

EXPLANATION: HB 449 AMENDS KRS 160.180 TO EXPAND THE ACCEPTABLE DOCUMENTATION FOR EVIDENCING A SCHOOL BOARD CANDIDATE'S COMPLETION OF HIGH SCHOOL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

Name of School District: _____			
[Division # ____ (for county school systems) or the District at large (for independent school systems)]			
Name: _____		Birthdate: _____	
Last	First	MI	
Address: _____			
Street or Box #		State	Zip Code
Telephone: _____			
Business	Home	Cell	
Email Address: _____			

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? Yes No
2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? Yes No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? Yes No
If yes, please identify. _____
4. Does the School District where you reside presently employ you? Yes No
5. Do you have any relatives employed by the District? Yes No
If yes, please indicate their relationship to you:
 Brother Sister Husband Wife Son Daughter Father Mother
 Other _____
6. Have you ever been a member of any local Board of Education in Kentucky? Yes No
If so, which District _____ and when _____?
7. Do you currently hold any elective federal, state, county, or city office? Yes No
If yes, please identify. _____
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? Yes No
If yes, please identify. _____
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? Yes No
If yes, please describe. _____
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? Yes No
If yes, please describe. _____

Application for Board Vacancy

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

If yes, please describe. _____

12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?

Yes No

13. Have you completed at least the twelfth (12th) grade or been issued a High School Equivalency Diploma?

Yes No

14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Note: Application must include an affidavit signed under penalty of perjury certifying completion of the twelfth (12th) grade, a transcript evidencing completion of the twelfth (12th) grade, or if appropriate, the results of a twelfth (12th) grade equivalency examination.

High School Attended Address Dates Attended/Graduated

College/University Attended Address Dates Attended/Degree

Graduate Schools Attended Address Dates Attended/Degree

15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: _____

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

a. _____
Current Employer Address

Date of Employment Duties

b. _____
Previous Employer Address

Date of Employment Duties

c. _____
Previous Employer Address

Date of Employment Duties

Application for Board Vacancy

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

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

19.

Application for Board Vacancy

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete during your service on the Board:

Note: Board members must complete annual in-service training as required by law.

This application constitutes my letter of intent to seek appointment to the Board under KRS 160.190, and I hereby affirm that to the best of my knowledge the information being submitted on this application and any required attachments thereto is accurate and that I am eligible to be appointed to the Board under law.

Signature: _____ Date: _____

Application for Board Vacancy

COUNTY CLERK'S CERTIFICATION

RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT

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

_____ who resides at _____
Name Address

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

Certified by: _____

_____ County Clerk's Office Date: _____

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

RELATED PROCEDURE:

01.3 AP.2

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

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

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

FINANCIAL IMPLICATIONS: COST OF PROVIDING TRAINING

District Training Requirements

SCHOOL YEAR: _____

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

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

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 training each year by November 1.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)	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.	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	✓			

03.19 AP.23
(CONTINUED)

District Training Requirements

PERSONNEL

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: <u>Provide two (2) suicide prevention awareness lessons each school year.</u> <u>Staff training for student suicide prevention training: Minimum of one (1) hour in-person, live-stream, or via video-recording each school/every year including the recognition of signs and symptoms of possible mental illness. New hires during off-year-to- receive suicide prevention materials to review.</u> [Employees with job duties requiring direct contact with students in grades <u>four</u> through <u>six</u> (46) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
<u>Anonymous reporting tool: Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.</u>	<u>KRS 158.4451</u>	<u>09.22</u>		✓		
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school 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		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212	✓	✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438	✓			
Intervention and response training on responding to instances of incivility.		10.21	✓			
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech - If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement - training for teachers based on available funds.	KRS 158.842		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

District Training Requirements

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

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

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

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

NEW/RETURNING SCHOOL BUS DRIVERS

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job. Driver applicants and current drivers are subject to checks of the Federal Motor Carrier Safety Administration Clearinghouse (FMCSA) and related rules as described in Policy 06.221.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence or driving while intoxicated.

