.212).

Discipline on the bus shall be the responsibility of the teacher or administrator in charge. Drivers are responsible for enforcement of bus rules and regulations. The sponsoring group will be charged for extra cleaning time if the bus is left in exceptionally dirty condition after the trip.

No items may be transported on a school bus that are not secure in underframe storage of empty seats (i.e., lunches, cooler, sporting equipment). Aisles must be kept clear.

When multiple buses leave the county for a school sports activity, the Athletic Director may determine if one or all buses are needed for the return trip. The Athletic Director may request on the field trip request that the first bus do a drop-off and leave when the second bus arrives. (One bus must be present at all times.)

SchoolRelated Student Trips**TRANSPORTATION (CONTINUED)**

For in-county or out-of-county activities, the coach or Athletic Director has the authority to dismiss the bus after the students have been dropped off at the activity if all students have a ride home with their parents or designated approved parents/guardians who are giving rides home to others. Drivers are guaranteed one (1) hour to take the students to the activity. If the driver is dismissed but asked to return to take students back to school, the driver is guaranteed another hour. The school will pay the actual mileage and driver time to return to the bus compound if the driver is dismissed.

Students may be transported by their own parent from an event if the parent notifies the coach/sponsor in writing that this will occur. The coach/sponsor shall keep the notes until the end of the season. Students may be transported by another student's parents after submitting the BCPS travel release form to the school and having it on file with the coach and the athletic department. Students must be signed out by the adult providing the transportation.

EXCEPTION

The Superintendent/designee shall have the authority to suspend the procedure for unique situations.

EVALUATION

~~Following a field trip, the teacher(s) shall complete the School-Related Student Trip Evaluation Form (09.36-AP.23).~~

RELATED PROCEDURES:

09.2241 (all procedures)

09.36 (all procedures)

Field Trip/Bus/Van Request Form

Please PRINT clearly. Provide two (2) weeks notice when possible. If you will be traveling out of state at any time during the trip, all necessary forms are due at least six (6) weeks prior to scheduled trip. If you will be traveling out of state at any time during trip, please attach a detailed agenda, map, and travel route for your entire trip. Attach lesson plans (Academic Field Trips Only).

SCHOOL _____ CLASS OR GROUP _____

DESTINATION _____

☐ Within County ☐ Out of County ☐ Out of State ☐ Overnight

Date of Trip _____ Pick-up Time _____ Time of Return _____

Approximate No. of Students _____ Number of Chaperones _____

Number of Buses/Vans Required _____ Cost to Students \$ _____

How will you pay for those students who cannot afford the fee: _____

Sponsoring group is responsible for all transportation costs associated with the trip, including driver's salary, plus any applicable overtime wages and deductions required by law.

MODE OF TRANSPORTATION (CHECK ONE):

☐ Walking ☐ District-owned school bus ☐ District-owned van

☐ Certificated common carrier (Attach necessary paperwork.) Company: _____

SPECIAL REQUEST: ☐ Bus is not required to stay (in county only, out of county bus is required to stay)

☐ Check here if luggage, equipment, etc., will be transported. ☐ Other; Please specify _____

REQUESTED BY: (Please print.) _____ **Date:** _____

Requested by: _____ **Date:** _____

Approved: _____ Disapproved: _____ Principal: _____

Approved: _____ Disapproved: _____ Assistant Superintendent: _____

Approved: _____ Disapproved: _____ Director of Transportation: _____

Note: Signature of Principal or Assistant Principal approving this request for school bus indicates approval of sponsors and chaperones and therefore authorizes them to ride the school bus assigned. (This approval complies with applicable legal requirements.)

- Lesson plans must be included before approval will be granted for academic field trips*
- Leave time from school will be no earlier than 9:00 a.m., and return time will be no later than 1:45 p.m. when school is in session.*
- Use of private carrier, overnight trips, or out of state travel requires Board of Education approval. Paperwork MUST be submitted for approval at Board Meeting prior to travel. Forms for out of state trips are due at least six (6) weeks before travel date. Out of state trip requests must include a detailed travel agenda, route, and map for approval.*
- Sponsors are responsible to ensure that the bus/van is cleaned at the end of trip or a cleaning fee of \$100.00 per bus or \$250.00 per van will be assessed.*
- The return of Special Needs buses may vary.*
- All trips, regardless of length, will be charged a one hour minimum fee.*
- There will be 30 minute surcharge added to all trips. This surcharge will cover driver's salary for pre/post trip inspection, travel time and mileage to and from pick up/drop off locations.*

To be Completed by Transportation Personnel:

*Bus Assigned	Employee #	**Driver Assigned
Departure Time:	Departing Mileage:	Regular Salary:
Ending Time:	Ending Mileage:	Overtime Salary:
***Total Time::	Total Mileage:	

*Bus assignment subject to change.

** To include retirement, FICA, Medicare and Workers' Comp

***Surcharge details See #7 above

Signature of Sponsor: _____ **Signature of Driver:** _____

SchoolRelated Student Trip Evaluation Form

SUBMIT THIS FORM TO THE PRINCIPAL WITHIN

☐ ONE WEEK ☐ TWO WEEKS ☐ OTHER, SPECIFY _____ AFTER THE TRIP.

FACULTY MEMBER(S) SPONSORING TRIP _____

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class (i.e., junior, senior) Trip, specify _____

☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____

DESTINATION _____ DATE(S) OF TRIP _____

NUMBER OF STUDENTS _____ FACULTY SPONSORS _____ AND OTHER CHAPERONES _____ TOTAL _____

PURPOSE/EDUCATIONAL VALUE _____

HOW DID THIS DESTINATION MEET THE EDUCATIONAL OBJECTIVES? _____

WHAT FOLLOW-UP ACTIVITIES DID YOU DIRECT IN THE CLASSROOM TO REINFORCE THE STUDENTS' FIELD TRIP EXPERIENCE? _____

WAS PUPIL BEHAVIOR OR SAFETY A PROBLEM ON THE TRIP? _____

WOULD YOU RECOMMEND THIS DESTINATION TO A COLLEAGUE OR REPEAT THE EXPERIENCE YOURSELF? _____

IF DISTRICT PROVIDED TRANSPORTATION WAS USED,

DID THE DRIVER ARRIVE AT THE DESIGNATED TIME? ☐ YES ☐ NO

WAS THE DRIVER COURTEOUS AND POLITE? ☐ YES ☐ NO

DID THE DRIVER OPERATE THE VEHICLE IN A SAFE AND PROFESSIONAL MANNER?

☐ YES ☐ NO

WAS THE BUS CLEAN AT THE ONSET OF THE TRIP? ☐ YES ☐ NO

ON A SCALE OF 1-10, WITH 10 BEING THE HIGHEST, HOW WOULD YOU RATE THIS EDUCATIONAL EXPERIENCE?

1-2 _____ 3 _____ 4-5 _____

6 _____ 7 _____ 8-9 _____

10 _____

Sponsor's Signature

Date