

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 ~~twenty-four~~ (12) 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: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.123 AP.2

**Leave Request Form and Statement Affidavit**  
**Absence Card**

NAME \_\_\_\_\_

DATE (S) OF ABSENCE \_\_\_\_\_

REASONS LEAVE REQUESTED:

\_\_\_\_\_ CODE 1 - PERSONAL ILLNESS ☐ FAMILY ILLNESS ☐ . (see next page for statement affidavit that may be required)

IF FAMILY ILLNESS, LIST RELATIONSHIP \_\_\_\_\_

EMERGENCY DAY (see next page for required statement affidavit) (CHECK ONE):

COURT APPEARANCE (NOT JURY DUTY) ☐

PERSONAL DAY ☐ (see next page for required statement affidavit)

BEREAVEMENT (RELATIONSHIP) ☐ \_\_\_\_\_

MATERNITY ☐

OTHER (LIST REASON) \_\_\_\_\_

\_\_\_\_\_ CODE 2 - DOCKED DAYS (REASON) \_\_\_\_\_

\_\_\_\_\_ CODE 3 - DAYS NOT WORKED

\_\_\_\_\_ CODE 5 - JURY DUTY LOCAL ☐ FEDERAL ☐

\_\_\_\_\_ CODE 6 - MILITARY/DISASTER SERVICES

Name of Substitute \_\_\_\_\_

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent/designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approving Leave as Requested



**Leave Request Form and Statement Affidavit**

A personal statement affidavit is required for the use of personal leave, the use of emergency leave, and the use of sick leave for the purpose of mourning a member of the employee's immediate family.\* Either a personal statement affidavit or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member\* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member\* who is ill does not submit a supporting physician's certificate, s/he must submit a supporting personal statement affidavit. Requirements for use of sick leave following child birth and adoption are stated in Policies 03.1233/03.2233.

**LEAVE STATEMENT AFFIDAVIT**  
(KRS 161.152, KRS 161.154, KRS 161.155)

~~Comes the affiant, \_\_\_\_\_, after being duly sworn, and states as follows:~~

I am submitting this request for the use of leave for the following purpose(s) (check applicable boxes); that the facts supporting the request for leave as indicated below are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

- ☐ - Sick leave based on personal illness      Date(s): \_\_\_\_\_
- ☐ - Sick leave to attend to an immediate family member\* who was ill      Date(s): \_\_\_\_\_
- ☐ - Sick leave to mourn the death of an immediate family member\*      Date(s): \_\_\_\_\_
- ☐ - Personal leave in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature.      Date(s): \_\_\_\_\_
- ☐ - Emergency leave in compliance with and subject to conditions set forth in Policy 03.1236/03.2236
- ☐ Bereavement    ☐ Disasters    ☐ Court /Legal    ☐ Other, specify: \_\_\_\_\_

\_\_\_\_\_  
Employee Affiant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Affiant's Name (Print or Type)

~~Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_~~

~~Notary Public: \_\_\_\_\_, \_\_\_\_\_ County, Kentucky~~

~~My Commission Expires: \_\_\_\_\_~~

\*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

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			✓	
<del>Council member training required for Principal selection.</del>	<del>KRS 160.345</del>	<del>02.4244</del>			✓	
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			✓	
<del>If District owns</del> Automated external defibrillators (AEDs), training on use of such.	<del>KRS 158.162</del> KRS 311.667	<del>03.1161/03.2241</del> 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)	KRS 158.4412	05.4			✓	
School Principal training on procedures for completion of the required school security risk assessment.						
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	<del>KRS 158.162</del> 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.
- ☐ **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.

**Personnel Documents****REQUIREMENTS (CONTINUED)**

- ☐ **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.
- ☐ **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 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.223 AP.2

CLASSIFIED PERSONNEL

**Leave Request Form and ~~StatementAffidavit~~**  
**Absence Card**

See Procedure 03.123 AP.2/Leave Request Form and ~~StatementAffidavit~~/Absence Card.