CURRENT EMPLOYEES

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

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for driving under the influence (DUI) or driving while intoxicated (DWI);
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction of an offense that would classify a person as a violent offender under KRS 439.3401, for a ~~felony~~ sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, or is required to register as a sex offender as a violent offender as defined in KRS 17.165;
11. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or

Driving Record Violations and Personnel Actions

CURRENT EMPLOYEES (CONTINUED)

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

NOTE: 702 KAR 5:080 requires school bus drivers to immediately report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

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

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.2 AP.1

Depositories

SELECTION OF DEPOSITORY(IES)

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

INVITATION TO BID

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

BIDDING

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

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.0 AP.1

Implementation of System

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

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

TRANSPORTATION

06.22 AP.1

Driver's and Monitor's Responsibilities

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education. In addition, bus drivers and monitors shall provide the following:

BUS DRIVERS

- All drivers are to keep on the bus at all times an updated student list plus an extra student list in case of an accident on the bus.
- All drivers are to have on the bus at all times a seating chart plus an extra seating chart in case of an accident on the bus.

BUS MONITORS

- All monitors are to keep a log of their students and a daily evaluation of student behavior on the bus.

DRIVER RIGHTS

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

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

TRANSPORTATION

06.34 AP.1

Conduct on Bus

RULES OF CONDUCT

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

ENFORCEMENT

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

Waiver to Exceed Maximum-Allowed Credits

A student may apply for a waiver of the maximum-allowed credits established under Christian County Board Policy 08.1131 – Alternative Credit Options Graduation Requirements. The form below shall be submitted along with a student-generated letter of request to the school Principal prior to enrolling in courses exceeding the maximum established in policy. The Principal will forward to the Superintendent/designee for approval.

Student Name				School	
Current Grade		DOB		Student ID (SSID)	
High School Grad Cohort			Credits Earned in Current Yr.		Additional Credits Requested
List Courses Requesting					
Extenuating Circumstances <i>Describe the extenuating circumstances in support of the request for additional credits.</i>					
Signatures					
_____		_____		_____	
Student	Date	Parent	Date		
_____		_____		_____	
Counselor	Date	Principal	Date		
_____		_____			
Superintendent/designee	Date			<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

Prior to sending to Superintendent/designee, counselors must attach:

- Transcript
- Student Letter
- Completed Form

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

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

STUDENTS

09.14 AP.2

Juvenile Justice Agency Certification Form

Date: _____

Name of Agency Receiving Records: _____

The _____ Schools have released education records of

_____, who was born on _____

Student's Name

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

Printed Name of Agency Representative

Signature of Agency Representative

Date

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

STUDENTS

09.2211 AP.21

Documentation of Reporting Required by Law
(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

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

STUDENT REPORTED FOR VIOLATION _____ <i>Last Name</i> <i>First Name</i> <i>Middle Initial</i>
--

General nature of the alleged violation:

LAW ENFORCEMENT NOTIFICATION

On _____ I reported the above incident to the following:
Date

District law enforcement agency

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

Department of Kentucky State Police _____
Name

County Attorney _____
Name

Sheriff _____
Name

Hopkinsville Police Department _____
Name

PARENT/GUARDIAN NOTIFICATION

On _____ I reported the above incident to the following:
Date

Name of Parent/Guardian/Custodian of victim _____

Name Parent/Guardian/Custodian of accused _____

Name of Person at Board I notified _____

On _____ I reported this incident to the Director of Pupil Personnel by
submitting a copy of this form.

Signature of Principal Reporting

Date

Documentation of Reporting Required by Law
(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

The following information about the student involved is for internal tracking purposes only:

INFORMATION FOR STUDENT REPORTED:

BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____
Last Name First Name Middle Initial

PARENT/GUARDIAN ADDRESS _____

PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

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

ALLEGED VICTIM _____
Last Name First Name Middle Initial

BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____
Last Name First Name Middle Initial

PARENT/GUARDIAN ADDRESS _____

PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

PARENTAL NOTIFICATION

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

BOARD NOTIFICATION

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

On _____, _____ students were involved in an incident
Date Number
reportable under KRS 158.156.

