



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

TO: Jesse Bacon
FROM: Troy Wood
DATE: June 10, 2024
RE: 2024 KSBA Procedure Updates (#28)

Attached are the 2024 KSBA Procedure Updates #28 that have been reviewed by Central Office Leadership. The requested additions and/or modifications have been revised to suit the needs of the district.

If you need additional information, please let me know.

Attachments:

- 2024 Procedure Updates #28

KSBA Procedure Service

2024 Procedure Update (#28) Checklist

District: Bullitt County Schools

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

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
01.3 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.19 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.21 AP.254	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
06.0 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
06.22 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
06.34 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.123 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.2242 AP.2	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.2261 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09.227 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.43 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.435 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

<u>09.4232 AP.21</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
<u>09.423 AP.2</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

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

 Superintendent's Signature

 Date

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

03.221 AP.22	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03.121 AP.22	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

PERSONNEL

03.19 AP.23

District Training Requirements

SCHOOL YEAR:

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

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED		DATE COMPLETED
			CERTIFIED	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	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111	✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓		
Active Shooter Situation training each year by November 1.	KRS 156.095	03.19/03.29		✓	
Instructional leader training.	KRS 156.101	03.1912		✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29		✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5		✓	
Orientation materials for volunteers.	KRS 161.048	03.6		✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11		✓	
Training for designated personnel on use and management of equipment.		05.4		✓	
Automated external defibrillators (AEDs), training on use of such.	KRS 158.162	03.1161/03.2241		✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)	KRS 311.667	05.4/09.311/09.224		✓	
School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4		✓	
Fire drill procedure system.	KRS 158.162	05.41		✓	
Lockdown drill procedure system.	KRS 158.162	05.411		✓	
Severe Weather/Tornado drill procedure system.	KRS 158.164			✓	
Earthquake drill procedure system.	KRS 158.162	05.42		✓	
	KRS 158.163	05.47		✓	
	KRS 158.162			✓	
	KRS 158.163			✓	
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	07.1		✓	
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.	7 C.F.R. §210.31	07.16		✓	
	704 KAR 3:285	08.132		✓	

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District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Provide two (2) suicide prevention awareness lessons each school year. Staff training for student suicide prevention training. Minimum of one (1) hour each school year. [Employees with job duties requiring direct contact with students in grades four (4) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
Anonymous reporting tool. Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.	KRS 158.4451	09.22	✓			
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		

Deleted: n-person, live stream, or via video recording
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 Deleted: including the recognition of signs and symptoms of possible mental illness. New hires during off-year to receive suicide prevention materials to review
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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				✓	

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 or careless 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

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 22 REMOVES MEDICAL OVERSIGHT OF THE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) AND REMOVES REPORT OF USE OF AN AED TO THE LICENSED PHYSICIAN.

FINANCIAL IMPLICATIONS: NO NEED TO PAY FOR A PHYSICIAN TO OVERSEE THE AED PROGRAM AND LESS TIME SPENT ON FILING REPORTS

SCHOOL FACILITIES

05.4 AP.1

Use of Automated External Defibrillators (AEDs)

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

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

PURPOSE OF PROCEDURE:

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

INDICATIONS FOR AED USE:

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

PROCEDURES:

- 1) Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist. Some examples of hazards are:
 - Electrical dangers
 - Chemical dangers
 - Harmful people
 - Traffic
 - Fire or flammable gasses
- 2) Utilize the chain of survival as outlined in American Heart Association:
 - a) Recognition of cardiac arrest and activation of emergency response system/911
 - i) Communicate the emergency location with office staff or athletic personnel. Responsibilities include: getting AED to emergency, directing CPR trained employees to the location, and escorting emergency personnel to the correct location.
 - b) Initiate early cardiopulmonary resuscitation (CPR): performing high quality compressions by CPR certified staff until AED arrives. Minimize all interruptions
 - c) Rapid Defibrillation: follow prompts from the AED to allow shock or continue with compressions
 - i) If the victim would regain signs of normal breathing or movement, place them on their side in the recovery position.