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.1

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

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

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

\_\_\_\_\_  
Superintendent/designee's Signature Date

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 usetreatment.**

**AED USEREMERGENCY RESPONDER:** \_\_\_\_\_

LOCATION OF AED USE: \_\_\_\_\_

**PATIENT** NAME: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

☐ Staff Member

☐ Student

☐ Parent/Visitor

Condition of **patientvictim** 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:

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Were efforts terminated? ☐ Yes ☐ No If yes, please explain ~~why the efforts were terminated.~~

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Signature of **AED UserEmergency Responder**

\_\_\_\_\_  
Date



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:

Through or in accordance with a schedule determined by the local educational cooperative (CKEC)

#### **BID SPECIFICATIONS**

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the School Food Service/School Nutrition Program Director.
2. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.
3. Specifications and bid documents shall be mailed to all potential bidders.
4. Bids shall be opened and tabulated by the CKEC.

The bids shall be submitted to the CKEC 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, and reason for emergency.

#### **RECORDS MANAGEMENT**

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

1. CKEC Bid Documents
2. Logs of all emergency and noncompetitive purchases
3. Comparison of all price quotes and bids with the effective dates shown
4. Price comparison showing bid or quote awarded
5. Log of approval substitutions



**Bidding of School Food Service Supplies**

**BID DEVIATION FORM**

COMPANY ITEM PURCHASED FROM: \_\_\_\_\_

ITEM PURCHASED: \_\_\_\_\_

PRICE OF ITEM PURCHASED: \_\_\_\_\_

REASON FOR ITEM PURCHASED OFF BID: \_\_\_\_\_

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

SCHOOL: \_\_\_\_\_

MANAGER: \_\_\_\_\_

**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.)

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\_\_\_\_\_  
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.)**

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Principal’s Signature

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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.

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**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.)**


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 Complainant’s Signature

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 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.)**


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Board Member Name:	Vote:
Board Member Name:	Vote:
Board Member Name:	Vote:
Board Member Name:	Vote:
Board Member Name:	Vote:

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 Board Chair’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.**

**Alternative Education Forms****ASSIGNMENT NOTIFICATION**

STUDENT _____	AGE _____	BIRTHDATE _____
SCHOOL _____	GRADE _____	GENDER _____ RACE _____
NAME OF PARENT/GUARDIAN _____		
EMAIL ADDRESS/HOME _____		EMAIL ADDRESS/WORK _____
MAILING ADDRESS _____	PHONE WORK _____	HOME _____

Dear Parent/Guardian,

This letter serves as notification that your son/daughter has been assigned to the following:

☐ Bluegrass Learning Academy      ☐ Focus and Finish Program

The status of this assignment to an alternative setting is ☐ Involuntary ☐ Voluntary

Reason(s) for the assignment include:

\_\_\_\_\_

Your child's Individual Learning Plan Addendum (ILPA) team looks forward to meeting with you to discuss development or amendment of the ILPA for your child, and other matters related to provision of alternative education program services. The meeting will take place on \_\_\_\_\_ (DATE) at \_\_\_\_\_ (TIME) at \_\_\_\_\_ (LOCATION). If you are unable to attend, we will mail you written notification to explain the results of the meeting.

If you have questions, please contact me. Otherwise, please contact me to let me know if you will be attending this important meeting.

Sincerely,

\_\_\_\_\_  
*Signature of School Personnel*      *Date*

Contact's Telephone: \_\_\_\_\_ Contact's Email: \_\_\_\_\_

**ADMINISTRATIVE NOTE:** Using the form above, a letter will be sent to the parent/guardian using the appropriate language for the program the student is entering, regarding their child's assignment to the Bluegrass Learning Academy or their acceptance to attend Focus and Finish Program. Changes in educational placement for students identified under the IDEA or Section 504 shall be implemented consistent with applicable legal requirements.

