

JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Jesse Bacon
FROM: Troy Wood *TW*
DATE: June 6, 2023
RE: 2023 KSBA Procedure Update #27

Please find attached for the Board's review, the 2023 KSBA Procedure Update #27 that have been reviewed by Central Office Leadership. The requested additions and/or modifications have been revised to suit the needs of the district.

Please let me know if you need additional information.

TW:amt

Attachments:

- 2023 KSBA Procedure Updates #27

KSBA Procedure Service

2023 Procedure Update (#27) 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
03.11 AP.2521	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.1211 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.19 AP.23	<input checked="" type="checkbox"/>	<input 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"/>
05.4 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.23	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
05.4 AP.231	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.232	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
07.13 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.23 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.425 AP.21	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.4341 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.435 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.221 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
04.32 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
04.32 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.1312 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<u>06.34 AP.2</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>09.36 AP.1</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.

09.11 AP.22	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.111 AP.21	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.12 AP.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>

09.12 AP.22	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.123 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.123 AP.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.123 AP.21	<input type="checkbox"/>	<input type="checkbox"/>
09.124 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.121 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05.11 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.14 AP.251	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.12 AP.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☐

☒ DELETE

EXPLANATION: THE UPDATED FBI CJIS SECURITY POLICY CHANGES THE TRAINING REQUIREMENTS FROM EVERY TWENTY-FOUR (24) MONTHS TO EVERY TWELVE (12) MONTHS.
FINANCIAL IMPLICATIONS: MORE FREQUENT TRAINING

PERSONNEL

03.11 AP.2521

Criminal History Record Information

PURPOSE

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualification for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

AUTHORITY

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

NONCRIMINAL JUSTICE AGENCY CONTACT (NAC) & LOCAL AGENCY SECURITY OFFICER (LASO)

The Superintendent will designate employee(s) to serve as the NAC and LASO points of contact with KSP through which communication regarding audits, District personnel changes, training, and security are conducted. The NAC and LASO will receive and disseminate communication from KSP to all authorized District personnel. Additionally, the LASO shall where applicable:

1. Identify who is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated.
4. Ensure approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

AUTHORIZED PERSONNEL

Authorized personnel will be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District will keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

TRAINING OF AUTHORIZED PERSONNEL

The District will ensure all persons authorized to have CHRI access will complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC will keep on file the Security Awareness Training certificate on all authorized personnel.

The District will ensure authorized users complete recertification of Security Awareness Training every ~~twelv~~~~etwenty-four~~ (1224) months.

Authorized personnel will review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

Criminal History Record Information

FINGERPRINT CARD PROCESSING

The District requires that all covered persons for whom fingerprint check is required must provide a valid, unexpired form of government-issued photo identification prior to fingerprinting to verify their identity.

A copy of the FBI Privacy Rights Notification will be provided to the covered persons prior to fingerprinting. Covered persons will also be advised of the process regarding a challenge of the criminal history record.

Covered persons that have disclosed a conviction must still be fingerprinted. Proper reason for fingerprinting must be documented in the "Reason for Fingerprinting" box.

Proper chain of custody procedures protecting the integrity of the covered person's fingerprints prior to submission will include maintaining fingerprints in a secure environment, in a sealed envelope.

COMMUNICATION

Authorized personnel may discuss the CHRI results with covered persons in a secure, private area. Extreme care will be taken to prevent overhearing, eavesdropping, or interception of communication.

The District will not allow a covered person to have a copy of their record or take a picture of it with an electronic device.

The District will provide the covered person with required forms and options to obtain their record if a record is to be challenged.

PHYSICAL SECURITY

The District will ensure that information system hardware, software, and media are physically protected through access control measures by ensuring the perimeter of a physically secured location shall be prominently posted and separated from non-secure locations by physical controls. The District will control all access points (except for those areas within the facility officially designated as publicly accessible) and will verify individual access authorizations before granting access. The District will control physical access to information system distribution and transmission lines within the physically secure location. The District will control physical access to information system devices that display Criminal Justice Information (CJI) and will position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. The District will monitor physical access to the information system to detect and respond to physical security incidents. The District will control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and will escort visitors in a secured location.

Criminal History Record Information

STORAGE AND RETENTION OF CHRI

The fingerprint results from KSP should only be handled by authorized personnel.

During the fitness determination:

- CHRI will be stored in a locked drawer/container at the Central Office and only accessible to authorized personnel.
- CHRI will be stored in a separate file that cannot be released for any public records request and will not be archived in a publicly accessible location.
- CHRI results will be stored electronically the agency using proper security and encryption methods.
- If stored electronically, the District will ensure compliance of CJIS Security Policy for the Network Infrastructure to include the following:
 1. Network Configuration
 2. Personally Owned Information Systems
 3. Publicly Accessible Computers
 4. System Use Notification
 5. Identification/User ID
 6. Authentication
 7. Session Lock
 8. Event Logging
 9. Advance Authentication
 10. Encryption
 11. Dial-up Access
 12. Mobile Devices
 13. Personal Firewalls
 14. Bluetooth Access
 15. Wireless (802.11x) Access
 16. Boundary Protection
 17. Intrusion Detection Tools and Techniques
 18. Malicious Code Protection
 19. Spam and Spyware Protection
 20. Security Alerts and Advisories
 21. Patch Management
 22. Voice over Internet Protocol (VoIP)
 23. Partitioning and Virtualization
 24. Cloud Computing
- Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and will not be archived in a publicly accessible location.

Criminal History Record Information**MEDIA TRANSPORT**

The District will protect and control digital and physical media during transport outside of controlled areas and will restrict the activities associated with transport of such media to authorized personnel.

DISPOSAL OF MEDIA CHRI

The District will properly sanitize or destroy physical or electronic CHRI per the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release, inoperable digital media shall be destroyed; cut up, shredded, etc. The District shall ensure the sanitation or destruction is witnessed or carried out by authorized personnel.

MISUSE OF CHRI

In the event of deliberate or unintentional misuse of CHRI, the District will subject the employee to disciplinary action per Board policy and procedures, up to and including termination, or request for criminal investigation/charges.

EXPLANATION: SB 7 (EFFECTIVE NOW) AMENDS KRS 336.134 TO PROHIBIT DISTRICTS FROM DEDUCTING MONEY FROM EMPLOYEE PAYROLL FOR CERTAIN PURPOSES. DISTRICTS SHALL NO LONGER DEDUCT ANY AMOUNT FOR: "ANY DUES, FEES, ASSESSMENTS, OR OTHER CHARGES TO BE HELD FOR, TRANSFERRED TO, OR PAID OVER TO A LABOR ORGANIZATION; OR ... POLITICAL ACTIVITIES."

ALSO NOTE THAT SB 7 AMENDS KRS 161.158 TO REFLECT THE FOLLOWING:

"THE DISTRICT BOARD IS PROHIBITED FROM DEDUCTING MEMBERSHIP DUES OF AN EMPLOYEE ORGANIZATION, MEMBERSHIP ORGANIZATION, OR LABOR ORGANIZATION ~~[WITHOUT THE EXPRESS WRITTEN CONSENT OF THE EMPLOYEE. EXPRESS WRITTEN CONSENT OF THE EMPLOYEE MAY BE REVOKED IN WRITING BY THE EMPLOYEE AT ANY TIME].~~"

FINANCIAL IMPLICATIONS: TIME SPENT REMOVING PAYROLL DEDUCTIONS

PERSONNEL

03.1211 AP.21

Employee Automatic Withdrawal Designation

Name: _____

Employee #: _____

- | Organization | Amount/Pay (26 Deductions) |
|---|-----------------------------------|
| <input type="checkbox"/> Bullitt County Education Foundation | _____ |
| This Foundation was founded to provide funding to teachers to support innovative grant proposals that will enhance learning opportunities that is not in the Board of Education budget. Examples of grants might include: digital cameras, money for percussion instruments, art projects, field trips, software, supplies for a special science project, special speakers, etc. Contributions are accepted by payroll deduction, private donation, and special events. | |
| <input type="checkbox"/> Metro United Way | _____ |
| All monies raised in Bullitt County are returned to Bullitt County. MUW monies help fund the Bullitt County Schools TAPP (TeenAge Parenting Program), CASA (Court Appointed Special Advocates), Center for Women and Families, American Red Cross, Options Unlimited, and the YMCA of Bullitt County. | |
| <input type="checkbox"/> American Cancer Society | _____ |
| The American Cancer Society is a nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem. Monies that are deducted are recognized as a contribution to the American Cancer Society via the local Relay for Life. | |
| <input type="checkbox"/> Fund for the Arts | _____ |
| The oldest arts fund in the country. Provides more than 200 community arts grants to schools and organizations. Offer special "members only" prices for selected arts performances and events every month. Offer annual youth scholarships for student's pursuing a career in the performing and visual arts. | |
| <input type="checkbox"/> CASA (Court Appointed Special Advocates) | _____ |
| CASA volunteers are everyday citizens appointed by judges to advocate for the safety and well-being of abused and neglected children. They stand up for children and help change their lives. Because KY CASA receives no state funding, CASA relies on funding and contributions from private donors. Your personal donation can make a difference in our ability to grow and enhance our service capabilities. | |
| <input type="checkbox"/> WHAS CRUSADE FOR CHILDREN | _____ |
| The WHAS Crusade for Children raises monies for agencies, schools and hospitals to better the lives of special needs children. 100% of each donation goes directly to the WHAS Crusade for Children to help children with special needs. All monies raised in Bullitt County are returned to Bullitt County. | |

Employee Automatic Withdrawal Designation

Deductions will automatically roll over from year to year. If you would like to revoke your automatic withdrawals, please submit request in writing to the Finance Department.

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

Employee's Signature

Date

EXPLANATION: HB 331 AMENDS KRS 158.162 REGARDING TRAINING REQUIREMENTS FOR USE OF AUTOMATED EXTERNAL DEFIBRILLATORS(AEDS)

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, TRAINING COSTS

EXPLANATION: SB 1 (2022) CHANGED THE PROCESS FOR HIRING THE PRINCIPAL FROM THE COUNCIL TO THE SUPERINTENDENT WITH CONSULTATION WITH THE COUNCIL AND REMOVED THE REQUIRED TRAINING ON INTERVIEWING TECHNIQUES.

FINANCIAL IMPLICATIONS: SAVINGS ON TRAINING COSTS

District Training Requirements

SCHOOL YEAR: _____

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

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.345	02.4244			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
If District owns- Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

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

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

EXPLANATION: HB 32 AMENDS KRS 161.011 TO PERMIT HIRING OF CLASSIFIED PERSONNEL WITHOUT A HIGH SCHOOL DIPLOMA IF OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA IS PROVIDED BY THE DISTRICT AND PERMITS CERTAIN GOVERNMENT ISSUED CERTIFICATIONS OR LICENSES TO SUBSTITUTE.

FINANCIAL IMPLICATIONS: POTENTIAL COSTS ASSOCIATED WITH ADMINISTERING THE EQUIVALENCY PROGRAM.

EXPLANATION: HB 13 AMENDS KRS 281A.175 RELATED TO THE PHYSICAL EXAM REQUIREMENT FOR SCHOOL BUS DRIVERS. IT CHANGES THE REQUIRED PHYSICAL EXAM FROM EVERY YEAR TO EVERY TWO (2) YEARS.

FINANCIAL IMPLICATIONS: LESS FREQUENT EXAMS COULD BE A COST SAVINGS.

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.) Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.
- ☐ **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 every two (2) years~~annually~~ for school bus drivers. ~~as are required d~~Drug testing results are required each year. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K4 (State) and Form W4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New classified employees must be fingerprinted at the Central Office.

Personnel Documents**REQUIREMENTS (CONTINUED)**

- ☐ **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of 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.
- ☐ **COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every fulltime employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)
- ☐ **FOOD SAFETY TRAINING CERTIFICATE, if applicable:** Must be presented to the Superintendent's designee by each regular or substitute food service employee of the School District prior to assuming the duties of the position, if required by the county/district Health Department.

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

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL DISTRICT TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO HAVE A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING, AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

*I sent this
to legal for review
have not heard
back yet
Jesse*

SCHOOL FACILITIES

05.4 AP.1

Use of ~~Automated~~ Automatic External Defibrillators (AEDs)

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

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

PURPOSE OF PROCEDURE:

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

INDICATIONS FOR AED USE:

AED is intended to be used by personnel who have been trained in its operation. The user should be qualified by training in basic life support or other physician-authorized emergency response. The device is indicated for emergency treatment of victims exhibiting symptoms of sudden cardiac arrest who are unresponsive and not breathing.