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

- d) Advanced Resuscitation by Emergency Medical Services: turn over care of the victim to EMS personnel. Once they are on scene, follow the directions of EMS personnel for further actions.
- 3) Utilize the chain of survival for pediatrics as outline in American Heart Association:
 - a) Prevention: Close supervision at all times
 - b) Recognition of cardiac arrest and activation of emergency response system/911
 - i) Communicate the emergency location with office staff or athletic personnel. Responsibilities include: getting the AED to the emergency, directing CPR trained employees to the location, and escorting emergency personnel to the correct location.
 - c) Initiate high quality (CPR): performing high quality compressions by CPR certified staff until AED arrives. Minimize all interruptions.
 - d) Rapid Defibrillation: follow prompts from the AED to allow shock or continue with compressions.
 - i) If the victim would regain signs of normal breathing or movement, place them on their side in the recovery position.
 - e) Advanced Resuscitation by Emergency Medical Services: turn over care of the victim to EMS personnel. Once they are on scene, follow the directions of EMS personnel for further actions.

AFTER USE

- 1. A copy of AED use information will be sent within 24 hours (weekdays) of the emergency to the :
 - a) ~~Medical Director~~
AED Program Coordinator
- 2. The responder will document the event using the District Automated External Defibrillator (AED) Reporting Form (05.4 AP.231) and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
- 3. The AED will be wiped clean according to manufacturer guidelines.
- 4. Electrode pads must be replaced and reconnected to the device to ensure readiness. Contact Health Services for needed supplies.
- 5. Contents of the resuscitation kit must be replaced if used.
- 6. Critical Event Stress debriefing will be conducted by the :
 - a) ~~Medical Director~~
AED Program Coordinator

*OK
Hence*

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 Rights and Responsibilities

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

DRIVER RIGHTS

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

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

TRANSPORTATION

06.34 AP.1

Conduct on Bus

RULES OF CONDUCT

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

ENFORCEMENT

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

EXPLANATION: HB 611 AMENDS KRS 159.140, KRS 610.030, AND KRS 630.050, RELATED TO THE PROCESS OF RESPONDING TO TRUANCY. KSBA DOES NOT HAVE A RECOMMENDED VERSION OF SUCH A PROCEDURE SINCE THIS IS PRESCRIBED BY STATUTE. RECOMMEND RESCINDING THIS PROCEDURE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.123 AP.1

Attendance Procedures

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

~~REPORTING ABSENCES~~

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

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

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

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

~~EXAMPLES OF EXCUSED ABSENCES~~

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

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

Attendance Procedures

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

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

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

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

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

1.

Attendance Procedures~~ATTENDANCE INTERVENTION~~

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

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

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

~~ELEMENTARY AND MIDDLE SCHOOL~~

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

- ~~1. A call home will be made every day to parents/guardians of absent students by use of an automated calling system or by a personal phone call. Parents/guardians may get information regarding their child's absence, the need to provide excuse notes, how to get make up work, and who to talk to regarding questions the parent/guardian might have.~~
- ~~2. In response to the **first or second** unexcused absence, parents/guardians shall receive a personal, direct and documented contact by either the teacher, FRYSC coordinator, Guidance Counselor, Assistant Principal or Principal.~~
- ~~3. In response to the **third** unexcused absence, parents/guardians shall receive formal written notification from the school of the student's status as being truant as defined by Kentucky Revised Statute.~~

~~Referral of the student may also be made to FRYSC coordinator, Guidance Counselor, District Social Worker, Assistant Principal or the Principal. This may result in a personal contact with a parent/guardian that may include a home visit to determine the nature of the absences. This contact/visit shall occur between the third and the fourth unexcused absence.~~

- ~~4. In response to the **fourth or fifth** unexcused absence an Administrative/parent/guardian conference may be conducted and documented by the Principal, Assistant Principal or Guidance Counselor to address the nature of the absences/truancy.~~
- ~~5. In response to the sixth unexcused absence, parents/guardians shall receive formal written notification from the school of the student's status as a habitual truant.~~
- ~~6.~~