**Alternative Education Forms****REFERRAL TO ALTERNATIVE EDUCATION PROGRAMS**☐ Bluegrass Learning Academy    ☐ Focus and Finish Program

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

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

Work Phone \_\_\_\_\_ Referring School \_\_\_\_\_

What is the reason for the referral to the Bluegrass Learning Academy? ☐ Involuntary ☐ Voluntary

Description:

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Date Guidance Contacted	Date Attendance Contacted	Date Alternative Program Contacted	ILPA Meeting Date

Please check the appropriate boxes:

<input type="checkbox"/> Involuntary Placement	<input type="checkbox"/> Voluntary Placement
<input type="checkbox"/> Short Term <input type="checkbox"/> Long Term	<input type="checkbox"/> Short Term <input type="checkbox"/> Long Term
<input type="checkbox"/> Parent Conference	<input type="checkbox"/> Parent Conference
<input type="checkbox"/> Detention	<input type="checkbox"/> Needs Social/Personal Support
<input type="checkbox"/> Saturday School	<input type="checkbox"/> Truancy Issues
<input type="checkbox"/> ISS/ISP	<input type="checkbox"/> Risk of Academic Failure/Dropping Out of School
<input type="checkbox"/> Suspension	<input type="checkbox"/> Dropped Out of School/Requesting Return
<input type="checkbox"/> Alternative to Expulsion	<input type="checkbox"/> Other

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
 (These dates are subject to change depending on emergency days/weather-related days and/or due to extension due to non-compliance or ILPA team extension based on evidence.)

I understand that my student will be attending the above noted Christian County Alternative Education Program. I have had the opportunity to meet and discuss with Individual Learning Plan Addendum Team the reason(s) for the referral. I am also aware my student is required to abide by the Kentucky Compulsory Attendance Laws, KRS 150.010 and KRS 158.180, and other consequences under the Code of Acceptable Behavior and Discipline. If my student fails to comply with these, truancy charges may be filed against the parent/guardian and/or student, and student discipline may be administered for student discipline issues. The ILPA will be entered into the student information system.

\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Principal/Designee Signature\_\_\_\_\_  
Date

### **Alternative Education Forms**

#### **VOLUNTARY/INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES-FOCUS AND FINISH PROGRAM**

The Focus and Finish Program is a voluntary/invuntary individualized learning environment with a mixture of on-line and textbook curriculum for students who need an alternative pathway for academic success. Enrollment in the Focus and Finish Program is voluntary/invuntary, and students enrolled in five (5) or more periods a day are required by law to have an Individual Learning Plan Addendum (ILPA). Students may be recommended by the guidance counselor and/or school administrator for consideration in the program.

#### **ENROLLMENT CRITERIA**

- Enrolled in or seeking enrollment in Christian County Public Schools (CCPS) **and**
- Behind significantly in credits based upon an expected four (4)-year high school cycle **or**
- Desires/Needs a smaller, personalized learning structure for academic success

#### **HIGH SCHOOL STUDENTS**

Students who are candidates for the Focus and Finish Program include the following:

- Seniors who are not on track to graduate during the fourth year of high school.
- Juniors in the second semester who are failing current courses and who are in jeopardy of not graduating on time.
- Students who have not met the number of credits required to progress to the next grade level.
- Students with extraordinary circumstances who have a desire or need to graduate early.
- Students who may need a smaller, individualized learning environment in order to demonstrate academic success.
- Students who have extraordinary circumstances or hardships; flexible scheduling may be considered on a case-by-case basis according to need.

#### **APPLICATION PROCEDURES**

1. Applications are available in each high school guidance office and on the District website on the Focus and Finish Program webpage under Academics Alternative Pathways. The student must complete the application including parent/guardian consent and return to the guidance counselor.
2. The student should return the completed application to the school guidance counselor. The counselor and school administrator will review the application and supporting documentation. If the consensus is Focus and Finish Program is a good placement for the student, then each sign the application and include any comments which will be helpful to the Focus and Finish Program staff.
3. Forward the completed application to the Focus and Finish Program staff.