Name of School Signature of Principal

RELATED PROCEDURE:

09.438 AP.21

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261 AP.2

Transportation Services Policy Acknowledgement Form

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

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

SCHOOL: _____ DATE: _____

STUDENT NAME (PRINTED) _____ STUDENT SIGNATURE _____

PARENT/GUARDIAN NAME (PRINTED) _____ PARENT/GUARDIAN SIGNATURE _____

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

EXPLANATION: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING AN ~~ORAL~~ REPORT

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an oral or written report, including but not limited to electronic submission, to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by ~~statute (KRS 620.050)~~.

EXPLANATION: SB 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43 AP.1

Juvenile Court Records

RECEIPT BY PRINCIPAL

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

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

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

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

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

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

STUDENTS NOT ENROLLED IN THE SCHOOL

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

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

RELATED PROCEDURES:

- 09.14 AP section
- 09.43 AP.22

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

STUDENTS

09.12 AP.23

Notice of Expulsion/Conviction

In compliance with the Board policy requirements explained below, I swear or affirm that I am
the parent/legal guardian of _____, who was expelled and/or

Student's Name

adjudicated guilty/convicted as noted below.

Date Enrollment Requested: _____

Board policy requires that parents, guardians, Principal, or other persons or agencies responsible
for a child complete the following section for a student who has previously been expelled from a
public or private school in this or another state or who has been adjudicated guilty/convicted of
crimes. This form must be sent to the receiving school within five (5) working days of the time
when the student requests enrollment in the new school.

Check the reason(s) that apply:

- | | |
|---|---|
| <input type="checkbox"/> Homicide | <input type="checkbox"/> Violation of Law Relating to Alcohol |
| <input type="checkbox"/> Assault <u>resulting in serious injury or
with the use of a weapon</u> | <input type="checkbox"/> Violation of Law Relating to Drugs |
| <input type="checkbox"/> Sex offense | <input type="checkbox"/> Violation of School Regulation Relating to Alcohol |
| <input type="checkbox"/> Violation of Law Relating to Weapons | <input type="checkbox"/> Violation of School Regulation Relating to Drugs |
| <input type="checkbox"/> Violation of School Regulation Relating
to Weapons | <input type="checkbox"/> Any violent offense that resulted in death or serious
physical injury to victim |
| <input type="checkbox"/> Kidnapping | <input type="checkbox"/> <u>Damage to property</u> |

My child was expelled from: _____ in _____
Name of School *City*

_____ .
County *State*

The facts of any expulsion or adjudication/conviction are as follows (attach separate sheet if
needed): _____

*I swear or affirm that to the best of my knowledge or belief, the statements and information
contained above are true, factual, and complete.*

Parent/Guardian's Signature

Date

Witness's Signature

Date

Attendance Forms

EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades can not be affected by lack of attendance or participation in classes for approved days. **This type of absence can not occur during the school's state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

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

Residence Address: _____

City: _____ State: _____ Zip Code: _____

of Excused Absences To Date _____ # of Unexcused Absences To Date _____

of Total Absences to Date _____

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 Student *Date* *Signature of Parent/Guardian* *Date*

Attendance Forms
EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

FOR SCHOOL USE ONLY

(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)

This request must meet all three (3) criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have "significant educational value" and be "intensive" in nature. Yes No
2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes No
3. The major purpose of the trip is educational. Yes No

As Principal, I recommend I do not recommend that this educational opportunity absence be granted.

Principal's Rationale _____

Signature of Principal

Date

FOR CENTRAL OFFICE USE

As Superintendent, I recommend I do not recommend that this educational opportunity absence be granted.

Superintendent's Rationale _____

Signature of Superintendent

Date

The District grants does not grant this educational opportunity absence.