Attendance Procedures~~ELEMENTARY AND MIDDLE SCHOOL (CONTINUED)~~

- ~~6. Students who continue to accumulate unexcused absences shall be referred to the DPP or designee for review of the student's status as habitual truant. When necessary, a final notice shall be delivered and documented by District staff.~~
- ~~7. Parents/guardians of students who continue to be truant may have Educational Neglect or Endangering the Welfare of a Minor filed against them, referred to juvenile court, be subject to a fine, or suffer other penalties as prescribed by law.~~

~~HIGH SCHOOL~~

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

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

- ~~1. A call home will be made every day to parents/guardians of absent students by use of an automated calling system. Parents/guardians may get information regarding their child's absence, the need to provide excuse notes, how to get make-up work, and who to talk to regarding questions the parents/guardians might have.~~
- ~~2. In response to the third unexcused absence, parents/guardians shall receive formal notification from the school of the student's status as being truant as defined by Kentucky Revised Statute.~~
- ~~3. In response to the fifth unexcused absence, parents/guardians may receive a personal, direct and documented contact by the Teacher, Guidance Counselor, Assistant Principal or Principal/designee.~~
- ~~4. Referral of the student may also be made to Guidance Counselor; Youth Service Center coordinator, if services are needed and available; District Social Worker; Assistant Principal; or the Principal. This may result in a personal contact with a parent/guardian that may include a home visit to determine the nature of the absences. This contact/visit may occur after the sixth unexcused absence.~~
- ~~5. In response to the sixth unexcused absence, parents/guardians shall receive formal written notification from the school of the student's status as a habitual truant.~~
- ~~6. Students who continue to accumulate unexcused absences shall be referred to the DPP or designee for review of the student's status as habitual truant. When necessary, a final notice shall be delivered and documented by District staff.~~
- ~~7. Students who continue to accumulate unexcused absences may be referred to the Court Designated Worker or to juvenile court for truancy. Once a student has been placed on a Standard School Attendance Order (SSAO) at any point in time the student is not in compliance with the order a Contempt Motion may be filed with the County Attorney.~~

Attendance Procedures**HIGH SCHOOL (CONTINUED)**

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

REQUIRED IN KRS 159.140:

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

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 829 CREATES KRS 218B.045 WHICH REQUIRES THE BOARD TO ENACT A POLICY BY DECEMBER 1, 2024, TO EITHER PERMIT OR PROHIBIT THE USE OF MEDICINAL CANNABIS BY A STUDENT ON SCHOOL PROPERTY.
IF THE BOARD DOES NOT PERMIT THE USE OF MEDICINAL CANNABIS, THIS FORM IS NOT NEEDED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2242 AP.2

Medicinal Cannabis Administration

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I (the school nurse or other school staff member) refuse to administer or supervise the administration of medicinal cannabis on school property.

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Name: _____

Title: _____

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Signature: _____

Date: _____

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Reject

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

STUDENTS

09.2261 AP.2

Transportation Services Policy Acknowledgement Form

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

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

SCHOOL: _____ **DATE:** _____

STUDENT NAME (PRINTED) _____ **STUDENT SIGNATURE** _____

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

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

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

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING A REPORT

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

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

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by KRS 620.050,

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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.

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Deleted: 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.

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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

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

DRAFT 5/1/24

STUDENTS

09.435 AP.2

Student Intervention Documents - Expulsion

COMPLETE THIS FORM FOR EXPULSION

This form is to be completed within twenty-four (24) hours and returned to Central Office with any request for Expulsion of a student.

Completed by: _____ Reviewed for Child Find by: _____

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

Note: The special education designee must sign the "Reviewed by" line at the top of this form for **any student** being referred for Expulsion.

Student's name _____ Date _____

School _____

Grade _____ Age _____ DOB _____

Is the student a special education student or a student on a 504 accommodation plan?

Yes No

If no, is the student in referral for special education or 504 services?

Yes No

Under federal statute a student in referral for special education or 504 services has the same rights and protections as a student being served in the special education program.

Is there a diagnosis (Diagnostic and Statistical Manual - DSM or International Classification of Diseases ICD) documented in the student's cumulative record?