PROCEDURES:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist. Some examples of hazards are:
 - Electrical dangers
 - Chemical dangers
 - Harmful people
 - Traffic
 - Fire or flammable gasses
- ~~2. Determine responsiveness of victim.~~
- ~~3. Activate emergency system:~~
 - ~~a) At any phone, dial 911.~~
 - ~~b) Call main office and alert them to emergency and location of unconscious person.~~
 - ~~e) Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene and notify CPR-trained staff members of location.~~
 - ~~d)~~

Use of ~~Automated~~ Automatic External Defibrillators (AEDs)**PROCEDURES (CONTINUED)**

- d) ~~The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim's location.~~
 - e) ~~Office staff should gather, if available, any medical history, information, allergies, demographic issues affecting the situation, medications, as well as parent/guardian contact numbers, so EMS can treat appropriately when on site.~~
4. ~~CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:~~

~~NOTE: Observe universal precautions using gloves and ventilation mask if available.~~

- a) ~~If there is no response and no signs of circulation, apply AED.~~

~~NOTE: If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform five (5) rounds of infant/child CPR prior to activating the emergency response system and getting the AED.~~

5. ~~Turn on the AED and follow voice prompts. (Opening lid turns "on" the machine.)~~
6. ~~Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:~~
- a) ~~Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.~~
 - b) ~~Wipe chest clean and dry if victim's chest is dirty or wet.~~
 - c) ~~Peel electrode pads, one at a time, from the backing or liner.~~
 - d) ~~Press electrode pads firmly to skin.~~

~~NOTE: If victim is under eight (8) years old or under 25 kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, b, c, and d. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for 2 minutes, and the child is over one (1) year old, you may use regular adult pads. Do not delay treatment to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes. Make certain that pads do not touch each other—if so, place pads in anterior/posterior positions.~~

7. ~~Stand clear of victim while machine evaluates victim's heart rhythm.~~

~~SHOCK ADVISED~~

- 1. ~~Clear area, making sure no one is touching the victim.~~
- 2. ~~Push SHOCK button when prompted. (If the AED is a fully automatic unit, the shock occurs without rescuer interaction.)~~
- 3. ~~Device will analyze the victim's heart rhythm every two (2) minutes and will shock as needed.~~
- 4. ~~If no further shock advised, and the victim remains unconscious with no signs or circulation, resume CPR starting with compressions.~~

Use of Automated Automatic External Defibrillators (AEDs)**SHOCK ADVISED (CONTINUED)**

- ~~5. Device will count down every two (2) minutes and will automatically evaluate victim's heart rhythm when CPR time is over. (Follow prompts of AED machine.)~~

NO SHOCK ADVISED

- ~~1. Device will prompt to initiate CPR starting with compressions.~~
- ~~2. If normal breathing and movement are not present, perform CPR for five (5) sets.~~
- ~~3. AED will automatically evaluate victim's heart rhythm after two (2) minutes.~~
- ~~4. If signs of movement are present, check for normal breathing. (go to number 6)~~
- ~~5. If victims regain signs of normal breathing or movement, place them on their side in the recovery position, and monitor their breathing closely.~~
- ~~6. If victim remains unresponsive, continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives.~~
- ~~7. Victim must be transported to hospital.~~
- ~~8. Leave AED attached to victim until EMS arrives, and disconnect AED.~~
- ~~9. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.~~

AFTER SCHOOL HOURS

- ~~1. Athletic trainer-covered events:~~
 - ~~a) Determine unresponsiveness~~
 - ~~b) Activate emergency system:~~
 - ~~• At any phone, dial 911.~~
 - ~~• Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.~~
 - ~~c) If present, the athletic trainer will assign someone to retrieve the AED machine.~~
 - ~~d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.~~
 - ~~e) Follow procedure outlined above. See During School Hours section starting with 4a.~~
 - ~~2. Other school events (if AED is available)~~
 - ~~a) Determine responsiveness.~~
 - ~~b) Activate emergency system:~~
 - ~~• At any phone, dial 911.~~
 - ~~• Alert the supervising staff member of the emergency.~~
 - ~~c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives~~
 - ~~d) Follow procedure outlined above. See School Hours section starting with 4a.~~
2. Utilize the chain of survival as outlined in American Heart Association:
- a) Recognition of cardiac arrest and activation of emergency response system/911

- Communicate the emergency location with office staff or athletic personnel. Responsibilities include: getting the AED to the emergency , directing CPR trained employees to the location, and escorting emergency personnel to the correct location.

b) **Initiate early cardiopulmonary resuscitation (CPR)**- performing high quality compressions by CPR certified staff until AED arrives. Minimize all interruptions

c) **Rapid Defibrillation.** Follow prompts from the AED to allow shock or continue with compressions.

- If the victim would regain signs of normal breathing or movement, place them on their side in the recovery position.

d) **Advanced Resuscitation by Emergency Medical Services**- turn over care of the victim to EMS personnel. Once they are on the scene, follow the directions of EMS personnel for further actions.

2. Utilize the chain of survival for pediatrics as outlined in American Heart Association:

a) **Prevention**- Close supervision at all times

b) **Recognition of cardiac arrest and activation of emergency response system**

- Communicate the emergency location with office staff or athletic personnel. Responsibilities include: getting the AED to the emergency , directing CPR trained employees to the location, and escorting emergency personnel to the correct location.

c) **Initiate high quality (CPR)**- performing high quality compressions until AED arrives. Minimize all interruptions

c) **Rapid Defibrillation.** Follow prompts from the AED to allow shock or continue with compressions.

- If the victim would regain signs of normal breathing or movement, place them on their side in the recovery position.

d) **Advanced Resuscitation by Emergency Medical Services**- turn over care of the victim to EMS personnel. Once they are on the scene, follow the directions of EMS personnel for further actions.

SCHOOL FACILITIES

05.4 AP.1
(CONTINUED)

Use of ~~Automated~~ Automatic External Defibrillators (AEDs)

AFTER USE

1. A copy of AED use information will be sent within 24 hours (weekdays) of the emergency to:
 - a) Medical Director
 - b) AED Program Coordinator

2. The responder will document the event using the District ~~accident form~~ Automated External Defibrillator (AED) Reporting Form (05.4 AP.231) and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to manufacturer guidelines.
4. Electrode pads must be replaced and reconnected to the device (~~electrode pads and CHARGE-PAK charging unit must be replaced in the LIFEPAK CR Plus AED~~). to ensure readiness. Contact Health services for needed supplies.
5. Contents of the resuscitation kit must be replaced if used.
6. Critical Event Stress debriefing will be conducted by:
 - a) Medical Director
 - b) AED Program Coordinator

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.
FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.23

Compliance with Automated External Defibrillator (AED) Requirements

Name of Employee: _____ Date of Training: _____

Having completed the required AED training, I hereby confirm that I have read and understand the policies and procedures for use of AEDs for the District.

Should I have questions at any time while serving as an Expected AED User, I shall contact the designated AED contact for clarification. I agree to follow the terms and guidelines set forth in policy and procedures for this District.

Expected AED User's Signature _____ Date _____

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Superintendent/designee's Signature _____ Date _____

Formatted: ksba normal

Formatted: ksba normal

DELETE
Procedure
see email
attached

Re: Policy Question

1 message

Howell, Lesa <lesa.howell@bullitt.kyschools.us>

Fri, May 26, 2023 at 10:28 AM

To: "Troutman, Angie" <angie.troutman@bullitt.kyschools.us>

Cc: "Nutt, Betsy" <betsy.nutt@bullitt.kyschools.us>

Thank you!! I'll show Steve the response and let him decide. Sounds like we are covered tho' by Eric's response. Appreciate your help!!!

On Fri, May 26, 2023 at 10:21 AM Troutman, Angie <angie.troutman@bullitt.kyschools.us> wrote:
See below....

----- Forwarded message -----

From: **Cooper, Matt - KSBA** <matt.cooper@ksba.org>

Date: Fri, May 26, 2023 at 10:14 AM

Subject: RE: Policy Question

To: Troutman, Angie <angie.troutman@bullitt.kyschools.us>

Good morning Angie,

The checklists have an option for times like that. Just check the box "keep current policy".

One word of caution, even if the Board chooses not to accept a particular section of new language, if that language was a legal/statutory change the district is still required to follow that new law even if Board policy did not accept take the change. So please consult with your Board attorney.

I hope this helps and I hope you have great holiday weekend when you get to it

Best,

Matt Cooper

Policy Consultant & eMeeting Trainer

Kentucky School Boards Association

Direct: 502.783.0084 | matt.cooper@ksba.org

eMeeting (after hours) 502.783.2727

260 Democrat Drive | Frankfort, KY 40601





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.

From: Troutman, Angie <angie.troutman@bullitt.kyschools.us>
Sent: Friday, May 26, 2023 10:02 AM
To: Cooper, Matt - KSBA <matt.cooper@ksba.org>
Subject: Policy Question

What if we have a policy that we do not want to adopt, how does that work? Thank you.

--

Angela Troutman, CEOE

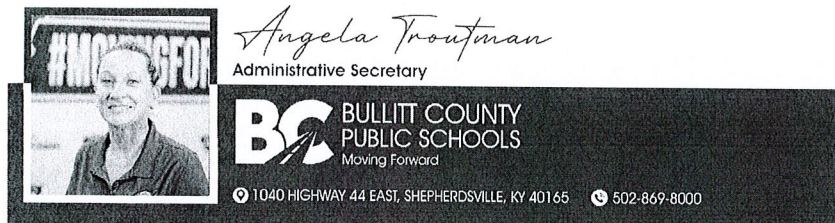
Administrative Assistant for Chief Operations Officer

Bullitt County Public Schools

1040 Highway 44 East

Shepherdsville, KY 40165

(P) 502-869-8087 (F) 502-543-3608



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Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact the KSBA IT Department.

--

Angela Troutman, CEOE

Administrative Assistant for Chief Operations Officer

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.231

Automated External Defibrillator (AED) Reporting Form

Submit this form to Superintendent/designee within forty-eight (48) hours of AED use.

AED USER: _____

LOCATION OF AED USE: _____

NAME: _____ **DATE OF INCIDENT:** _____

☐ Staff Member ☐ Student ☐ Parent/Visitor

Condition upon arrival (check all that apply)

- ☐ unconscious
☐ not breathing
☐ no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

NUMBER OF DEFIBRILLATIONS: _____

Please describe the incident from the beginning of the emergency until its conclusion:

Were efforts terminated? ☐ Yes ☐ No **If yes, please explain.**

Signature of AED User

Date

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

~~DELETE~~

Automated External Defibrillator Inspection Log

<u>DATE</u>	<u>INSPECTED/ IN-SERVICE</u>	<u>INSPECTED/OUT- OF-SERVICE</u>	<u>SUPT/DESIGNEE & SITE /SUPERVISORS NOTIFIED AND DATE</u>	<u>MISSING/FAULTY EQUIPMENT (LIST)</u>	<u>INITIALS OF INSPECTOR</u>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		

EXPLANATION: HB 522 AMENDS KRS 45A.385 AND KRS 424.260 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

SUPPORT SERVICES

07.13 AP.1

Bidding of School Food Service Supplies

LIKE ITEMS IN EXCESS OF ~~\$30,000~~40,000

If the total amount of purchases for like items is ~~\$30,000~~40,000 or more, formal bid procedures will be utilized. Food, food products, supplies and equipment will be bid as follows:

- Milk, bread, and ice cream will be bid annually during the month of June;
- Groceries and other Food Service bids for food and supplies will be bid semi-annually;
- Small wares will be bid (as needed); and
- Large and small equipment will be bid as needed.

BID SPECIFICATIONS

The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the SFS.

1. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.
2. Specifications and bid documents shall be mailed to all potential bidders.
3. Bids shall be opened and tabulated by the School Food Service/School Nutrition Program Director.
4. The bids shall be submitted to the Board of Education for action.

PERISHABLES

Applicable federal law does not provide a bidding exception for perishable food items purchased with school food service funds. Perishables purchased using school food service funds shall be procured in accordance with 2 C.F.R. 200.320.

EMERGENCY PURCHASES

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the School Food Service/School Nutrition Program Director.

The log of emergency purchases shall include: Item name, dollar amount, vendor, reason for emergency.

RECORDS MANAGEMENT

The following records will be maintained for a period of three (3) years plus the current year:

1. Records of all phone quotes
2. Logs of all emergency and noncompetitive purchases
3. All written quotes and bid documents
4. Comparison of all price quotes and bids with the effective dates shown
5. Price comparison showing bid or quote awarded
6. Log of approval substitutions

Bidding of School Food Service Supplies

RELATED PROCEDURE:

04.32 AP.1

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT A COMPLAINT RESOLUTION POLICY FOR PARENTS OR GUARDIANS ALLEGING THAT MATERIAL, A PROGRAM, OR AN EVENT THAT IS "HARMFUL TO MINORS" HAS BEEN PROVIDED OR IS CURRENTLY AVAILABLE TO THEIR STUDENT ENROLLED IN THE DISTRICT.