Signature of the Board Chairman

Date

Attendance Forms
CHRISTIAN COUNTY BOARD OF EDUCATION
MEDICAL EXCUSE FORM

Christian County Public Schools
220 Glass Avenue
Hopkinsville, KY 42240
Phone 270-887-7000

(This form required only after ten (10) regular medically excused absences)

~~(I hereby authorize this health care provider to release the information requested on this form for my child listed below.)~~

Parent or Guardian Signature

~~Student Name _____ Date of Birth _____~~

~~Date of Appointment _____~~

~~Time of Appointment _____ Time in _____ Time out _____~~

~~Reason for Appointment (i.e. routine office visit, follow-up visit, orthodontist, dentist emergency, test)~~

~~Was it medically necessary for this student to be absent date of appointment?~~

~~Yes _____ No _____ Comments _____~~

~~If no, would student have missed all day due to office location, etc.? Yes _____ No _____~~

~~Will this student need to be absent more than one day? Yes _____ No _____~~

~~If yes, how long? _____~~

~~(If this student will be out for five (5) consecutive days or longer, please complete a homebound application.)~~

~~This student may return to school on _____ Date~~

~~Health Care Provider Name _____~~

~~Address _____~~

~~Phone _____ Fax _____~~

~~Signature of Physician/APRN _____~~

~~**This form is to be emailed to the school by the doctor.**~~

~~Date _____ Physician is to email form to the school email _____~~

~~Note: Students in Christian County Schools will be allowed up to six (6) absence events to be excused with a written parent note for the entire year. Christian County Schools will excuse up to ten (10) absence events with doctor/medical excuse/note. Any absence event due to medical reason in excess of ten (10) will require the presentation of the Christian County Schools Medical Excuse Form before the absence will be excused. The form will be available at each school and central office upon request.~~

Notice of Suspension

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

To: _____
Parent/Guardian's Name _____ *Date* _____

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

Incident reported by: _____ on _____ at approximately AM PM

Incident investigated by: _____ on _____ at approximately AM PM

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

ARC meeting held? (Special education students only) Yes No

School officials have determined that this offense does does not warrant a recommendation for expulsion.

SUSPENSION SHALL BE ASSIGNED AS FOLLOWS:

The suspension/assignment to Alternative School shall start on _____ AM PM

The suspension/assignment to Alternative School shall end on _____ AM PM

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

A student on suspension shall not be permitted to participate in extracurricular or other school-sponsored activities during the term of his/her suspension.

Principal/designee's Signature _____ *Date* _____

DUE PROCESS

Due process was afforded as evidenced by oral written notice of the charges. If the student denied the charges, s/he was given the opportunity to present his/her version, and these comments are are not on file. The parent/guardian should call to schedule a conference, which is a prerequisite to readmission.

- cc: Director of Student Services
- Director of Pupil Personnel, if applicable
- Transportation Department, if applicable
- Director of Special Education, if applicable
- Board Attorney, if applicable

Notice of Suspension

Student's Name	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Student's Address	_____	_____	
	<i>Address</i>	<i>City, State Zip Code</i>	
Student's Age _____	Date of Birth _____	Gender _____	Grade _____
		Ethnicity _____	
School	Phone Numbers Home _____; Work _____; Cell _____; Disconnected ; N/A ; Other: _____		

To: _____ Date: _____
Name of Parent/Guardian *Date*

Statement of Reasons for Suspension: The student named above has violated the following rule(s) or standard of conduct and has demonstrated the behavior described below which constitutes cause for suspension: _____

Reported by: _____ (teacher/staff name) on _____ (date) at approximately _____ (time) AM-PM
 Investigated by: _____ (administrator name) on _____ (date) at approximately _____ (time) AM-PM
 This student has a disability under the following: N/A IDEA (Individuals with Disabilities Act) Section 504
 How many prior days of suspension has the student received this year? _____ days

Suspension Dates
 The suspension shall start on _____ AM-PM The suspension shall end on _____ AM-PM
 Total numbers of days for this suspension _____ days ****Return to school on _____**

NOTE: If the day of suspension is not an actual school day (snow, ice, etc.), the day of suspension automatically extends to the next day school is in session. Suspended students are not permitted on any property of the Christian County Board of Education and may not represent the school/District in any activity during their suspension.