Yes _____ No

(Diagnosis)

If the student is a special education or 504 student, a Manifestation Determination meeting must be held within ten (10) school days of a decision which will result in a recommendation for change of placement. A Manifestation Determination meeting must also be held if the number of suspension days is approaching ten (10).

Date of meeting: _____

Outcome: The behavior is a manifestation of the student's disability.

Yes No Not Applicable

If the student is in special education/504 or in referral and the incident is a Big 3 STOP!, an ARC will have to be scheduled to determine placement. Please notify the Special Education Compliance Coordinator and building ARC Chairperson.

Student Intervention Documents – Expulsion**COMPLETE HIS FORM FOR EXPULSION (CONTINUED)****Please attach the following documents:**

- Letter to the Superintendent from the Principal requesting expulsion.
- Due process was afforded as evidenced by written notice of suspension and notification to parent the request to expel the student.
- Copy of the letter from the Principal notifying the parent of the request to expel the student.
- Synopsis of the Incident -
 - A narrative that describes in detail the student's behaviors that have resulted in a request for expulsion - include dates, times, actions taken, and date and signature of the person completing the document.
- Acknowledgement of receipt of the Code of Student Behavior and Discipline.
- Alcohol / Drug Violation Form (if appropriate).
- Copy of the Police Report, Chain of Custody Form, or Incident Report (if appropriate).
 - State statute requires any law violations occurring on school property be reported to law enforcement. An incident report must also be completed and sent to the Central Office.
- Other documents, letters, interviews, statements, threat assessment, etc. (if appropriate).
- Academic Transcript and Grades for current year and two (2) years prior.
- Current Progress Report.
- State or District Assessment Data.
- Discipline History.
- Current Class Schedule.
- Current Student Profile Attendance Report.
- Copy of Parent Contact Log.

Student Intervention Documents – Alternative Placement

COMPLETE THIS FORM FOR ALTERNATIVE PLACEMENT

This form is to be completed within twenty-four (24) hours and returned to Central Office with any request for Alternative Placement of a student.

Completed by: _____ Reviewed for Child Find by: _____

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

Note: The special education designee must sign the "Reviewed by" line at the top of this form for **any student** being referred for Alternative Placement.

Student's name _____ Date _____

School _____

Grade _____ Age _____ DOB _____

Is the student a special education student or a student on a 504 accommodation plan?

Yes No

If no, is the student in referral for special education or 504 services?

Yes No

Under federal statute a student in referral for special education or 504 services has the same rights and protections as a student being served in the special education program.

Is there a diagnosis (Diagnostic and Statistical Manual - DSM or International Classification of Diseases ICD) documented in the student's cumulative record?

Yes _____ No

(Diagnosis)

If the student is a special education or 504 student, a Manifestation Determination meeting must be held within ten (10) school days of a decision which will result in a recommendation for change of placement. A Manifestation Determination meeting must also be held if the number of suspension days is approaching ten (10).

Date of meeting: _____

Outcome: The behavior is a manifestation of the student's disability.

Yes No Not Applicable

If the student is in special education/504 or in referral and the incident is a Big 3 STOP!, an ARC will have to be scheduled to determine placement. Please notify the Special Education Compliance Coordinator and building ARC Chairperson.

Student Intervention Documents – Alternative Placement**COMPLETE THIS FORM FOR ALTERNATIVE PLACEMENT (CONTINUED)****Please attach the following documents:**

- Letter to the Superintendent from the Principal requesting alternative placement.
- Due process was afforded as evidenced by written notice of suspension and notification to parent the request to alternatively place the student.
- Synopsis of the Incident -
 - A narrative that describes in detail the student's behaviors that have resulted in a request for alternative placement - include dates, times, actions taken, and date and signature of the person completing the document.
- Acknowledgement of receipt of the Code of Student Behavior and Discipline, Alcohol/Drug Violation Form (if appropriate).
- Copy of the Police Report, Chain of Custody Form, or Incident Report (if appropriate).
 - State statute requires any law violations occurring on school property be reported to law enforcement. An incident report must also be completed and sent to the Central Office.
- Other documents, letters, interviews, statements, threat assessment, etc. (if appropriate).
- Academic Transcript and Grades for current year and two (2) years prior.
- Current Progress Report.
- State or District Assessment Data.
- Discipline History.
- Current Class Schedule.
- Current Student Profile Attendance Report.
- Copy of Parent Contact Log.