FINANCIAL IMPLICATIONS: TIME SPENT INVESTIGATING, RESPONDING TO APPEALS, COST OF NEWSPAPER ADVERTISEMENT REGARDING FINAL OUTCOME

STUDENTS

08.23 AP.21

"Harmful to Minors" Complaint Resolution Process

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that material, a program, or an event that is "harmful to minors" has been provided or is currently available to the child of the parent or guardian.

"Harmful to minors" is defined in KRS 158.192 and Policy 08.23.

COMPLAINANT (PARENT OR GUARDIAN)

Complainant Name _____ Date _____

Home Address _____ Phone _____

Student Name(s) _____

Home Address _____ Phone _____

School _____ Grade Level _____

COMPLAINT(S)

A reasonably detailed description of the material, program, or event that is alleged to be "harmful to minors," and how the material, program, or event is believed to be "harmful to minors." (Use additional sheet if necessary.)

Complainant's Signature _____ Date _____

LEVEL ONE: SCHOOL PRINCIPAL NAME:

Within seven (7) business days of receiving a written complaint, the Principal shall review the complaint and take reasonable steps to investigate the allegations in the complaint, including but not limited to reviewing the material, program, or event that is alleged to be "harmful to minors;"

Per KRS 158.192, the Principal shall determine whether:

- The material, program, or event that is the subject of the complaint is "harmful to minors;"
- Student access to material that is the subject of the complaint shall remain, be restricted, or be removed;
- A program or event that is the subject of the complaint shall be eligible for future participation by students in the school.

“Harmful to Minors” Complaint Resolution Process**COMPLAINT(S) (CONTINUED)**

Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or guardian and the Principal, the Principal shall confer with the parent or guardian and inform him or her whether the material, program, or event that is the subject of the complaint was determined to be “harmful to minors” and what the resolution will be.

PRINCIPAL’S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Principal’s Signature

Date

A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school's and District's policies and procedures when requesting and reviewing such information.

LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD

Complainant Name:

Date appeal received at this level:

The parent or guardian shall make any appeal within ten (10) days. The appeal shall:

- Be subject to full administrative and substantive review by Board and shall not be delegated;
- Include an opportunity for the parent or guardian to provide input during public comment at a Board meeting;
- Be completed within thirty (30) calendar days of receiving the written appeal unless another time frame is mutually agreed upon by the parent or guardian and the Board; and
- Be discussed and voted on during a meeting of the Board subject to the open records and open meeting requirements under KRS Chapter 61.

“Harmful to Minors” Complaint Resolution Process**LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD (CONTINUED)**
(USE ADDITIONAL SHEET IF NECESSARY.)

 Complainant’s Signature

 Date

The Board's final disposition of the appeal shall be made in writing and shall state whether the material, program, or event was determined to be “harmful to minors” and whether student access to the material will remain, be restricted, or be removed and whether the program or event shall be eligible for future participation by students in the school.

Within fifteen (15) business days from the date of a final disposition, the title of the material or a description of the program or event submitted for appeal, whether the material, program, or event was determined to be “harmful to minors,” whether student access to the material will remain, be restricted, or be removed or whether the program or event shall be eligible for future participation by students in the school, and the vote cast by each individual Board member shall:

- Be published on the website of the Board where it shall remain available for review; and
- Be published in the newspaper with the largest circulation in the county.

BOARD’S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY.)

 Board Member Name:

 Vote:

 Board Member Name:

 Vote:

 Board Member Name:

 Vote:

 Board Member Name:

 Vote:

 Board Member Name:

 Vote:

 Board Chair’s Signature

 Date

LEGAL: HB 538 AMENDS KRS 158.150 TO INCLUDE BEHAVIORS THAT OCCUR OFF SCHOOL PROPERTY IF THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.
FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

STUDENTS

09.425 AP.21

Record of Removal

An employee who removes a student, or causes a student to be removed, from a classroom setting or District transportation system shall complete and submit this form to the Principal/designee as soon as practicable following the removal. Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

Student's Name _____			
Last Name		First Name	Middle Initial
School _____	Grade (if known) _____	Date of Removal _____	
Classroom/District vehicle from which the student was removed: _____			
Site to which the student was removed: _____			
Employee who removed the student: _____			
Position: _____			

CAUSE(S) FOR REMOVAL

☐ Disrupting the classroom environment and educational process or challenging the authority of a supervising adult.

☐ Threatening behavior, such as verbal or written statements or gestures by the student indicating intent to harm themselves, others or property.

Describe (Use additional sheet(s) if necessary):

☐ Violent behavior, such as a physically or sexually inflict harm to himself/herself, others or property.

Describe (Use additional sheet(s) if necessary):

Record of Removal

WITNESS(ES) <i>(Use additional sheet(s) if necessary.)</i>
--

Name

Note if student/employee/other (specify)

Name

Note if student/employee/other (specify)

Employee's Signature

Date

EXPLANATION: REVISIONS TO 704 KAR 19:002 REQUIRE THE DISTRICT TO DEVELOP PROCEDURES FOR MONITORING THE ALTERNATIVE EDUCATION PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4341 AP.11

Alternative Education

MONITORING

The District shall provide for:

1. Regular, periodic monitoring of the alternative education program; and
2. Selecting, implementing, and monitoring the impact of professional learning designed to meet the needs of the teachers and students served by the alternative education program.

EXPLANATION: HB 538 AMENDS KRS 158.150 AND DEFINES THE PROCESS FOR EXPELLING OR EXTENDING EXPULSIONS OF STUDENTS, ENTERING INTO ALTERNATIVE PROGRAMS AND SETTINGS, AND SUSPENSION AS ADDRESSED IN POLICIES 09.431, 09.4341, AND 09.435. THIS PROCEDURE IS NO LONGER NEEDED.

FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

STUDENTS

09.435 AP.1

Expulsion/Alternative Placement/Administrative Placement Procedures

6. ~~Principals shall make recommendations for expulsion/alternative placement to the Superintendent within forty-eight (48) hours of the incident and in accordance with the Bullitt County Code of Acceptable Behavior and Discipline.~~
7. ~~The Principal shall send an expulsion/alternative placement packet to the Superintendent, which shall include the following items:~~
 - a. ~~Student Intervention Document~~
 - b. ~~Letter to the Superintendent from the Principal requesting expulsion/alternative placement~~
 - c. ~~Copy of the letter from the Principal notifying the parent of the expulsion/alternative placement recommendation~~
 - d. ~~Acknowledgement of receipt of the Code of Student Behavior and Discipline.~~
 - e. ~~Copy of the Discipline Referral(s)~~
 - f. ~~CDW/Juvenile Complaint/Court Referral (if applicable)~~
 - g. ~~Copy of the Police Report/Recovered Property Form/Evidence Seizure and Chain of Custody Report/Incident Report (if applicable)~~
 - h. ~~Alcohol/Drug Violation Form (if applicable)~~
 - i. ~~Appropriate letters, interviews and related documents~~
8. ~~The Superintendent, following review of the expulsion/alternative placement recommendation and packet, will forward the information to the Director of Pupil Personnel.~~

EXPULSION PROCEDURES

- i. ~~Upon receipt of the recommendation for expulsion, the Director of Pupil Personnel will schedule an Expulsion Review Hearing and notify the student, parent and school principal of the date and time of the hearing. The hearing shall be conducted during regular school hours.~~
- ii. ~~The Expulsion Review Committee (hereafter referred to as the ERC) shall consist of the Director of Pupil Personnel, the Safe and Drug Free Schools Coordinator and/or District Social Worker, Principal/Designee Bullitt Alternative Center and, when appropriate, the Director of Special Education.~~
- iii. ~~The Director of Pupil Personnel shall serve as chairperson of the ERC.~~

Expulsion/Alternative Placement/Administrative Placement Procedures

EXPULSION PROCEDURES (CONTINUED)

The duties of the ERC will be:

- To review the facts of the Principal's recommendation for expulsion.
- To review the student's past and present discipline, attendance and academic record.
- To hear any relevant information from students, parents, teachers, principals or other appropriate school personnel.
- To provide the parent/guardian of the student recommended for expulsion with the following information:
 - the reason(s) for the recommendation for expulsion
 - time, date and site of the next scheduled Board of Education meeting
 - the student placement alternatives
- To exercise the option of student placement by returning the student to his/her home school, appropriate placement in an alternative setting or recommendation for expulsion to the Board.
- It will be the duty of the Director of the Pupil Personnel to notify the student, parent/guardian, the Superintendent, the Board, and the Board Attorney of the recommendations of the ERC.
- The student and his/her parent/guardian may accept the recommendations of the ERC and be immediately placed or the student and his/her parent/guardian may reject the recommendation of the ERC and appeal directly to the Board by notifying the Superintendent, in writing, of their request (pursuant to KRS 158.150) within ten (10) days of the finding of the ERC.

The Board may accept, reject or amend the recommendation of the ERC.

- The ERC may refer to the Board any recommendation for expulsion for any behavior that disrupts the educational process.
- No recommendation for expulsion shall be made for an IDEA or Section 504 student whose behavior is determined by the Admissions and Release Committee (ARC) to be a manifestation of his/her disability. The ARC shall determine the interim alternative educational setting and services for any IDEA student whose behavior is determined by the ARC to be a manifestation of his/her disability when the student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

Expulsion/Alternative Placement /Administrative Placement Procedures

ALTERNATIVE PLACEMENT PROCEDURES

- ~~25. Upon receipt of the recommendation for alternative placement, the Director of Pupil Personnel shall consult with the Safe and Drug-Free Schools Coordinator and Principal/Designee Bullitt County Day Treatment School and may consult with other parties as deemed appropriate.~~
- ~~26. If the situation meets the criteria for alternative placement, the Director of Pupil Personnel will notify the student, parent and school Principal of the location and duration of the placement.~~
- ~~27. Recommendations for alternative placement for exceptional students shall be made in compliance with federal and state law and local board policy.~~

~~The Director of Pupil Personnel:~~

- ~~☐ Will review the facts of the Principal's recommendation for alternative placement.~~
- ~~☐ Will review the student's past and present discipline, attendance and academic record.~~
- ~~☐ May hold a hearing to review any relevant information from students, parents, teachers, principals, or other appropriate school personnel.~~
- ~~☐ Will exercise the option of student placement by returning the student to his/her home school, appropriate placement in an alternative setting or forwarding to the ERC for review.~~
- ~~☐ Will notify the student, parent/guardian, the Principal and the Superintendent of the outcome of the alternative placement recommendation.~~

ADMINISTRATIVE PLACEMENT PROCEDURES

~~Principals may make a recommendation to the Bullitt Alternative Center (BAC) Administrator for an administrative placement of a student. The recommendation for a student to be administratively placed is made following multiple documented interventions to modify the student's behavior without success. The Principal/designee shall send an administrative placement packet to the BAC Administrator which shall include the following items:~~

- ~~• Completed Student Intervention Document for an Administrative Placement to BAC;~~
- ~~• Documentation of notice to the student and parent that continued problem behavior will result in an administrative placement to BAC;~~
- ~~• Acknowledgement of the Code of Student Behavior and Discipline; and~~
- ~~• A copy of relevant information that will not be found in the student information system to include, if appropriate, Alcohol/Drug Violation Form, police report, chain of custody, incident report, letters, interviews, statements and other related documents.~~

Expulsion/Alternative Placement/Administrative Placement Procedures

ENROLLMENT REVIEW

~~Any middle or high school principal may request an Enrollment Review for any student returning or enrolling in their school from a school or facility in a different district or from a state alternative setting.~~

COMPOSITION OF ENROLLMENT REVIEW COMMITTEE

~~The committee will be chaired by the Director of Pupil Personnel, other members will include the school Principal/designee, the alternative school Principal/designee, the Safe Schools Coordinator (if appropriate), the Director of Special Education/designee (if appropriate), and a school Social Worker. The Enrollment Review Committee will meet with the student and Parent(s)/Guardian(s), review the student's school record, discuss college and career goals, and other pertinent information prior to making a recommendation for placement.~~

STUDENT RETURNING FROM DETENTION FACILITIES FOR NON-TRUANCY ISSUES

~~Students who return from a court ordered sentence at a detention facility for reasons other than truancy (disruptive or defiant behavior including violation of a Standing School Attendance Order) will have an Enrollment Review prior to returning to their home school. District staff attending court proceedings will notify Bullitt Alternative Center (BAC), the home school Principal, and the Director of Pupil Personnel of all students going to a detention facility and the return date. Upon receiving this information, the Director of Pupil Personnel will make contact with the Parent(s)/Guardian(s) to schedule an Enrollment Review hearing dated prior to the student returning to school.~~

~~Placement options available to the Enrollment Review Committee may include; but, not be limited to, return to the regular educational setting, enrollment in the alternative program, distance learning, as well as any other possible and appropriate educational options.~~

STUDENT RETURNING FROM DETENTION FACILITIES FOR TRUANCY ISSUES

~~For students returning to school from detention for truancy the Principal/designee will make contact with the parent(s)/guardian(s) scheduling a meeting prior to the student's return to school. The Principal and guidance counselor will meet with the student returning to school from detention, for truancy, and his/her parent(s)/guardian(s). Following the meeting the Principal may return the student to their regularly scheduled classes, make appropriate adjustments in the student's schedule or request the director of pupil personnel schedule an Enrollment Review.~~

RELATED POLICY:

~~08.131~~

REFERENCES:

~~KRS 158.150~~

~~P.L. 105.17 (Individuals with Disabilities Act)~~

~~707 KAR 1:340~~

-CLASSIFIED PERSONNEL -

Timesheet/Payroll Implications

EMP # _____

NAME _____

Grand Total Hours Per Job For 2 Week Period

		Org Code		OBJECT		PROJE C T		REG HRS		OT HRS		ODE CODE	
1.													
2.													
3.													
4.													
5.													