## Alternative Education Forms

### **VOLUNTARY/INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES-FOCUS AND FINISH PROGRAM (CONTINUED)**

#### **APPLICATION PROCEDURES (CONTINUED)**

4. If the student is applying for five (5) or more (not including advisory) periods of the school day, he/she will also need to complete an application for Hardship Graduation and Individual Learning Plan Addendum (ILPA). Forward the completed applications to the Focus and Finish Program staff who will forward to the Director of Student Services~~Alternative Programs~~.

#### **REFERRAL PROCEDURES**

Focus and Finish Program is voluntary/involutary. A school administrative team may identify students for placement who meet the criteria above. In this instance, the following procedure should be followed:

- The administrator/designee should complete the referral form and collect required supporting documents.
- The administrator/designee should send the referral form to the grade appropriate guidance counselor at Focus and Finish Program.
- The Focus and Finish Program grade appropriate schoolguidance counselor will review the materials.
- If the parent/guardian is unavailable to attend the conference, the conference will be held to inform the student of the opportunities available.
- The application will be provided to the student at the conference in the event that the student chooses to seek admission.

#### **PROCEDURE FOR TRANSITION TO TRADITIONAL PROGRAM**

- Seniors have completed requirements and are back on track to graduate during their fourth year of high school.
- Juniors in their second semester have raised grades and are passing current courses which were jeopardizing their graduating on time.
- Students who had not met the number of credits required to progress to the next grade level have earned the required number of credits.



**Alternative Education Forms****FOCUS AND FINISH PROGRAM VOLUNTARY/INVOLUNTARY APPLICATION**

Application Date \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Has student ever been retained or repeated a grade? \_\_\_\_\_ If yes, identify the grade and provide explanation \_\_\_\_\_

**\*\* Upon completion of graduation requirements from Focus and Finish, student will graduate through the CCPS graduation ceremony and not their A1 School.**

**\*\*If student behavior disrupts the learning environment of the classroom, the student can be referred to Bluegrass Learning Academy.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

*A student applying to attend the Focus and Finish Program must write and submit an essay explaining the why he or she wants to attend the Focus and Finish Program. Return the essay to your **schoolguidance** counselor with this application.*

**For School Use Only:**

Principal/Counselor should write comments on the back of the application.

Referring (Home) School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Referring (Home) School Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the application is for more than five (5) periods, the School Counselor sends the referral to the **Director of Alternative Programs**.

_____ Transcript	_____ Attendance Record	_____ Current Schedule
_____ Current Grade Report	_____ Discipline Record	_____ Student Essay
_____ Application for Hardship	_____ <b>PSR</b>	_____ <b>Civics Exam</b>
_____ Graduation		_____ <b>CPR</b>

**For Director of Student Services/Alternative Programs' Use Only** Date Received: \_\_\_\_\_

Outcome of Conference: \_\_\_\_\_

Next Steps \_\_\_\_\_

Director of Student Services/Alternative Programs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Student Notification of Admission Status: \_\_\_\_\_ Date: \_\_\_\_\_

**Attendance Clause:**

**If the student application requires a performance-based course, the application requires additional approval by the Director of Pupil Personnel.**

Performance Based Option Approved: ☐ Yes ☐ No

Director of Pupil Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Alternative Education Forms**

### **INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES BLUEGRASS LEARNING ACADEMY**

The Bluegrass Learning Academy has been developed to provide an educational opportunity for students who, for variety of reasons, have not been successful in their home school. The Bluegrass Learning Academy staff will work with the student and parent/guardian to modify and correct the behaviors and decision-making skills that brought about placement in the alternative setting. Through the process of group and individual counseling as well as interaction with the staff at the Bluegrass Learning Academy, it is our goal to transition the student successfully back to their home school.

#### **DUE PROCESS**

District Policy 09.431 shall be followed when students are being referred to the Bluegrass Learning Academy.