Student Intervention Documents – Administrative Placement

COMPLETE THE FORM FOR AN ADMINISTRATIVE PLACEMENT REQUEST TO BAC

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

This form is to be completed and sent to Bullitt Alternative Center Administrator.

Completed by: _____ Reviewed for Child Find by: _____

Note: The special education designee must sign the "Reviewed by" line at the top of this form for **any student** being referred for placement at BAC.

Student's Name _____ Date _____

School _____

Grade _____ Age _____ DOB _____

Is the student a special education student or a student on a 504 accommodation plan?

Yes No

If no, is the student in referral for special education or 504 services?

Yes No

Under federal statute a student in referral for special education or 504 services has the same rights and protections as a student being served in the special education program.

Is there a diagnosis (Diagnostic and Statistical Manual - DSM or International Classification of Diseases ICD) documented in the student's cumulative record?

Yes _____ No

(Diagnosis)

If the student is a special education or 504 student, a Manifestation Determination meeting must be held within ten (10) school days of a decision which will result in a recommendation for change of placement. A Manifestation Determination meeting must also be held if the number of suspension days is approaching ten (10).

Date of meeting: _____

Outcome: The behavior is a manifestation of the student's disability.

Yes No Not Applicable

If the student is in special education/504 or in referral and the incident is a Big 3 STOP!, an ARC will have to be scheduled to determine placement. Please notify the Special Education Compliance Coordinator and building ARC Chairperson.

Please attach the following documents:

- Documentation of notice to the student and parent that continued problem behavior will result in an administrative placement to BAC.
- Acknowledgement of receipt of the Code of Student Behavior and Discipline.
- Alcohol / Drug Violation Form (if appropriate).
- Copy of the Police Report, Chain of Custody Form, or Incident Report (if appropriate).

Student Intervention Documents – Administrative Placement

- State statute requires any law violations occurring on school property be reported to law enforcement. An incident report must also be completed and sent to the Central Office.
- Other documents, letters, interviews, statements, etc. (if appropriate).

COMPLETE THE FORM FOR AN ADMINISTRATIVE PLACEMENT REQUEST TO BAC (CONTINUED)

THE FOLLOWING ITEMS WILL BE AVAILABLE FOR REVIEW IN THE STUDENT INFORMATION SYSTEM:

- Discipline History - details the student's behaviors and school interventions including dates, times, actions taken, and interventions and monitoring data.
- Transcripts and Grades.
- Current Progress Report.
- District and State Assessment Data.
- Current Class Schedule.
- Current Student Profile Attendance Report.
- Behavior Intervention Plan – Required for a pattern of ongoing behaviors.
- Problem Solving Team.
- Multi-Tiered System of Support Documentation of Intervention Data.
- Parent Contact Log.

Student Intervention Documents - Truancy

COMPLETE THIS FORM FOR TRUANCY

This form must be attached to the Affidavit and Truancy Evaluation Form (AOC-JV-41) and both documents reviewed by special education staff prior to filing truancy on any student.
Completed by: _____ Reviewed for Child Find by: _____

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

Note: The special education designee must sign the "Reviewed by" line at the top of this form for **any student** being referred to Court for Truancy.

Student's name _____ Date _____

School _____

Grade _____ Age _____ DOB _____

Is the student a special education student or a student on a 504 accommodation plan?

Yes No

If no, is the student in referral for special education or 504 services?

Yes No

Under federal statute a student in referral for special education or 504 services has the same rights and protections as a student being served in the special education program.

Is there a diagnosis (Diagnostic and Statistical Manual - DSM or International Classification of Diseases ICD) documented in the student's cumulative record?

Yes _____ No
(Diagnosis)

Is this child a likely candidate for a special education or 504 referral?