		JOB TITLE							JOB TITLE				
		1	2	3	4	5			1	2	3	4	5
SUN	IN						SUN	IN					
	OUT												
	IN												
	OUT												
MON	IN						MON	IN					
	OUT												
	IN												
	OUT												
TUE	IN						TUE	IN					
	OUT												
	IN												
	OUT												
WED	IN						WED	IN					
	OUT												
	IN												
	OUT												
THUR	IN						THUR	IN					
	OUT												
	IN												
	OUT												
FRI	IN						FRI	IN					
	OUT												
	IN												
	OUT												
SAT	IN						SAT	IN					
	OUT												
	IN												
	OUT												
		WEEK 1 TOTALS							WEEK 2 TOTALS				
REGULAR													
OVERTIME													

Pay Period Covered Beginning Date _____

Ending Date _____

Employee Signature* _____

Supervisors Signature* _____

*We the above signed do hereby certify that all statements made herewith are true to the best of our knowledge knowing that any misrepresentation later disclosed may cause loss of right to certification, appointment, of employment.

We also certify that the above named is a true signature of said employee and that we together have examined the record of time worked, and that the same is correct.

LEAVE HOURS USED

SL _____ PL _____ EL _____ VAC _____ JD _____ FML / ML _____
 SL - SICK LEAVE PL- PERSONAL LEAVE EL- EMERGENCY LEAVE VAC-VACATION JD-JURY DUTY FML/ML-FAMILY MEDICAL LEAVE

ATTACH CHECK FOR JURY DUTY. PLEASE CONTACT THE PERSONNEL DEPARTMENT REGARDING FAMILY/MEDICAL LEAVE

Principal/Supervisor has the responsibility of coding.

Leave cards must be attached for hours not worked.

ANY MISCALCUATION OF TOTAL HOURS MADE AT YOUR LOCATION WILL BE PAID ON THE NEXT PAY PERIOD.

Timesheet/Payroll Implications

In the event of inclement weather, classified employees shall have the following options and requirements:

CLASSIFIED EMPLOYEE	CIRCUMSTANCE		
	No School	Early Release	Delayed Start
<i>Bus Drivers/Monitors</i>	<ul style="list-style-type: none"> ➤ Do not work ➤ Mark time sheet "NO SCHOOL." 	<ul style="list-style-type: none"> ➤ Paid actual hours worked 	<ul style="list-style-type: none"> ➤ Paid actual hours driven
<i>School Based Office/Clerical</i>	<ul style="list-style-type: none"> ➤ Do not work unless using extended days/hours. ➤ Extended time shall be documented on time sheet. 	<ul style="list-style-type: none"> ➤ Remain at work. ➤ May take leave time. If leave not taken, Principal may allow makeup time during same week if time allows (not over 40 hours per week) or may be added to extended time. ➤ May take leave time with prior approval of Principal/Supervisor. 	<ul style="list-style-type: none"> ➤ Work scheduled hours or take leave time. ➤ Principal may allow makeup time during same week if time allows (not over 40 hours per week). ➤ May take leave time with prior approval of Principal/Supervisor.
<i>Custodians</i>	<ul style="list-style-type: none"> ➤ Work eight (8) hours. 	<ul style="list-style-type: none"> ➤ Work as scheduled unless using leave time. 	<ul style="list-style-type: none"> ➤ Work as scheduled unless using leave time.
<i>Instructional Assistants and Instructional Tutors</i>	<ul style="list-style-type: none"> ➤ Do not work. ➤ Mark time sheet "NO SCHOOL" 	<ul style="list-style-type: none"> ➤ Will leave at time of student dismissal. ➤ Mark hours worked under regular time. ➤ Early Release time must be made up at end of year as extended time if instructional day not added to school calendar. ➤ May take leave time. 	<ul style="list-style-type: none"> ➤ Report for work on delayed schedule. ➤ Mark hours worked under regular time. ➤ Delayed time must be made up at end of year as extended time if instructional day not added to calendar.
<i>Cafeteria</i>	<ul style="list-style-type: none"> ➤ Do not work. ➤ <u>The contracted day of work will be made up at a later date during the same contracted year.</u> ➤ <u>Mark time sheet "NO-SCHOOL"</u> ➤ <u>Managers may work extra time if approved by Director of School Food Service.</u> 	<ul style="list-style-type: none"> ➤ Mark hours worked under regular time. ➤ <u>Contracted time missed must be made up during the same week, if time allows</u> ➤ <u>OR</u> ➤ <u>Leave time may be approved for contracted time not worked.</u> <ul style="list-style-type: none"> ➤ Early Release time must be made up at end of year as extended time if instructional day not added to school calendar. ➤ May take leave time. 	<ul style="list-style-type: none"> ➤ Mark hours worked under regular time. ➤ <u>Make an effort to report to work at regular scheduled time.</u> ➤ <u>If late, time must be made up during the same week. If a Friday, time must be made up on same day.</u> ➤ <u>OR Leave time may be approved for contracted time not worked.</u> <ul style="list-style-type: none"> ➤ Delayed time must be made up at end of year as extended time if instructional day not added to calendar.

Timesheet/Payroll Implications

<i>Central Office Employees</i>	➤ Report for work as scheduled unless using leave.	➤ Remain at work or take leave time.	➤ Report to work at regular time or take leave time.
<i>Sweepers</i>	➤ Do not work. ➤ Mark time sheet “NO SCHOOL”.	➤ Work scheduled hours or take leave time.	➤ Report to work at regular time or take leave time.

* If Principals allow an employee to work who has exhausted extended time, Principal shall send school check.

* Use of leave should follow Board Policy 03.223, 03.2231, or 03.2236.

EXPLANATION: HB 522 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

FISCAL MANAGEMENT

04.32 AP.1

Procurement

- A. Conditions, including emergencies, and procedures under which purchases may be made by means other than competitive sealed bids.

Purchasing officers are authorized to acquire goods, services, or construction through noncompetitive negotiation under the following circumstances, providing a written determination is made that competitive bidding is not feasible. If available, quotes from three (3) suppliers shall be secured if for purchases exceeding \$1,000. At least one (1) of the following conditions shall be met:

1. An emergency has been determined.

An emergency condition is a situation that creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, and equipment failures. The existence of such a condition creates an immediate and serious need to supplies, services, or construction that cannot be met through normal procurement procedures and the lack of which would seriously threaten (a) the functioning of the District; (b) the preservative or protection of property; (c) the health or safety of any person. When such conditions exist, the Superintendent and designated purchasing agents are authorized to purchase through noncompetitive negotiation. The determination of an emergency and the details of the procurement shall be stated in writing and reported to the Board at its next regular meeting.

2. The product or service to be procured is available from a single source.

3. A necessity is temporarily unavailable from the contracted supplier.

When a particular necessity is temporarily unavailable from the contract supplier and the purchasing officer makes a written determination to that effect, the purchasing officer has the authority to treat such items as a single source of services or products and has authority to proceed to procure the same by noncompetitive negotiation.

4. Contracts for services.

The District may contract for the services of licensed professionals such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; technicians such as plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician; printers for special projects. This provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services.

Noncompetitive negotiations for services of licensed professionals shall occur only when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.

Procurement

5. The contract is for the purchase of perishable items, as indicated in applicable federal and state law, purchased with funds other than school nutrition service funds on a weekly or more frequent basis.
Purchase of such items with school nutrition service funds shall be done consistent with methods authorized by federal regulation (7 C.F.R. §3016.36).
6. The contract or purchase is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible.
7. The contract is for proprietary items for resale.
8. Items for resale include printed documents; stocks and inventories for school bookstores; candies; soft drinks, and, all other items that are sold to students and to the general public. Supplies that must be processed prior to resale such as food purchases for the lunchroom are not included as items for resale.
9. The contract or purchase relates to an enterprise in which the buying or selling by students is a part of the educational experience.
10. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the service area of the agency.
11. The contract or purchase is for purchase of supplies that are sold at public auction or by receiving sealed bids.
12. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment insurance.
13. The contract or purchase is for a sale of supplies at reduced prices that will afford a purchase at savings to the school district.
14. The contract or purchase is from a state, U.S. Government, or other public agency.
15. The contract or purchase is from a state, U.S. Government, or other public agency price contract.
16. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or the lowest evaluated bid price.
17. Sealed bidding is inappropriate because the available sources of supply are limited.
18. The bid prices received through sealed bidding are unresponsive or unreasonable.

B. _____ Reverse Auction

Competitive bidding or competitive negotiation for goods and leases may include use of a reverse auction, which is to be conducted as provided in KRS 45A.365 (competitive sealed bidding) or KRS 45A.370 (competitive negotiation).

Procurement

- C. Rejection of bids, consideration of alternate bids, and waiver of informalities in offers.
The conditions for bidding shall be applicable to and incorporated in all invitations for bids. Failure to comply with such conditions shall be cause for rejection of the bid. The Board or its designee retains the right to waive any informalities in offer.
- D. Confidentiality of technical data and trade secrets information submitted by actual and prospective bidders or offerors.
Technical data and trade secrets information submitted by actual and prospective bidders are exceptions to the open records requirements and shall be rated confidentially.
- E. Partial, progressive and multiple awards.
The District purchasing officer is authorized, when feasible, to advertise for bids as a discount from a price list or catalog. The conditions shall state that multiple awards may be made. When such multiple awards are made, purchases at the contract discount may be made from such price lists or catalogs without further negotiation. However, any changes in the price list exceeding ten percent (10%) during the period of the contract shall disqualify such items from purchase.
- F. Supervision of store rooms and inventories, including determination of appropriate stock levels, and the management, transfer, sale or other disposal of government-owned property shall be the responsibility of the purchasing officer of the district.
- G. Definitions and classes of contractual services and procedures for acquiring them.
The District may obtain the services of various classes of professionals, technicians, and artists by noncompetitive negotiation when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.
- H. Procedures for the verification and auditing of local public agency procurement records.
The Superintendent shall maintain sufficient records for the Board to verify all purchasing agreements and purchases made through such agreements. Financial records of all transactions related to the purchase of goods and services for the District or individual schools are subject to an annual financial audit.
- I. Annual reports from those vested with purchasing authority as may be deemed advisable in order to insure that the requirements of this policy are complied with.
1. Each staff member authorized to approve purchase orders shall:
 - a. Keep a copy of all purchase orders issued.
 - b. Maintain a log to include the name of the vendor from which products or services were obtained.
 - c. Record the purpose of the product or service.
 - d. Record how the decision was made to purchase from the vendor (bid, negotiation, single source, state price contract, etc.)
 - e. List other vendors contacted and their cost for the product or service.

Procurement

2. All Board policies and District procedures pertaining to procurement, whether promulgated under KRS 45A.345 to 45A.460 or otherwise, shall be maintained in the District Central Office and shall be available to the public upon request at a cost not to exceed the cost of reproduction.
- J. As directed by Kentucky Administrative Regulation, invitations for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.