Recommendation for expulsion (Complete if the student is being recommended for expulsion.)
 In the event a student acts in such a manner as to warrant expulsion, the Principal/Designee may suspend the student for up to the maximum number of days permitted by Policy 09.434. Should the Principal/Designee decide to pursue expulsion, s/he shall provide the student and his/her parents with written notice of the specific acts committed by the student that constitute probable cause for expulsion and citing these acts as the reasons for the suspension imposed. School officials have determined that this offense does warrant a recommendation for expulsion. The student shall remain suspended as of this date _____ pending a recommendation for expulsion.

Due Process
 Due process was afforded to the student as evidenced by ~~oral~~ **written notice of the charges**. If the student denied the charges, she/he was given the opportunity to present his/her version, and these comments ~~are~~ **are not** on file. The parent should call to schedule a conference that is a prerequisite to readmission. If due process was not given, please explain: _____

Conference
 Suspension is a serious matter, and I regret that it is necessary for me to take this action. A conference with you would be appreciated since the best interest of pupils can be served when parents/guardians and school staff work together. I can be reached at _____ for a conference when your child returns to school.

Signature of Principal/Designee *Date*

~~Parent contacted~~ ~~Unable to reach parent, but left message~~ ~~Unable to reach parent~~
~~Other~~ _____ Date Called: _____ Time Called: _____ AM-PM

- cc:- Parent Transportation (if applicable)
- _____ Director of Pupil Personnel (DPP) Director of Special Education (if applicable)
- _____ District Discipline Administrator

Notice of Suspension

SUSPENSION APPEAL PROCEDURES

1. A parent/guardian (or adult student) may appeal a suspension in writing (preferably using the Suspension Appeal Form in 09.434 AP.2) to the District Discipline Committee (“DDC”) by delivering the written appeal to the Director of Pupil Personnel (“DPP”) and/or the Director of ~~Student Services~~~~Alternative Programs~~ (“~~DSSDAP~~”) setting forth grounds for the appeal. There shall be no appeal rights for a suspension made by the Superintendent or designee of the Superintendent.
2. The parent/guardian or adult student shall have one (1) school day from the date of the referral to file a written appeal (using the Suspension Appeal Form in 09.434 AP.2) with the DPP and/or ~~DSSDAP~~ (via email or hand-delivery) at the Central Office (200 Glass Avenue, Hopkinsville, Kentucky).
3. The written appeal shall identify the suspension referral being appealed, the date of the referral, and the basis of the appeal with any documentation or other items the parent/guardian/adult student believes is relevant to the appeal.
4. When the written appeal is received by the DPP and/or ~~DSSDAP~~, a copy of the written appeal will be delivered within one 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 the written appeal from the DPP or ~~DSSDAP~~, 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 ~~DSSDAP~~ shall promptly submit the record on appeal to the DDC.
7. Within three (3) school days of the filing of receiving the record on appeal, the DDC shall convene to consider the appeal by reviewing the record on appeal and such other records as 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 Suspension Appeal Form in 09.434 AP.2) denying the appeal, which will be promptly transmitted to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.
9. If the DDC determines the appeal should be granted, the DDC will issue a written determination (preferably using the Suspension Form in 09.434 AP.2) 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 suspended; or (2) remand the referral back to the referring administrator for further action consistent with the decision of the DDC.
10. The decision of the DDC shall be final and may not be appealed.

Notice of Suspension

SUSPENSION APPEAL PROCEDURES (CONTINUED)

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

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

The Suspension School Appeals Committee must include a minimum of three (3) members.

Suspension Appeal Form

Student Name _____ Date _____

Home Address _____ Phone _____

School _____ Grade Level _____

DISTRICT DISCIPLINE COMMITTEE

Identify the reason you are appealing the suspension (Use additional sheet if necessary.)