<input type="checkbox"/> Yes Make a copy of this form and send it to the Director of Special Education.	<input type="checkbox"/> No Make a copy of this form and send it to the Director of Pupil Personnel.
--	---

Student Intervention Documents - Truancy**COMPLETE THIS FORM FOR TRUANCY (CONTINUED)**

Student's name _____ Date _____

INTERVENTION BY LOCAL SCHOOL

Document this information on the Affidavit and Truancy Evaluation Form (AOC-JV-41) – For items that have been attached, be sure to note: “See attached” Include dates of all documentation.

- Phone Calls – Generate and attach report of all automated phone calls and attach report documenting calls by school staff.
- Letters Sent – Be sure to attach copies of letters sent home and include dates sent.
- Parent Conference – Include date(s) and attach meeting notes or parent conference form.
- Student Conference – Include date(s) and attach meeting notes or parent conference form.
- Home Visits – Include date(s) attempted and be sure to describe the home conditions on the Affidavit and Truancy Evaluation Form.
- Referral to FRYSC – Include referral information if appropriate and include date(s).
- Referral to Any Other Agency – Document referral to other agency if appropriate and include date(s).
- Attendance Profile and PLP Log – Include the attendance summary sheet in the student data system and any other appropriate information from the PLP tab.
- Other – Document any other interventions if appropriate.
- For Truancy Requests – The student and his/her parents have been provided a copy of the brochure The Work and the Advantages of School (included with final notice).

Date _____

Student Intervention Documents - Truancy

COMPLETE THIS FORM FOR TRUANCY (CONTINUED)

School interventions were unsuccessful because:

The school administrator determines the cause of irregular attendance and truancy to be:

Court Referral as a last resort if no prior intervention has been successful addressing issues with the student's attendance.

Signature of School Official

Date

School

Phone

Student Intervention Documents – Beyond Control of School

COMPLETE THIS FORM FOR BEYOND CONTROL OF SCHOOL

This form must be attached to the Affidavit and Beyond Control of School Evaluation Form and both documents reviewed by special education staff prior to filing beyond control on any student.
Completed by: _____ Reviewed for Child Find by: _____

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator’s transportation of the student or to misconduct by the student’s parent or guardian.

Note: The special education designee must sign the “Reviewed by” line at the top of this form for **any student** being referred to Court for Beyond Control of School.

Student’s name _____ Date _____

School _____

Grade _____ Age _____ DOB _____

Is the student a special education student or a student on a 504 accommodation plan?

Yes No

If no, is the student in referral for special education or 504 services?

Yes No

Under federal statute a student in referral for special education or 504 services has the same rights and protections as a student being served in the special education program.

Describe in detail the student’s behaviors that have resulted in a possible need for court action.
(Synopsis of the incident) See attachment titled “Synopsis”

Is there a diagnosis (Diagnostic and Statistical Manual - DSM or International Classification of Diseases ICD) documented in the student’s cumulative record?

Yes _____ No _____
(Diagnosis)

Is this child a likely candidate for a special education or 504 referral?

<p>Yes Make a copy of this form and send it to the Director of Special Education.</p>	<p>No</p>
---	-----------

Student Intervention Documents – Beyond Control of School

COMPLETE THIS FORM FOR BEYOND CONTROL OF SCHOOL (CONTINUED)

Student's name _____ Date _____

If the student is a special education or 504 student STOP, a Manifestation Determination meeting must be held within ten (10) school days of a decision which will result in a recommendation for change of placement. A Manifestation Determination meeting must also be held if the number of suspension days is approaching ten (10). This meeting must be held prior to making any court referral.

Date of meeting: _____

Outcome: The behavior is a manifestation of the student's disability.

_____ Yes NO Not Applicable

Court Referral as a last resort if no prior intervention has been successful in addressing the student's behavior.

Signature of School Official

Date

School

Phone

Middle and High School Tobacco and Vaping Violation Report Form
(Use or Possession)

STUDENT NAME: _____ DOB: _____
Last *First*

PARENT/LEGAL GUARDIAN NAME: _____
Last *First*

HOME ADDRESS: _____
Street

_____ *City* *State* *Zip Code* *Telephone*

Does student receive Special Education Services? YES ___ NO ___

Does student receive 504 services? YES ___ NO ___

***ANY VAPING VIOLATION, WHERE THE CONTENTS OF THE CARTRIDGE IS TESTED WITH A CERTIFIED FIELD TEST KIT AND RESULTS IN POSITIVE ILLEGAL AND/OR CONTROLLED SUBSTANCE, IS SUBJECT TO THE CONSEQUENCES FOR A DRUG VIOLATION.