SMALL PURCHASE PROCEDURES

The following procedures may be used for any contact in which the aggregate amount does not exceed ~~\$40,000~~~~30,000~~ in accordance with KRS 45A, the Kentucky Model Procurement Code:

1. A small purchase is the procurement of a good or service by the District which alone or in the aggregate of the like goods and services is less than ~~\$40,000~~~~30,000~~ per fiscal year. Purchases shall not be parceled, split, or artificially purchased over a period of time to meet the dollar limitations of this procedure.
2. Employees shall not use this procedure to bypass state price contracts, bids, etc., or to bypass conflict of interest regulations.
3. The following table shows the monetary thresholds corresponding with each of the necessary requirements for making small purchases:

MONETARY THRESHOLDS		REQUIREMENTS
A	\$0 - \$5,000	Requires an approved requisition and completed <i>Small Purchase Price Quote & Certification Form</i> with three (3) telephone quotes and/or published prices.
B	\$5,000 - \$40,000 30,000	Requires an approved requisition, a completed <i>Small Purchase Price Quote & Certification Form</i> , and three (3) written quotations from competitive vendors.
C	over \$40,000 30,000	Contact the Finance Office.

4. Purchases not requiring the use of the procedure as defined in KRS 45A include the following:

A. Competitive Sealed Bids

B. Competitive Negotiation

C. Cooperative Purchase

D. State/GSA Contract Purchase

E. Noncompetitive negotiation including:

- a. Authorized trip outside District
- b. Emergency situation – declared only by the Superintendent
- c. Single source item (i.e., copyright books)
- d. Professional services
- e. Perishables
- f. Replacement art(s) (i.e., where a vendor is the only source available to supply parts for a particular manufacturer's piece of equipment)
- g. Resale item(s)

Procurement

- h. Items offered at a reduced price providing significant savings to the District
(approved by Asst. Superintendent, Business Administration & Finance)

RELATED PROCEDURE:

04.32 AP.2

EXPLANATION: HB 522 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT
MAXIMUM FOR SMALL PURCHASE TO \$40,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

FISCAL MANAGEMENT

Small Purchase Price Quotation and Certification

ITEM OR SERVICE DESCRIPTION:

ITEM REQUESTED BY: _____

NOTE: Any item above \$5,000 requires written quotes.

FIRMS CONTACTED					
QUO TE #	COMPANY NAME	DATE OF QUOTE	PERSON QUOTING	PHONE #	PRICE QUOTE
1					
2					
3					

PERSON RECEIVING QUOTE:

LOCATION:

If fewer than three (3) quotes are provided, provide explanation:

It is determined that the aggregate amount of the contract does not exceed \$~~40,000~~30,000, as specified in KRS 45A.385, and that competitive bidding is not required.

of Finance

Director

Application for Home/Hospital Instruction

(Please type or print neatly)

Parent/Student Information**SECTION I**

To be completed by the parent(s)/guardian(s) prior to full completion by the licensed medical or mental health professional.

NAME OF STUDENT _____ DATE OF BIRTH _____

ADDRESS OF STUDENT _____ ZIP CODE _____

SEX _____ RACE _____ SOCIAL SECURITY/STUDENT ID# _____ TELEPHONE # _____

FULL NAME OF FATHER/GUARDIAN _____ WORK PHONE _____

FULL NAME OF MOTHER/GUARDIAN _____ WORK PHONE _____

SCHOOL DISTRICT _____ SCHOOL _____

GRADE _____ COUNTY OF RESIDENCE _____

DATE STUDENT LAST DATE ATTENDED SCHOOL _____

SPECIAL EDUCATION STUDENT ☐ YES ☐ NO504 ACCOMMODATION PLAN ☐ YES ☐ NO

LIST ANY SPECIAL EDUCATION PROGRAMS IN WHICH YOUR SON OR DAUGHTER MAY BE ENROLLED: _____

Directions to Student's Home _____

Pursuant to KRS 159.030, Section (2), before granting an exemption, the Board of Education shall require satisfactory evidence, in the form of a signed statement of a licensed physician, Advanced Practice Registered Nurse, psychologist, psychiatrist, chiropractor, or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. On the basis of such evidence, the Board may exempt the child from compulsory attendance. Eligibility for home/hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) in accordance with their Individual Education Program (IEP). In lieu of this application, the ARC chairperson shall provide written notice of this eligibility to the local Director of Pupil Personal (DPP) for purposes of program enrollment.

Any child who is excused from school attendance more than six (6) months must have two (2) signed statements from two (2) different local health personnel which can be a combination of the following professional persons: a licensed physician, Advanced Practice Registered Nurse, psychologist, psychiatrist, chiropractor, and health officer. If a medical professional certifies that a student has a chronic physical condition unlikely to substantially improve within one (1) year, then the one signed statement is sufficient for services that extend beyond six (6) months. This exception does not apply to students with mental health conditions.

Exemptions of all children must be reviewed annually with the evidence required being updated, except that children with disabilities certified by a medical professional to have a chronic physical condition unlikely to substantially improve within three (3) years may continue to be eligible for home/hospital instruction services, based on the admissions and release committee's (ARC) annual review of documentation to determine if updated evidence is required. Updated documentation of evidence of need for home/hospital services for children with chronic physical conditions shall be provided as requested by the ARC, or at least every three (3) years.

Pursuant to 704 KAR 7:120, the condition of pregnancy is not to be considered physical or health impairment in and of itself, and the nature and extent of any complication shall be delineated prior to consideration of home/hospital instruction for this condition.

RELEASE OF INFORMATION

I understand that the Home/Hospital Review Committee may request a review of the information provided on these forms by local health personnel. I hereby authorize this committee to have access to pertinent information regarding this request.

Parent/Guardian Signature _____ Date

Application for Home/Hospital Instruction

(Please type or print neatly)

PROFESSIONAL STATEMENT**SECTION II**

This section is to be filled out by the authorized health professional.

It shall be determined that a child or youth is to be provided home/hospital instruction if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by signed professional statement in accordance with KRS 159.030 (2) and 704 KAR 7:120.

Please Note: Home Instruction (homebound) is a **short term** instruction provided in a home or other designated site for a student who is **temporarily** unable to attend school. According to state guidelines, **two (2) hours of home instruction each week** is the equivalent to one full week of school attendance. **Home instruction is not designed to take the place of a more appropriate school placement.**

NAME OF STUDENT _____

Please check one of the following:

☐ The student can attend school without any type of modifications or special provisions._____
Comments _____☐ The student can attend school only with modifications or special provisions._____
Describe Modifications Needed _____☐ I do not support home/hospital instruction for the student. If you do **not** support home/hospital instruction at this time, please state your concerns and/or recommendations:-_____

_____☐ I do support home/hospital instruction, as this student is unable to attend school at this time due to health concerns. (If checked, please complete the rest of this section).DIAGNOSIS: _____ PROGNOSIS: ☐ GOOD ☐ FAIR ☐ POOR

Specific reason(s) why the student is unable to attend school at this time: _____

How long have you been seeing the patient for the diagnosis listed? _____

Approximate length of time student will need home/Hospital Instruction _____

Please summarize test and all other data collected that supports the need for Home/Hospital Instruction at this time. _____

Application for Home/Hospital Instruction

(Please type or print neatly)

PROFESSIONAL STATEMENT (CONTINUED)

What is the treatment plan for the patient? _____

What is the expected duration of treatment? _____

☐ This student has a chronic physical condition that is unlikely to substantially improve within one year.

What ancillary services are involved in treatment: _____

List consultants/specialists to whom this student has been referred:

Will you be following this patient? ☐ YES ☐ NO If not, who will?

Name _____ Phone Number _____

Address _____

Anticipated date of student's return to school _____

What are your recommendations to assist this student in his/her return to school? _____

Remarks/Comments _____

Signature of Licensed Professional _____ *Title* _____ *Date* _____

Please Print or Type Name of Professional: _____

Office Address _____ Phone Number _____

_____ Fax Number _____

Please return completed application to: _____
Emily Hurst Jones, Home/Hospital Program Coordinator
Bullitt County Board of Education
1040 Highway 44 East
Shepherdsville, KY 40165
(502) 869-8000 ext. 8113 (fax) 502-921-9467

Bus Disciplinary Referral

Student Name: _____ Date of Incident: _____

Time: ☐ AM ☐ PM ☐ Field Trip Driver Name: _____

School: _____ Bus Number: _____

Major Behavior Problems	Major Behavior Problems	Others Involved
<input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Physical Aggression <ul style="list-style-type: none"> • Pushing/Tripping <input type="checkbox"/> Fighting <input type="checkbox"/> Defiance/Disrespect/Insubordination <ul style="list-style-type: none"> • Refusing to obey driver • Failure to remain seated • Eating/drinking • Spitting/littering • Rude, discourteous behavior • Improper boarding/departing • Throwing objects in/out of bus <input type="checkbox"/> Disruptive Behavior <ul style="list-style-type: none"> • Unnecessary noise • Horseplay <input type="checkbox"/> Bullying/Harassment	<input type="checkbox"/> Property Damage <ul style="list-style-type: none"> • Graffiti/defacing bus • Destruction of property • Tampering with bus equipment <input type="checkbox"/> Use/Possession of Tobacco, alternative nicotine or vapor products <ul style="list-style-type: none"> • Lighting matches • Smoking on bus <input type="checkbox"/> Use/Possession of Weapon <ul style="list-style-type: none"> • Article of injurious / objectionable nature <input type="checkbox"/> <u>Use/Possession of Drugs</u> <input type="checkbox"/> Other	<input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Driver/Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Other
		<input type="checkbox"/> Previous Warnings <input type="checkbox"/> Reported 1 st Offense <input type="checkbox"/> Reported 2 nd Offense <input type="checkbox"/> Reported 3 rd Offense

OTHER COMMENTS: _____

ADMINISTRATIVE ACTION (AS DOCUMENTED IN STUDENT DATA SYSTEM)

<input type="checkbox"/> Conference with Student <input type="checkbox"/> Conference with Parent <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Reteach Bus Expectations <input type="checkbox"/> <u>Phone Call to Parent</u>	<input type="checkbox"/> After School Detention: _____ day(s) Date(s) _____ <input type="checkbox"/> In-School Suspension: _____ day(s) Date(s) _____ <input type="checkbox"/> Student Bus Suspended: _____ day(s) Date(s) _____ Comments or Other: _____
---	--

*Principal Signature**Date of Action*~~Parents: Please sign and return~~~~If you wish to make a comment please write on the back of this form.~~~~White Office Yellow Driver Pink Parent~~

SchoolRelated Student Trips

PRINCIPAL/TEACHERS' RESPONSIBILITIES

Curricular Trips: Principals shall carefully review the requested trip to ensure 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. KSA, 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.

Below is a non-inclusive list:

Examples of Appropriate Trips	Examples of Inappropriate Trips
Museums	Amusement Parks
Cultural Venues	Miniature Golf
Plays/Performances	Movies
Historical Period Celebrations	Celebrations/Bashes
Bernheim Forest/The Parklands	Bowling Alley
Aquariums	Pizzeria
J. A. Biztown	Circus (other than 3 rd grade)
Mammoth Cave	Athletic Spectator Events
College/Technical School Visits	Arcades

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 the online Field Trip/~~Bus/Van~~ Request Form ~~and submit 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.
 - a) 09.36 AP.211 – In-State School-Related Student Trip Permission Slip/Medical Release Form shall be used for in-state field trips.
 - b) 09.36 AP.21 – Out-of-State School-Related Student Trip Permission Slip/Medical Release Form which includes Mdical 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.
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 beyond the school day, out-of-state, out-of-country, and/or overnight shall ~~follow the process below~~ start communication with families well in advance to determine any health needs that might need to be met.:
 - ~~• 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 (09.2241 AP.21) for students who may need medications during the trip and ensure that any medication needed beyond the school day will have a medication form submitted. ~~(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 and will utilize this list to complete the Medical Questionnaire for Field trips.

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 (ex. 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 medications to be administered or a health services procedure, 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 trip is taking place.
 - 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.
 - 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.
 - The determination for the destination state's delegation is reviewed by BCPS Health Services and/or legal counsel (if needed).

TRANSPORTATION

Transportation requests shall be made by school personnel by completing the online request form.

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.

RELATED PROCEDURES:

09.2241 (all procedures)

09.36 (all procedures)

Review/Revised:6/18/2018

Transfer Request**Notice**

1. Students granted a transfer must be in regular attendance (fewer than three (3) unexcused absences or three (3) unexcused tardies), be in good standing in regard to discipline, and must be making minimum academic progress.
2. *In-district Preschool students on a transfer shall attend kindergarten at their home school based on residence.
3. Transfers will not be approved for athletics. All transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
4. Parent/Guardian shall be notified by mail of decision regarding transfer application.

I UNDERSTAND THAT, IF APPROVED, THIS CHANGE IN ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT ANY TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

At the school level, this application has been: ☐ aApproved ☐ dDenied, reason

Principal's Signature

Date

To be cCompleted by Central Office PPersonnel

Application: ☐ Approved ☐ Denied

Parent/ Guardian shall be notified by mail of the decision regarding transfer application.