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

#### **RULES AND REGULATIONS**

The Bluegrass Learning Academy program will be operated under the following regulations:

- Students enrolled in the Bluegrass Learning Academy Program are expected to attend regularly and to comply strictly with the Code of Acceptable Behavior & Discipline.
- There will be additional rules and regulations that may be necessary for the proper management of an alternative classroom.
- Students are expected to demonstrate a level of academic performance in accordance with the state standards.
- Students are expected to demonstrate respect for and cooperation with Bluegrass Learning Academy teachers and staff.
- A student in the Bluegrass Learning Academy may not leave the school campus for other school functions unless approved by the Bluegrass Learning Academy Principal/designee.
- A student may be required to provide his/her own transportation to and from the Bluegrass Learning Academy if the student's behavioral offense was transportation related. If student requests to provide his/her own transportation to the Bluegrass Learning Academy, it shall be approved by the Principal/designee.
- Length of stay at the Bluegrass Learning Academy shall be determined by the Code of Acceptable Behavior and Discipline.
- Students shall schedule a conference with the Principal/designee of the school the student will be attending prior to re-enrollment.

**Alternative Education Forms****INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES BLUEGRASS LEARNING ACADEMY****BLUEGRASS LEARNING ACADEMY PLACEMENTS**

The decision to place a CCPS student at the Bluegrass Learning Academy will be at the discretion of the student's A1 school Principal/designee.

- A parent/guardian of the student will be contacted and required to meet with the A1 school Principal.
- Principal will notify the Bluegrass Learning Academy Point of Contact (POC) of the Bluegrass Learning Academy.
- Bluegrass Learning Academy POC will give the A1 Principal a tentative date (within one to two [1-2] school days) for the parent/guardian to enroll the student at the Bluegrass Learning Academy and participate in the Individual Learning Plan Addendum (ILPA) meeting.
- Bluegrass Learning Academy and office referral paperwork will be completed and signed by required parties.
  - Parent will be notified of their rights to appeal due process.
- The student will be suspended and/or assigned to ISS pending the enrollment at the Bluegrass Learning Academy and released to their parent.

**STUDENT PLACEMENT IN BLUEGRASS LEARNING ACADEMY**

Alternative Education is defined by school Board Policy 09.4341 as a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classroom, centers or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.

Administrators will make efforts to address behavior needs of students who have committed offenses under the Code of Acceptable Behavior and Discipline including pre-alternative conferences so as to try to avoid later referral to the Bluegrass Learning Academy.

**PRE-ALTERNATIVE CONFERENCE AS DEFINED BY THE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

- Parent/Guardian is contacted by the home school administrator or designee and an appointment is set to review the infractions.
- Prior interventions (PBIS) are reviewed with the parent/guardian and the student and is documented on the behavior referral form.
- Parent and student are informed of next steps if the same infractions continue.
- Step 7 of the Code of Acceptable Behavior and Discipline will be implemented following the conference with student and parent.

**Alternative Education Forms****INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES BLUEGRASS LEARNING ACADEMY  
DETERMINATION OF PLACEMENT IN ALTERNATIVE PROGRAM (BLUEGRASS LEARNING ACADEMY)**

- Decision for placing a student in the alternative setting will be made by the student's home school administration by following the Code of Acceptable Behavior and Discipline matrix.
- Code of Acceptable Behavior and Discipline - Step 8 infractions
  - For students under the age of 18, parent/guardian is contacted by home school administration and a meeting is set to inform regarding the Bluegrass Learning Academy placement.
  - For students over the age of 18, a meeting is set with the student to inform regarding the Bluegrass Learning Academy placement.
  - Parents and students are informed of their right to appeal the administration of due process during this meeting
  - Student will be suspended pending the enrollment to the Bluegrass Learning Academy and released to the custody of their parent (under age 18) or released under their own recognizance (over age 18).

**PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (BLUEGRASS LEARNING ACADEMY)**

- School administration notifies the Bluegrass Learning Academy Point of Contact (POC).
- All necessary documentation shall be completed by the sending school and submitted to the Alternative Program following the Determination of Placement meeting.

**PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (BLUEGRASS LEARNING ACADEMY)  
(CONTINUED)**

- The Bluegrass Learning Academy POC determines enrollment date of student which should occur within 48 hours of receiving the appropriate documentation.
- During that 48-hour period, the Bluegrass Learning Academy POC will schedule an ILPA meeting with home school administrator/designee, student, and/or parent/Guardian.
- The meeting will address the following program completion requirements:
  - Academic Plan
    - Students must have a passing average
    - Must have demonstrated appropriate academic growth
  - Behavior expectations
  - Completion of therapy or other intervention program related to disciplinary infraction
  - Attendance
  - Students must complete number of days assigned to Bluegrass Learning Academy before returning to the A1 school.
  - Completion of the alternative program assignment

**Alternative Education Forms****INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES BLUEGRASS LEARNING ACADEMY  
PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (BLUEGRASS LEARNING ACADEMY)  
(CONTINUED)**

- Anticipated return date
- Hardship Graduation Application for Seniors
- Students assigned for Alternative Programs due to behavioral infractions are prohibited from participating in or attending of any school system functions.
- Participation in career pathway options
- Students who fail to meet the program completion requirements may have their length of stay continued until program requirements have been completed.
- Length of Placement
  - The length of student placements will be determined by:
    - Board of Education recommendation
    - As indicated by the Code of Acceptable Behavior and Discipline
  - Length of placements may be determined by the Code of Acceptable Behavior and Discipline
  - Student transitions from the Bluegrass Learning Academy will occur during the transition window.

**ILPA REVIEW FOR TRANSITIONING PROGRAMS**

When a student is ready to transition from an alternative placement, a review of ILPA goals and objectives will be completed.

- The review will be completed with student, parent/guardian, home school administrator, Bluegrass Learning Academy POC, and any other mental health or judicial official as needed.
- A transition support plan will be developed to support the student as they transition back to a regular school setting.
- If it is determined that the student is struggling with the transition back to the home school, the support plan will be revised.
- In the event that a student is transferred between alternative programs, it will be necessary for the student to complete the remaining days of the alternative program assignment.



## **Alternative Education Forms**

### **INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES BLUEGRASS LEARNING ACADEMY (CONTINUED)**

#### **HARDSHIP GRADUATION**

- Students who complete graduation requirements during the alternative placement will be excused from the remainder of days left in the placement.
  - A school committee will determine participation in the following:
    - Graduation Activities (Commencement, Baccalaureate, Project Graduation, etc.)
    - Athletics
    - Prom, Homecoming, etc.
  - Hardship graduates will have the same rights to attend events as the general public.

#### **PLACEMENT OF SPECIAL EDUCATION STUDENTS**

- In the event that a special education student commits a Step 8 infraction or reaches Step 8 with repeat offenses, the Principal will:
  - Contact and consult the District SPED Director
  - Schedule an ARC meeting
    - For qualifying offenses, Principals must collaborate with the Director of Special Education to use an Interim Alternative Education Setting (IAES) placement.
  - If an ARC determines the behavior not be a manifestation, the Principal will proceed with the same process detailed in the procedural placement section.

#### **EXCEPTION TO POLICY PLACEMENT**

Circumstances requiring an Exception to Policy Placement may include:

- An Exception to Policy placement may be indicated if behavior referrals involving a student have not reached a Step 8 in the Code of Acceptable Behavior and Discipline matrix, but the severity or circumstances around the incident warrant an exception and placement.
- Any Exception to Policy placement must be documented and provide justification for placement on the behavior referral form and sent to the Department of Pupil Personnel for review.