PROCEDURAL CHECK LIST

FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSES
Date:	Date:	Date:
<input type="checkbox"/> Confiscation (<u>without return</u>) of Tobacco Products, alternative nicotine products, or vapor products. <input checked="" type="checkbox"/> <u>The school counselor or mental health services provider shall provide to the parent or guardian and the student evidence-based, age appropriate nicotine cessation information</u>	<input type="checkbox"/> Confiscation (<u>without return</u>) of Tobacco Products, alternative nicotine products, or vapor products. <input checked="" type="checkbox"/> <u>The school counselor or mental health services provider shall provide to the parent or guardian and the student evidence-based, age appropriate nicotine cessation information</u>	<input type="checkbox"/> Confiscation (<u>without return</u>) of Tobacco Products, alternative nicotine products, or vapor products. <input checked="" type="checkbox"/> <u>The school counselor or mental health services provider shall provide to the parent or guardian and the student evidence-based, age appropriate nicotine cessation information</u>
<input type="checkbox"/> Disciplinary Action: <input type="checkbox"/> Detention <input type="checkbox"/> Loss of Parking Privileges <input type="checkbox"/> I.S.A.P. <input type="checkbox"/> School-Based Community Service <input type="checkbox"/> Other (Explain):	<input type="checkbox"/> Disciplinary Action: <input type="checkbox"/> Detention <input type="checkbox"/> Loss of Parking Privileges <input type="checkbox"/> I.S.A.P. <input type="checkbox"/> School-Based Community Service <input type="checkbox"/> Other (Explain):	<input type="checkbox"/> 1-3 Day Suspension <u>OR</u> <input checked="" type="checkbox"/> 1-3 Day In-School Suspension
<input type="checkbox"/> Completion of Tobacco or Vaping Education Program (contact School-based Tobacco Education Program Director)*	<input checked="" type="checkbox"/> <u>Completion of Tobacco or Vaping Education Program (contact School-based Tobacco Education Program Director)*</u>	<input checked="" type="checkbox"/> <u>Completion of Tobacco or Vaping Education Program (contact School-based Tobacco Education Program Director)*</u>
<input type="checkbox"/> Parent/Guardian contact _____ Student Signature	<input type="checkbox"/> Parent/Guardian contact _____ Student Signature	<input type="checkbox"/> Parent/Guardian contact _____ Student Signature
_____ Parent/Guardian Signature	_____ Parent/Guardian Signature	_____ Parent/Guardian Signature
_____ Administrator Signature	_____ Administrator Signature	_____ Administrator Signature

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 Persistent violation of the Tobacco Policy (three (3) or more times) MAY result in consequences for defiant behavior.

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STUDENTS

09.423 AP.2

Alcohol/Drug Policy Violation Referral Form

Date: _____

Student name: _____
Last First Middle Initial Date of Birth

School: _____ Grade: _____

Parent/Legal Guardian Name: _____
Last First Middle Initial

Home Address: _____
Street Apartment No.

City State Zip Code Home Phone

Violations of the Alcohol/Drug Policy (i.e., offense, date, time)

First Violation Drug/Alcohol Possession or Under the Influence

- ____ Parent/Guardian Conference
- ____ Student Assistance Counselor contacted
- ____ Law Enforcement contacted
- ____ Out-of-school suspension 1 day
- ____ One (1) day ISAP with substance use intervention program
- ____ Safe Schools Coordinator Contacted
- ____ One Day Saturday School WITH parent/guardian attendance
- ____ Extracurricular Sanctions for Students (See Discipline Code Handbook)
- ____ Parking Privileges revoked for a minimum of 30 days