School Principals shall receive a report containing a list of all students transferring in or out of their school.

Superintendent/designee's Signature

Date

Attention Families aApplying to BCPS as a Non-Resident

9th through 12th grade students are subject to Bylaw 6 through the KHSAA which governs athletic transfers

STUDENTS

09.11 AP.22

(CONTINUED)

Transfer Request

~~Transfer applications accepted December 1st through one week prior to school starting.~~
~~Priority will be given to applications received by January 15th.~~

Check One: ☐ Preschool* ☐ Elementary School ☐ Middle School ☐ High School

Check one: ☐ In-District Transfer Request (student lives *inside* District)

☐ Out of District Transfer Request (student lives *outside* of District)

- Anticipated date of Board approved non-resident transfer policy is July 1st
- Deadline to submit transfer request is June 1st
- Completed transfer request is an application only, not enrollment
- Must also complete Online Registration (OLR). Date/time stamp on submitted OLR will be used as determination for order of acceptance in cases of capacity.
- Board approved tuition rates will apply.

☐ Temporary Out of District Transfer Request (student lives *outside* of District in anticipation of establishing residency during first semester; additional documentation required)

- 2022-2023 tuition rates will apply as Board approved.

☐ BCPS Full Time Employee (BCPS employee lives *outside* of District)

Employee Location _____ Employee Position _____

Student's Name _____

Last

First

Middle Initial

Home Address _____ Phone # _____

Street

City

Zip

For In-District Transfer Request:

School Assignment (based on current address) _____

Present School _____ Present Grade _____

Requested School _____ For School Year _____ Grade _____

Student is on transfer to current school: ☐ Yes ☐ No

For Out of District Transfer Request:

County of Residence _____

Present School _____ Present Grade _____

Requested School _____ For School Year _____ Grade _____

Student is on transfer to current BCPS school: ☐ Yes ☐ No

STUDENTS _____

09.11 AP.22

(CONTINUED)

Transfer Request

Give full details of reason for transfer request (Please use the back of the application if additional space is required):-

NOTICE

1. Students granted a transfer must be in regular attendance (fewer than three (3) unexcused absences or three (3) unexcused tardies), be in good standing in regard to discipline, and must be making minimum academic progress.
2. *In-District Preschool students on a transfer shall attend kindergarten at their home school based on residence.
3. Transfers will not be approved for athletics. All transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws.
4. Parent/guardian shall be notified by mail of decision regarding transfer application.

I UNDERSTAND THAT, IF APPROVED, THIS CHANGE IN ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT I MUST REAPPLY EACH SCHOOL YEAR. I UNDERSTAND THAT ANY TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

Print Parent/Guardian's Name

Parent/Guardian's Signature _____ *Date*

At the school level, this application has been ☐ approved ☐ denied, reason _____

Principal's Signature _____ *Date*

To be completed by Central Office Personnel

Application ☐ Approved ☐ Denied

Parent/Guardian shall be notified by mail of decision regarding transfer application.

School Principals shall receive a report containing a list of all students transferring in or out of their school.

Superintendent/designee's Signature _____ *Date*

STUDENTS

DRAFT 5/22/2023

09.111 AP.21

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Home Schooling Application and Requirements

Please return the completed form to the Director of Pupil Personnel/Student Services at the District's Central Office.

This letter is to inform you that my child/children will be participating in my home schooling program for the _____ - _____ school year. The beginning date for participation in this program will be _____.

Following is the home school address and the names and ages of the students who will be participating:

This application has to be completed annually and submitted to Bullitt County Public Schools as required by KRS 159.160

STUDENTS' NAME(S), GRADE AND AGES:

<u>NAME</u>	<u>GRADE</u>	<u>AGE</u>

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HOME SCHOOL ADDRESS:

Street

City

State

ZIP Code

Parent's Name (please print)

Parent's Signature

Parent's Address

Parent's Telephone Number

Home Schooling Application and Requirements**HOMESCHOOL REQUIREMENTS AS OUTLINED BY THE KENTUCKY
DEPARTMENT OF EDUCATION AND BULLITT COUNTY PUBLIC SCHOOLS:**

Parents of children who are homeschooled are required to do the following:

✓ Notify the superintendent of the local school board in writing within ten days of the beginning of the school year of their intent to homeschool their child(ren) each year they homeschool. The letter must include the name, ages and residence of each child in attendance of the homeschool. See KRS 159.160.

✓ Establish a bonafide school for the children to attend. When informing the district superintendent of your desire to homeschool, create a 'school' name. This will be used for future records and diplomas.

✓ In Kentucky, under state law, all children must be enrolled in school between the ages of six (6) and eighteen (18). If a child is six (6) by August 1, he or she MUST be enrolled in primary school. Children can begin primary school at age five (5), but only if their 5th birthday is on or before August 1 of the current school year. A four-year-old who will turn five (5) by August 1 can enroll in primary school. See KRS 159.010 for further explanation.

✓ Record and maintain scholarship reports of each student's progress in all subjects taught at the same intervals as the local public schools. See KRS 159.040. KDE suggests that the person responsible for instruction keep a portfolio that contains samples of the best work done by each child in several areas of study and maintain the portfolio each year the student is homeschooled. This may be of assistance in documenting the existence of the homeschool or the transfer of the child to another educational setting. A record of courses taken, and grades received is also necessary.

✓ Keep accurate attendance records of pupil attendance. The attendance records can be kept in a notebook, on a computer, or in another manner, but must be readily available in case of an inquiry. See KRS 159.040. The minimum school term is 1062 instructional hours. The term of the school shall not be for a shorter period in each year than the term of the public school in the district in which the child attending the school resides. In those school districts which are operating a year-round school program, the minimum term of private and parochial schools shall be one hundred eighty-five (185) days.

✓ Subjects taught should include ~~r~~reading, ~~w~~writing, ~~s~~spelling, ~~g~~grammar, ~~h~~history, ~~m~~mathematics, ~~s~~science, and ~~e~~civics. It is the parents' right to offer other subjects, as well. See KRS 158.080, KRS 156.160, and KRS. 156.445

✓ It is required that all core instruction be offered in the English language.

Nonresident Student Enrollment

NONRESIDENT TRANSFERS

Those nonresident pupils requesting enrollment in a school in this District for the first time shall follow these procedures:

- ~~1. The child(ren) of nonresident employees may attend the employee's assigned school; a school in the feeder pattern of their assigned school; or a school in the feeder pattern nearest the typical point of entry to the District from the employee's residence.~~

~~District-wide employees assigned to the central office or associated facilities may transfer to a school in the central area feeder pattern. District-wide employees assigned to a particular location may transfer their child(ren) to the school they are assigned or to a school in the feeder pattern to which they are assigned.~~

~~Full-time employees may request a transfer to schools outside of their feeder pattern if that school is identified as open to transfers.~~

- ~~2.1.~~ Complete the Online Registration (OLR), which must be signed by the parent/guardian(s). Submit a completed Bullitt County Public Schools Transfer Request to the office of the Director of Pupil Personnel by the timelines outlined in the School Attendance Areas policy (09.11).

- ~~3. If approved to attend the Bullitt County Public School District, the pupil shall bring the following documents from the last school attended to this meeting the school where they are approved to enroll. they were approved to enroll in, along with the completed transfer request:~~

- Report card and other academic information including the entire cumulative folder from the student's former school, if the student has the folder in his/her possession.
- Statement of student's attendance.
- Student's physical examination and immunization records.

- ~~4.2.~~ Nonresident pupils will only be enrolled when they can be assigned to classes where the enrollment is below the allowable maximum.

- ~~5.3.~~ A student expelled from his/her previous school during the last school year need not apply for admission.

- ~~6.4.~~ Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.11, 09.1222, and 09.124.

- ~~7.5.~~ The decision of the Principal in granting enrollment of nonresident pupils may be appealed to the Superintendent. If the decision of the Superintendent is not satisfactory, an appeal may be made to the Board. The decision of the Board shall be final.

RELATED POLICIES:

- 09.12 (all procedures)
- 09.1222; 09.124 (all procedures)

Review/Revised:6/13/2022

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Attendance Procedures for Unexcused Absences

PupilsStudents are required to attend regularly and punctually to the school in which they are enrolled. Attendance is a student-parent / guardian responsibility. The progress and success of a student depends upon the punctuality and regularity of attendance. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.1.

REPORTING ABSENCES

When a student must be absent from school, it is the responsibility of the parent/guardian to contact the school on the day of absence and report why their child is absent. It is important to understand that the primary purpose for calling is to make the school aware that the parent/guardian is aware that their child is not in school. The telephone call alone does not mean the student will receive an excused absence. In order for the absence to be considered excused, it needs to meet one of the criteria listed under the heading "Examples of Excused Absences."

Parents and students have a five (5) day window to provide proof of an excused absence upon their return to school from an absence. The day of return is considered Day-1. No excuses will be accepted after five (5) days (this includes health professional statements.) For a parent note to be excused it should contain the following:

- a) The date(s) of absence
- b) The reason for the absence(s)
- c) The parent/guardian(s) signature
- d) The parent/guardian phone number

Failure to follow procedures could result in an unexcused absence for the student. For attendance auditing purposes by the Kentucky Department of Education, we do not accept notes in advance of an appointment.

EXAMPLES OF EXCUSED ABSENCES

Reasons for which an excused absence or tardiness shall be granted are as follows:

1. Illness that is verified by a doctor or medical agency, including mental or behavioral health agencies, (parent/guardian notes will be accepted for up to six (6) absences – excused for only one (1) day per note);
2. Death or severe illness in the immediate family verified by a written statement ("immediate family" shall mean: father; mother; brother; sister; grandfather; grandmother; blood-related aunt, uncle, niece, nephew; or anyone living under the same household roof with the student);
3. Appointments with a health professional (When possible, all appointments should be made when school is not in session.);
4. Test for driver's permit or license; students are subject to the KY No Pass / No Drive Law. Students failing to comply academically and/or with attendance requirements will have their name submitted to the Transportation Cabinet for revocation/denial of driving privileges.
5. Court appearance required by subpoena or citation;
- 4-6. Students participating in any of the page programs of the General Assembly;

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Attendance Procedures for Unexcused Absences

7. Three (3) days junior year and three (3) days senior year for college/career visits;
8. Religious holidays and practices;
9. One (1) day for attendance at the Kentucky State Fair;
10. Documented military leave;
11. One (1) day prior to departure of parent/guardian called to active military duty;
12. One (1) day upon the return of parent/guardian from active military duty;
13. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
14. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
15. Students participating in any of the page programs of the General Assembly; 2 or
16. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Pprincipal to be of significant educational value. Parents shall obtain prior approval from the Pprincipal for any trip or activity to be designated an educational enhancement opportunity. An educational enhancement opportunity is an extraordinary educational opportunity that provides a high quality and educationally relevant experience with significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Pprincipal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Pprincipal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students shall not have their class grades adversely affected for lack of class attendance or class participation due to excused absences.

All parents/guardians should notify the school when their child is absent. Notification should occur on the day the student is absent from school and include the number of days the child is expected to be absent.

A written explanation of that absence is required upon the student's return to school. No excuses will be accepted after five (5) days (this includes health professional statements). Valid excused absences include:

1. Death or severe illness in the student's family;
2. Student illness;
3. Appointments with a health professional;
- 4.1. Test for Driver's permit or license;

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Attendance Procedures for Unexcused Absences

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- ~~5. Court appearance required by subpoena or citation;~~
- ~~6. Religious holidays and practices~~
- ~~7. One (1) day for the Kentucky State Fair;~~
- ~~8. Three (3) days junior year and three (3) days senior year for college/career visits.~~
- ~~9. Documented military leave;~~
- ~~10. One (1) day prior to departure of parent/guardian called to active military duty;~~
- ~~11. One (1) day upon the return of parent/guardian from active military duty; or~~
- ~~12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities. Parents/guardians must obtain prior approval from the Principal for any trip or activity to be designated an educational enhancement opportunity.~~

A parent/guardian has a maximum of six (6) parent/guardian excuse notes for a school year. When a parent/guardian has used six (6) notes, the school may require a physician's statement or other credible proof of each subsequent absence from school.

Any absences due to medical reasons beyond presentation of ten (10) doctor's/medical excuse notes in a school year will require completion of the Health Services Referral Form before the absence will be excused. Health Services Referral Forms will be available at the schools, the Board Office, and the District Website. Completion of this form will allow school or District staff to help identify students that may be in need of a medical plan at school or other services.

ATTENDANCE INTERVENTION

Document all attendance intervention communication in the Contact Log for attendance ~~within~~under the PLP tab of the student information system.