**Alternative Education Forms****BLUEGRASS LEARNING ACADEMY APPEAL PROCEDURES FOR INVOLUNTARY PLACEMENT**

1. A parent/guardian (or adult student) may appeal in writing (preferably using the Alternative Education Form in 09.4341 AP.21) a referral to an alternative placement for disciplinary reasons to the District Discipline Committee (“DDC”) by delivering the written appeal to the Director of Pupil Personnel (“DPP”) and/or the Director of Alternative Programs (“DAP”) setting forth grounds for the appeal. There shall be no appeal rights for a referral made by the Superintendent or designee of the Superintendent or by the Board.
2. The parent/guardian/adult student shall have one (1) school day from the date of the referral to file a written appeal (preferably using the Alternative Education Form in 09.4341 AP.21) with the DPP and/or the DAP (via email or hand-delivery) at the Central Office (200 Glass Avenue, Hopkinsville, Kentucky).
3. The written appeal shall identify the referral being appealed, the date of the referral, and the basis of the appeal with any documentation or other items the parent/guardian/adult believes is relevant to the appeal.
4. When the written appeal is received by the DAP and/or DPP, a copy of the written appeal will be delivered within one (1) school day to the referring administrator, to the Director of Special Education (if the student has an IEP or a Section 504 Plan), and to the Superintendent.
5. Within one (1) school day of receiving a copy of the written appeal from DPP or DAP, the referring administrator may, but is not required to, provide an explanation and supporting materials to the DPP and/or DAP. The written appeal and the explanation and supporting materials from the referring administrator shall constitute the record on appeal.
6. The DPP and/or DAP shall promptly submit the record on appeal to the DDC.
7. Within three (3) school days of receiving the record on appeal, the DDC shall convene to consider the appeal by reviewing the record on appeal and such other records the DDC considers relevant to the appeal.
8. If the DDC determines the appeal should be denied, the DDC will issue a written statement (preferably using the Alternative Education Form in 09.4341 AP.21) denying the appeal. The DDC will transmit the written determination denying the appeal to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.

**Alternative Education Forms****BLUEGRASS LEARNING ACADEMY APPEAL PROCEDURES FOR INVOLUNTARY PLACEMENT  
(CONTINUED)**

9. If the DDC determines the appeal should be granted, the DDC will issue a written determination (preferably using the Alternative Education Form in 09.4341 AP.21) granting the appeal and briefly summarizing the reasons for granting the appeal. If the DDC grants the appeal, the DDC may (1) reverse the referral and return the student to the school building from which he was referred; or (2) remand the referral back to the referring administrator for further action consistent with the decision of the DDC. The DDC will transmit the written determination granting the appeal to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.

10. The decision of the DDC shall be final and may not be appealed.

The Alternative Appeals Committee may include, but not limited to, the following:

- Superintendent/Designee
- Assistant Superintendent
- Director of Pupil Personnel
- Director of Alternative Programs
- Director of Special Education/Designee
- Principal
- Assistant Principal
- Guidance Counselor
- Teacher
- Mental Health Professional

The Bluegrass Learning Academy Appeals Committee must include a minimum of three (3) members.

**Alternative Education Forms**  
**INVOLUNTARY PLACEMENT APPEAL**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade Level \_\_\_\_\_

**DISTRICT DISCIPLINE COMMITTEE**

Identify the reason you are appealing involuntary Bluegrass Learning Academy placement (Use additional sheet if necessary.)

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\_\_\_\_\_  
*Student's Signature*\_\_\_\_\_  
*Date*\_\_\_\_\_  
*Parent/Guardian's Signature*\_\_\_\_\_  
*Date***DISTRICT DISCIPLINE COMMITTEE RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)**

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☐ Appeal Approved☐ Appeal Denied\_\_\_\_\_  
*District Discipline Committee Member*\_\_\_\_\_  
*Date*\_\_\_\_\_  
*District Discipline Committee Member*\_\_\_\_\_  
*Date*\_\_\_\_\_  
*District Discipline Committee Member*\_\_\_\_\_  
*Date*