Second Violation Drug/Alcohol Possession or Under the Influence

- ____ Parent/Guardian Conference
- ____ Student Assistance Counselor contacted
- ____ Law Enforcement contacted
- ____ Three (3) Day Out-of-School Suspension
- ____ One (1) Day ISAP with Substance Use Intervention Program (3 hours)
- ____ Required drug evaluation * / Drug-Free Coordinator Contacted
- ____ Safe Schools Coordinator Contacted
- ____ District Probationary Hearing
- ____ Extracurricular Sanctions for Students (See Discipline Code Handbook)
- ____ Parking privileges suspended for one calendar year

Third Drug Violation Drug/Alcohol Possession or Under the Influence OR Transferring/Distribution of Drugs

- ____ Parent/Guardian Conference
- ____ Student Assistance Counselor contacted
- ____ Law Enforcement contacted
- ____ Ten (10) Day Out-of-School Suspension
- ____ Required drug evaluation * / Drug-Free Coordinator Contacted
- ____ Safe Schools Coordinator Contacted
- ____ Written recommendation to the Superintendent for Alternate Placement
- ____ Extracurricular Sanctions for Students (See Discipline Code Handbook)
- ____ Parking privileges suspended for one calendar year

**The evaluation must be completed and the recommendations of the drug & alcohol counselor followed or the student may be recommended for expulsion or alternate placement.*

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NOTE: Calculation of third offense will be based upon 12 months from date of second offense.

NOTE: Offenses shall be cumulative over a student's entire period of participation in all high school and middle school athletics or competitive extracurricular activities and shall accumulate regardless of the sport or activity in which they occur. No offenses occurring in middle school shall be cumulative with high school offenses.

Student will return to school: _____

Comments: _____

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

Principal Signature *Date*

Bullitt County Public Schools
1040 Highway 44 East
Shepherdsville, KY 40165
(502) 869-8000

REVIEW/REVISED: 06/04/2024

Deleted: Original – School . Copy – Central Office . Copy
– Parent/Guardian¶
Deleted: 9/19/2022

- CERTIFIED PERSONNEL -**Personnel Documents**

EMPLOYEE'S NAME _____ POSITION/WORK SITE _____

REQUIREMENTS

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

- TEACHING CERTIFICATE:** An official copy of the certified staff member's certificate or a cover letter that is valid for the current year from the Department of Education, Division of Certification.
- TRANSCRIPTS: Official copies of college/university credits and standardized test results.**
- ONLINE APPLICATION (INCLUDING REFERENCES, A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- SIGNED CONTRACT (WITH LETTER OF NOTIFICATION OF EMPLOYMENT)**
- RANK STATUS:** Verification of current Rank Status.
- VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is past teaching or administrative experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by [702 KAR 001:160](#). Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- MEMBERSHIP APPLICATION TO THE TEACHERS' RETIREMENT SYSTEM:** Each regular full time certified employee must file a membership application with teacher retirement if they are not already a member or if they have previously withdrawn their account.
- TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- VERIFICATION OF TRANSFERABLE SICK LEAVE:** Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes. There cannot be a break in service for sick leave to transfer.

Personnel Documents**REQUIREMENTS (CONTINUED)**

- ❑ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New certified employees must be fingerprinted ~~at the Central Office.~~ *IdentoGO.*
- ❑ **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 the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ❑ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ❑ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

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

Review/Revised:6/15/2020

- 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 FOR STAFF EMPLOYED AFTER 7/31/90.)** Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.
- ONLINE APPLICATION (INCLUDING REFERENCES, A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- CERTIFICATION (I.E., CDL FOR BUS DRIVERS) OR LICENSURE, WHERE APPLICABLE**
- SIGNED CONTRACT (WITH LETTER OF NOTIFICATION OF EMPLOYMENT)**
- VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
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- 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.
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- ❑ **COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- ❑ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)
- ❑ **FOOD SAFETY TRAINING CERTIFICATE, if applicable:** Must be presented to the Superintendent's designee by each regular or substitute food service employee of the School District prior to assuming the duties of the position, if required by the county/district Health Department.

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Review/Revised:6/19/2023

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Review/Revised:6/15/2020

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Review/Revised:6/19/2023