When attempting an attendance intervention phone call and you encounter disconnected phone numbers, document disconnected phone numbers and get the parent/guardian or student to provide new working numbers and add them to the student information system.

When attempting written attendance intervention and you encounter letters returned for an incorrect address, end date old address and contact parent/guardian or student to see if they have moved or contact parent/guardian to come in and provide Proof of Residency. Update addresses in the student information system.

Attendance Procedures for Unexcused Absences

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ELEMENTARY AND MIDDLE SCHOOL

In support of regular school attendance, the Bullitt County School District has adopted an Attendance/Tuancy Prevention Plan. The following general sequence of actions shall take place to address absences/truancy:

1. A call home will be made every day to parents/guardians of absent students by use of an automated calling system or by a personal phone call. Parents/guardians may get information regarding their child's absence, the need to provide excuse notes, how to get make-up work, and who to talk to regarding questions the parent/guardian might have.
2. In response to the **first or second** unexcused absence, parents/guardians shall receive a personal, direct and documented contact by either the teacher, FRYSC coordinator, Guidance Counselor, Assistant Principal or Principal.
3. In response to the **third** unexcused absence, parents/guardians shall receive formal written notification from the school of the student's status as being truant as defined by Kentucky Revised Statute.
Referral of the student may also be made to FRYSC coordinator, Guidance Counselor, District Social Worker, Assistant Principal or the Principal. This may result in a personal contact with a parent/guardian that may include a home visit to determine the nature of the absences. This contact/visit shall occur between the third and the fourth unexcused absence.
4. In response to the **fourth or fifth** unexcused absence an Administrative/parent/guardian conference may be conducted and documented by the Principal, Assistant Principal or Guidance Counselor to address the nature of the absences/truancy.
5. In response to the sixth unexcused absence, parents/guardians shall receive formal written notification from the school of the student's status as a habitual truant.
6. Students who continue to accumulate unexcused absences shall be referred to the DPP or designee for review of the student's status as habitual truant. When necessary, a final notice shall be delivered and documented by District staff.
7. Parents/guardians of students who continue to be truant may have Educational Neglect or Endangering the Welfare of a Minor filed against them, referred to juvenile court, be subject to a fine, or suffer other penalties as prescribed by law.

HIGH SCHOOL

High school SBDM councils shall develop plans in line with Board Policy and Procedure for addressing attendance issues. These plans shall be reviewed and updated annually. Plans shall be sent to the Director of Pupil Personnel.

In support of regular school attendance, the Bullitt County School District has adopted an Attendance/Tuancy Prevention Plan. The following general sequence of actions shall take place to address absences/truancy:

1. A call home will be made every day to parents/guardians of absent students by use of an automated calling system. Parents/guardians may get information regarding their child's absence, the need to provide excuse notes, how to get make-up work, and who to talk to regarding questions the parents/guardians might have.

Attendance Procedures for Unexcused Absences

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HIGH SCHOOL (CONTINUED)

2. In response to the third unexcused absence, parents/guardians shall receive formal notification from the school of the student's status as being truant as defined by Kentucky Revised Statute.
3. In response to the fifth unexcused absence, parents/guardians may receive a personal, direct and documented contact by the Teacher, Guidance Counselor, Assistant Principal or Principal/designee.
4. Referral of the student may also be made to Guidance Counselor; Youth Service Center coordinator, if services are needed and available; District Social Worker; Assistant Principal; or the Principal. This may result in a personal contact with a parent/guardian that may include a home visit to determine the nature of the absences. This contact/visit may occur after the sixth unexcused absence.
5. In response to the sixth unexcused absence, parents/guardians shall receive formal written notification from the school of the student's status as a habitual truant.
6. Students who continue to accumulate unexcused absences shall be referred to the DPP or designee for review of the student's status as habitual truant. When necessary, a final notice shall be delivered and documented by District staff.
7. Students who continue to accumulate unexcused absences may be referred to the Court Designated Worker or to juvenile court for truancy. Once a student has been placed on a Standard School Attendance Order (SSAO) at any point in time the student is not in compliance with the order a Contempt Motion may be filed with the County Attorney.

If the student's truancy/poor attendance is the result of educational neglect you can refer the case to the Director of Pupil Personnel (DPP) with supporting documentation so an Educational Neglect or Endangering the Welfare of a Minor can be filed against the parent/guardian.

REQUIRED IN KRS 159.140:

- Acquaint the school with the home conditions of a habitual truant and the home with the work and advantages of the school.
- Ascertain the causes of irregular attendance and truancy, through documented contact with the custodian of the student, and seek the elimination of these causes.
- In any action brought to enforce compulsory attendance laws, school personnel shall document the home conditions of the student and the intervention strategies attempted.

STUDENTS

DRAFT 5/22/2023

09.123 AP.2

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Educational Enhancement Opportunity Request Form

An Educational Enhancement Opportunity (EHO) allows students to have an excused absence to participate in an educational activity outside the school but be counted present in attendance.

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To request such an absence please complete this application and return it to your school principal at least five (5) days prior to the event for approval.

The event must have a significant educational value and be related to the Kentucky core curriculum. The principal will determine if the activity meets guidelines. A student may be approved for up to ten (10) days of EHO absences per year for this purpose. Approved students will be allowed to make up all school work and his/her grade will not be affected by lack of attendance or participation in classes. EHOs cannot occur during the school's state assessments or district-wide assessments. Students that have three (3) or more unexcused absences or tardies will not be approved for an EHO. Decisions may be appealed to the Superintendent/Designee whose decision may then be appealed to the Board of Education for Final Determination.

Examples of Approved EHOs: Participation in the KYY State Fair, workshops that are educational in nature related to one of the core curriculum subjects (English, Science, Mathematics, Social Studies, Foreign Language or Arts and Humanities) as governed by Kentucky Department of Education.

Non-examples include: Funerals, Family Vacations, Athletic Events, Community Events and Religious Events because these are not part of an *intensive instructional program as governed by the Kentucky Department of Education.*

Student's Full Name: _____ Date of Application: _____

School Name: _____ Grade of Student: _____

Date(s) _____ of _____ Requested
EHO: _____

Explain the nature of the event the student will be attending and how the activity meets the criteria of (1) **having an educational purpose**, (2) **having significant educational value**, (3) **how the activity is related to one of the core curriculum subjects as outlined by KDE**; or is it a college visit for **J**unior or **S**enior in **H**igh **S**chool, and (4) **student meets attendance requirements**. (Use additional paper, if needed, and attach it to the completed application).

Signature of Parent / Guardian: _____ Date: _____

For School Administrator's Use

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Number of Excused Absences to Date: _____ Number of Unexcused Absences to
Date: _____

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Number of Total Absences to Date: _____ Number of Unexcused Tardies to Date: _____

Does this request meet the 4 components listed above: Yes: _____ No: _____

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Approved: _____ Denied: _____

Principal's Signature: _____ Date: _____

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To request an absence to participate in an educational enhancement activity, please complete this application and return it to your Principal at least five (5) days prior to the anticipated event. The following standards shall apply to all requests:

The proposed activity must have significant educational value and be intensive in nature.

The proposed activity must be directly related to one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and/or the arts.

The proposed activity is:

☐ An intensive program related to the core curriculum;

☐ An educational foreign exchange program

☐ Other (explain) _____

A student may be approved for up to ten (10) days of absences per year for this purpose.

This type of absence cannot occur during the school's state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.

The Principal will determine if the activity is of significant educational value.

If the request is approved, the student will receive an excused absence and will be able to make up work. The student's grade(s) shall not be adversely affected for lack of class attendance or class participation.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date(s) of Intended Absence(s) _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Parent/Guardian _____ Date _____

STUDENTS

09.123 AP.2

Educational Enhancement Opportunity Request Form

STUDENT CONTRACT:

I _____ understand I am responsible for any schoolwork missed during the time I am away from school on an educational trip. I also agree I will complete all assignments and turn them in within _____ days after returning to school. I will complete a written report or PowerPoint presentation regarding the place that was visited; what was learned and how the trip helped me apply specific school subject matter to "real world" situations.

Student Signature

Date

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For Office Use

Number of Excused Absences to Date: _____ Number of Unexcused Absences to Date: _____

Total Number of Absences to Date: _____ Initials of staff member completing this section: _____

STATUS OF REQUEST

This request must meet all criteria to be eligible for an educational enhancement opportunity absence:

This request is for an absence that will have "significant educational value" and be "intensive" in nature. Yes () No ()

The activity is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. ☐ Yes ☐ No

APPROVED

DENIED

Principal's Rationale:

SIGNATURE OF PRINCIPAL

DATE

Written appeal of a Principal's decision will first go the appropriate Curriculum Director.

DELETE THIS POLICY AS we no longer use it.

Health Services Referral Form

**Bullitt County Public Schools
1470 Highway 44 East
Shepherdsville, KY 40165
Phone 502-869-8000 / Fax 502-869-8069**

This form is required ONLY after ten (10) medically excused absences (doctor's note) or tardies (doctor's note) or any combination of medically excused absences or tardies equaling ten (10). Please fax the completed Medical Excuse Form to 502-869-8069.

Student's Name: _____ Date: _____

Date of Birth: _____ Parent/Guardian: _____

Address: _____

School Name: _____

I, the parent/guardian of the above-named student, hereby authorizes the mutual exchange of information including use and/or disclosure of protected health information and educational records between the Bullitt County Public School's District Health Coordinator and the physician, individual or organization listed below in order to address issues related to the student missing school/having excessive absences.

Physician's Name: _____ Phone #: _____

I understand that I have a right to revoke this authorization, in writing, at any time by sending written notification to the named physician/practice/organization and the Bullitt County Public Schools. I also understand that my revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that I may be asked to provide multiple forms if my child sees multiple providers.

I understand that information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information.

This authorization expires one (1) year from the date of signature.

I certify that I have received a copy of this authorization. I further certify that I am the parent or legal guardian of the above-named student or that I am the student of majority age and have the authority to sign this release.

Parent/Guardian or Student Signature

Date

Health Services Referral Form

Public Law 93-380 (Federal Family Educational Rights and Privacy Act of 1974) specifically states that school records may be released to third parties provided:

1. Written consent is obtained from the parent, guardian or student of legal age.
2. The reason for the release is stated.
3. The identity of the third party is specified.
4. The parents receive a copy of the record, if desired.
5. The records to be released are specified.

If this student is to be absent five (5) consecutive days or more, please complete a Home Hospital application.

Review/Revised:7/22/2019

Tuition

The procedures cited below are to be followed in implementing the Board's tuition policy for non-resident children starting school at the beginning of the school year in anticipation of residing in the District prior to the end of the first semester and for non-resident children who do not plan to move in to the District as they are attending under HB 563.

Where nonresident students or out-of-state students attend a school within the District the amount of tuition shall be set by the Board.

All BCPS Full-time employees that are non-residents will not be responsible for tuition as long as they are currently employed on a full-time basis with the district.

- **TUITION FOR TEMPORARY NON-RESIDENT CHILDREN PLANNING TO MOVE INTO THE DISTRICT**

Tuition is due when the transfer application is submitted. Tuition shall be prorated and the balance returned to the parent/guardian once they have established residency in the District as defined in Policy 09.12.

These students may be charged a fee based on a schedule established and reviewed annually by the Board.

- **TUITION FOR NON-RESIDENT CHILDREN ATTENDING UNDER HB 563**

Tuition shall be paid in full one week before the first day of school for all non-resident students attending under HB 563. Tuition is non-refundable.

These students shall be charged a fee based on a schedule established and reviewed annually by the Board.

- **TUITION FOR THE CHILD OF A MILITARY FAMILY**

Tuition may be waived for a child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in the jurisdiction other than that of the custodial parent.

TUITION FOR NON-RESIDENT CHILDREN MOVING INTO THE DISTRICT

~~Tuition shall be paid in full before the first day of school based on the prior year's tuition pending the calculation of the current year's tuition. The balance of tuition shall be paid following Board approval of the current year's tuition. Tuition shall be prorated and the balance returned to the parent/guardian once they have established residency in the District as defined in Policy 09.12.~~

~~These students may be charged a fee based on a schedule established and reviewed annually by the Board.~~

Review/Revised:6/13/2022

Requirements for Enrollment

ENTRANCE REQUIREMENTS

In order to enroll a child in the District, the student must have the following on record:

- *Birth Certificate* (KRS 158.032 & BCPS Policy 09.211) - Upon enrollment of a student for the first time in any elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days the person shall provide a certified copy of the student's birth certificate. Parents may access birth certificates at www.vitalchek.com for a fee.