Student's Signature

Date

Parent/Guardian's Signature

Date

DISTRICT DISCIPLINE COMMITTEE RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Appeal Approved

Appeal Denied

District Discipline Committee Member

Date

District Discipline Committee Member

Date

District Discipline Committee Member

Date

Alternative Education Forms

BLUEGRASS LEARNING ACADEMY 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

~~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:

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/involuntary 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/involuntary, 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.~~

~~REFERRAL PROCEDURES~~

~~Focus and Finish Program is voluntary/invuntary. 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 school 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~~

~~Phone: _____~~

~~Name: _____~~

~~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 school 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 ids 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 | _____ PSP | _____ Civics Exam |
| _____ Graduation | | _____ CPR |

~~For Director of Student Services' Use Only _____ Date Received: _____~~

~~Outcome of Conference: _____~~

~~Next Steps _____~~

~~Director of Student Services Signature: _____ Date: _____~~

~~Parent/Guardian/Student Notification of Admission Status: _____ Date: _____~~

~~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 a 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 recommend placement of 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 Director of Student Services and the Superintendent or Assistant Superintendent for approval~~Bluegrass Learning Academy Point of Contact (POC) of the Bluegrass Learning Academy.~~
- Upon approval, Bluegrass Learning Academy Principal~~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 to recommend placement offer-plaeing 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 them regarding the Bluegrass Learning Academy placement.
 - For students over the age of 18, a meeting is set with the student to inform them 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 the number of days assigned to Bluegrass Learning Academy before returning to the A1 school unless the student qualifies for the Pass Program (Alcohol and drug violations do not qualify for the Pass Program).
 - 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 ~~to~~ Alternative Programs due to behavioral infractions are prohibited from participating in or attending of any school system functions.
- ~~Individual Learning Plan (ILPA) 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/designee, 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 Student Services~~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 Student Services~~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 Director of Student Services~~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 Director of Student Services~~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 Director of Student Services~~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 ~~Student Services~~ Alternative Programs
- Director of Special Education/Designee
- Principal
- Assistant Principal
- School ~~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.)

Student's Signature _____ *Date* _____

Parent/Guardian's Signature _____ *Date* _____

DISTRICT DISCIPLINE COMMITTEE RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Appeal Approved

Appeal Denied

District Discipline Committee Member _____ *Date* _____

District Discipline Committee Member _____ *Date* _____

District Discipline Committee Member _____ *Date* _____

Alternative Education Forms

VOLUNTARY/INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES-FOCUS AND FINISH PROGRAM

The Focus and Finish Program is a voluntary/involuntary 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/involuntary, and students enrolled in five (5) or more ~~classes/periods a day~~ are required by law to have an Individual Learning Plan Addendum (ILPA). Students may be recommended by the schoolguidance counselor and/or school administrator for consideration in the program.

ENROLLMENT CRITERIA

- Enrolled in or seeking enrollment in Christian County Public Schools (CCPS) ~~high school and either~~
- Behind significantly in credits based upon an expected four (4)-year high school cycle ~~OR~~
- Hardship Graduation Application approval ~~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

5. Applications are available in each high school ~~counselor/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 (if under the age of 18) and return to the ~~schoolguidance~~ counselor.
6. 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 ~~that the~~ 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.
7. 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)

8. ~~If the student is applying for five (5) or more (not including advisory) classes/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.

REFERRAL PROCEDURES

Focus and Finish Program is voluntary/involuntary. 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 Director of Student Services/grade appropriate guidance counselor at Focus and Finish Program.
- The Focus and Finish Program grade appropriate school 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's Home School: _____

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 _____

~~** Once enrolled in Focus and Finish, the student will not return to their A1 school and forfeits the opportunities to participate in prom, homecoming, graduation activities, etc. Upon completion of graduation requirements from Focus and Finish, student will graduate through the CCPS graduation ceremony and not their A1 School. The student will graduate through the CCPS alternative 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 school 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 ids 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 | _____ PSR | _____ Civics Exam |
| _____ Graduation (if applicable) | | _____ CPR |

For Director of Student Services' Use Only

Date Received: _____ Graduation Cohort: _____

Outcome of Conference: _____

Next Steps _____

Director of Student Services Signature: _____ Date: _____

Student Transition Coordinator Signature: _____ Date: _____

Parent/Guardian/Student Notification of Admission Status: _____ Date: _____

Director of Pupil Personnel Signature: _____ Date: _____