Upon failure of a person enrolling the student to comply with this section, the school shall notify the person in writing that unless he/she complies within ten (10) days the case shall be referred to the Kentucky State Police or local law enforcement officials for investigation. If compliance is not obtained within the ten (10) day period, the school shall refer the case to the DPP with documentation of first notice and the DPP shall so refer the case.

- *Social Security number* - Upon enrollment in elementary school, a child may present for school records a social security number.
- *Proof of Immunization* (KRS 158.035, KRS 214.034, KRS 214.036 & BCPS Policy 09.211) - Except as provided in KRS 214.036, no child shall be eligible to enroll as a student in any public or private elementary school without first presenting a certificate from a medical or osteopathic physician or an APRN licensed in any state. Each student shall have been immunized against diphtheria, tetanus, poliomyelitis, pertussis, measles, mumps, varicella, hepatitis B and haemophilis influenza disease according with testing and immunization schedules established by regulations of the Cabinet for Health Services.

The following exceptions apply to testing or immunization requirements:

Certificate of Medical Exemption. The student's physician must write a statement that the child has a certain specific health/physical conditions, which are, recognized contraindications to the administration of one or more of the required vaccines. The student must then present to the school a medical exemption certificate signed by the physician.

Certificate of Religious Exemption. The parent must submit a written sworn statement objection to the immunization of the student on religious grounds.

All public or private primary or secondary schools, and preschool programs shall require a current immunization certificate for any child enrolled as a regular attendee (this includes hepatitis B for those attending sixth grade), as provided by administrative regulation of the Cabinet for Health Services, promulgated under KRS Chapter 13A, to be on file within two (2) weeks of the child's attendance.

Requirements for Enrollment**ENTRANCE REQUIREMENTS (CONTINUED)**

Parents of children without current immunization certificates are to be notified in writing to bring the ~~immunization certificate requirements~~ up to date within two (2) weeks. Upon failure to receive ~~the updated health forms, a current immunization certificate within (1) week the case shall be referred to the DPP with documentation of the first notice and the DPP shall send second notice to parent excluding the child from attending school. At this time the Principal shall exclude the child from school until a current immunization certificate is provided a second notice will be emailed to the parent/guardian using the email provided in Infinite Campus. Failure to provide the required forms within this second two (2) week interval, the student will receive a hand-delivered letter stating all extracurricular activities including sports, dances, proms, ceremonies, and parking privileges will cease in three (3) weeks or the case will be referred to the DPP for possible exclusion or court action.~~

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- *Preventive Student Health Care, Vision, and Dental Examinations* (702 KAR 1:160, KRS 156.160, & BCPS Policy 09.211) - A preventive student health care examination is required of each child within one (1) year prior to the child's initial enrollment to school. A second examination shall be required within one (1) year prior to enrollment in the sixth grade, or initial enrollment to school. Appointment cards from an approved provider for scheduled preventive health care exams may be accepted at the Principals discretion. In this instance the preventive health exam shall be submitted the next school day following the scheduled appointment. Failure to submit the exam will result in exclusion from school.

Evidence of a dental screening or examination shall be required to be submitted by January 1 of the first year that a five- and six-year-old student is enrolled in the District.

An out-of-state transfer student shall be required to have documentation of a preventive health student care examination. Out-of-state transfer students shall have a 30-day grace period to obtain a preventive student health care exam while enrolled. In this instance the preventive student health care exam shall be submitted the next school day following the 30-day grace period. Failure to submit the exam will result in exclusion from school.

The exam shall be reported on the most current Preventive Student Health Care Exam Form or an electronic medical record that includes all of the data equivalent to that on the Preventive Student Health Care Examination form. The examination may be performed and signed for by a physician, advanced registered nurse practitioner, a physician's assistant, or by a health care provider trained in the early periodic screening diagnosis and treatment programs.

The Kentucky Board of Education (KBE) requires a vision examination by an optometrist or ophthalmologist that meets the requirement prescribed by KBE. The law states, "evidence shall be submitted to the school no later than January 1 of the first year that a child is enrolled in public school, preschool or Head Start program. The optometrist or ophthalmologist performing the exam is to complete and sign the Kentucky Eye Exam Form for School Entry or an electronic medical record that includes all of the data equivalent to that on the Kentucky Eye Exam Form for School Entry.

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.

STUDENTS

09.121 AP.1
(CONTINUED)

Requirements for Enrollment

PRINCIPALS TO REPORT

Principals are to report to the Superintendent/designee the names of those children who do not present acceptable evidence of the required documentation.

HOMELESS STUDENTS

Homeless students must be enrolled immediately, even if they are unable to produce the documents described in this procedure. The District homeless liaison shall assist in obtaining required records, if necessary.

RELATED PROCEDURE:

09.12 AP.1

Alterations to Buildings and Grounds / Naming Facilities**AMENDMENTS TO THE LOCAL FACILITIES PLAN**

When there is a major change in enrollment or curriculum or a major disaster or other unforeseen occurrence that takes place during the District's planning cycle, the District may request an amendment to the District Facilities Plan. In making the request, the District shall follow the amendment process set out in the Kentucky School Facilities Planning Manual.

ALTERATIONS IN GENERAL

Any structural alteration of a building shall require the approval of the Board and appropriate state agencies.

Any alteration to a building or its grounds that significantly changes the appearance of the building or grounds shall require Board approval.

A consulting engineer, architect, or other qualified person shall review and/or approve playground equipment and/or other construction projects for safety in design and construction techniques.

EQUIPMENT OWNED BY OUTSIDE GROUPS

Equipment owned by a school-related organization such as, but not limited to, PTA/PTO shall meet all applicable safety standards as verified by the Superintendent/designee.

SIGNS

The Superintendent/designee shall grant prior approval for the erection of new signs or repainting of existing signs on school property.

BOOSTER CLUB PROJECTS

When booster clubs wish to provide financial support required to construct or modify structures or facilities, the following guidelines shall be adhered to enable the Board to assist in completion of such projects:

1. The project shall be a permanent structure and shall be a new construction or an addition to an existing Board facility including athletic fields. The Board may consider other projects, but operational costs of programs such as travel, uniforms, fees and normal budget items are not eligible for funding.
2. School groups requesting funds shall submit the request to the Superintendent no later than January 30 for inclusion in the next fiscal year budget. The Board, at its discretion, may allocate surplus funds at other intervals for projects if such funds are available.
3. The Board shall approve the project before funds are requested.
4. The Board will submit a BG-1 to the Division of Facilities Management if required by the Kentucky Department of Education.
5. The project shall meet all state and local codes.
6. All projects are at the discretion of the Board.

NAMING FACILITIES

The naming or renaming of a District facility shall be done in conformity with Board Policy 05.11 Alterations of Buildings and Grounds / Naming Facilities. A facility (e.g., athletic field, library,

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classroom, gymnasium, or other area of District property) shall only be named by action of the Board.

NAMING A NEW FACILITY

Preference shall be given to names that are supported by residents of the school or program attendance area and their representatives. Therefore, the Superintendent/designee shall solicit input regarding the name of a new facility from a wide range of community members and stakeholders. For a facility that does not serve the entire District, the Superintendent/designee shall focus particular attention on soliciting input from within the school's attendance area.

Recommendations shall be solicited from a variety of community members and stakeholders, who may include, but not be limited to:

1. The Principal, if he/she/they have been hired;
2. Families of school-aged children within the attendance area;
3. Neighborhood organizations;
4. Community-based organizations that serve or represent families in the attendance area;
5. Elected representatives and other community leaders; and
6. Business Association or Chamber of Commerce.

The Superintendent/designee shall synthesize and summarize the community input received and make a determination for the name to be recommended to the Board. The Superintendent shall submit a summary of community input as a single packet with the recommendation to the Board for consideration and approval.

RENAMING EXISTING FACILITIES

Preference shall be given to names that are recommended by residents of the school or program attendance area and their representatives. Therefore, to rename a facility, a recommendation for the name change:

1. Shall include endorsements from the following:
 - a) Principal of the school;
 - b) SBDM Council or other appropriate school or program-based decision making/advisory body, if applicable;
 - c) Parent Teacher Association, parent booster association /or other appropriate parent representative body, if applicable; and
2. May include endorsements from other individuals, entities, or organizations. Examples, if applicable, include, but are not limited to:
 - a) School-sponsored student organizations;

Naming Facilities (continued)

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RENAMING EXISTING FACILITIES (CONTINUED)

- b) Family Resource/Youth Service Center Advisory Board;
- c) Alumni Association;
- d) Neighborhood Association;
- e) Elected representatives or other community leaders; or
- f) Business Association or Chamber of Commerce.

A recommendation for renaming a facility shall be submitted to the Superintendent/designee a single packet by the Principal/principal for preparation and submission to the Board for consideration and approval.

NAMING AN EXISTING FACILITY WITHIN A SCHOOL

Preference shall be given to names that are recommended by residents of the school attendance area and their representatives. Therefore, for a school to name an existing unnamed facility (e.g., building, athletic field, library, classroom, gymnasium, or other area of district property), it is required that a recommendation to add a name include endorsements from the following:

1. Shall include endorsements from the following:
 - a) Principal of the school;
 - b) SBDM Council or other appropriate school or program-based decision making/advisory body, if applicable;
 - c) Parent Teacher Association, parent booster association /or other appropriate parent representative body, if applicable; and
2. May include endorsements from other individuals, entities, or organizations. Examples, if applicable, include but are not limited to:
 - a) School-sponsored student organizations;
 - b) Family Resource/Youth Service Center Advisory Board;
 - c) Alumni Association;
 - d) Neighborhood Association
 - e) Elected representatives or other community leaders; or
 - f) Business Association or Chamber of Commerce.

A recommendation for naming an existing facility within a school shall be submitted to the superintendent/designee a single packet by the Pprincipal for preparation and submission to the Board for consideration and approval.

Review/Revised: __7/ __19/ __11

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 website, on school social media pages, and in school yearbooks. This also includes video captured during classroom lessons for continued education, training and evaluation purposes.

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:6/18/2018

Homeless Children and Unaccompanied Youth

The District shall support homeless children and unaccompanied youth by:

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

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

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

To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, Bullitt County Public Schools shall use the following procedure to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth:

- 1) All schools in Bullitt County Public Schools will use a universal formula that establishes the minimum standard for calculating credits.
 - a) The sending school will first calculate the number of instructional hours or minutes the homeless student or unaccompanied youth was enrolled; then divide the number of instructional hours or minutes the student was enrolled by the number of instructional hours offered during the duration of the course.
 - b) Credits should be rounded down to the nearest .01.
 - c) School staff must complete this process for each course in which the student was enrolled.
 - d) This partial credit formula should be applied in any situation in which instructional hours or minutes are used.
 - a)

Homeless Children and Unaccompanied Youth**AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)**

- e) If a school district awards competency-based credits, those credits should be awarded per district policy and must be accepted by the receiving district.
- f) The sending district may determine the student has met all course competencies required for full credit. In this case, the district may grant that credit. The district may not award credit in a manner that does not meet the minimum standard for credit

# of Instructional Hours Offered	# of Instructional Hours Enrolled	Credits Available	Calculation Formula
75	38	.5	38 hours enrolled ÷ 75 hours offered = .25 Credits
# of Instructional Minutes Offered	# of Instructional Minutes Enrolled	Credits Available	Calculation Formula
4500	2300	.5	2300 minutes enrolled ÷ 4500 minutes available = .26 Credits

2. All schools in Bullitt County Public schools will provide a student experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at no costs.
- a. When a student is identified as experiencing homelessness or as an unaccompanied youth, the assigned counselor and/or McKinney-Vento representative will meet with the student and create a support plan that includes the following:
- The creation of a homelessness / unaccompanied youth flag in Infinite Campus (IC);
 - An intake interview with the student and a parent/guardian where appropriate;
 - An overview of the credits earned based on Bullitt County Public School's universal formula for awarding credits / partial credits to students experiencing homelessness or an unaccompanied youth;
 -

Homeless Children and Unaccompanied Youth

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

- v. A schedule that provided the fastest possible route to graduation and which exempts the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education; and
- vi. A list of after-school tutoring and other extended school services available, extracurricular activities, and options for transportation.
- 3. The Director of Pupil Personnel (DPP), McKinney-Vento representative, and/or assigned school counselor will work collaboratively to monitor and support students experiencing homelessness and unaccompanied youth. A report will be provided to the Superintendent/designee on the academic performance and credits earned for all students identified in IC as experiencing homelessness or as an unaccompanied youth.

~~The District shall support homeless children and unaccompanied youth by:~~

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

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED

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

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

- 1. ~~the tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth;~~

Homeless Children and Unaccompanied Youth**AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)**

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

REFERENCES:

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

RELATED POLICY:

08.113