

JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent *JAB*
Mrs. Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources *AH*

DATE: June 24, 2024

RE: Item for the July Board Meeting - 2024-2025 BCPS Administrator Handbook

Attached is the Administrator Handbook for the 2024-2025 school year. The handbook is given to all BCPS administrators and used as a resource to help them navigate their daily tasks and responsibilities. Although this tool does not contain all the information a new principal will need, it is an essential resource and a starting point for questions they may have.

Attachments: 2024-2025 BCPS Administrator Handbook

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



MOVING FORWARD

SCHOOL ADMINISTRATOR HANDBOOK

2024-2025

ABOUT THIS HANDBOOK

We're so glad to have you as a member of our district leadership team! Please use this handbook to provide basic guidance regarding topics or issues that might arise throughout the year. Should you need additional assistance, please don't hesitate to reach out to the appropriate individuals below.

IMPORTANT DISTRICT CONTACTS

Senior Leadership

Jesse Bacon, Superintendent
Adrienne Usher, Assistant Superintendent
Brandy Howard, Chief Academic Officer
Troy Wood, Chief Operations Officer

Department Directors

Kali Ervin, Communications
Patrick Durham, Elementary Education
Danny Clemens, Facilities
Lisa Lewis, Finance
Althea Hurt, Human Resources
Steve Smallwood, Pupil Personnel
Todd Crumbacker, School Nutrition Services
Sarah Smith, School Safety and Mental Health
Rachelle Bramlage-Schomburg, Secondary Education
Troy Kolb, Special Education
Kevin Fugate, Technology
David Phelps, Transportation

ABOUT OUR DISTRICT

What is student success?



Our Graduate Profile

- Effective Communicator
- Innovative Problem Solver
- Productive Collaborator
- Self-Directed Navigator
- Community Contributor
- Mastery Learner

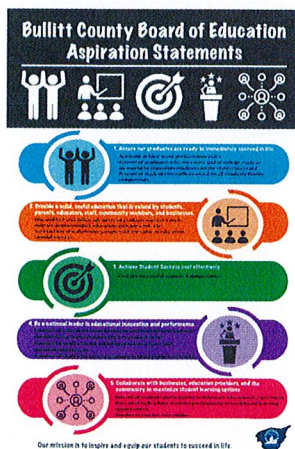
Who are we?



Our Core Values

- Students Matter Most
- Shared Accountability
- Embrace Differences
- Future Focused
- Proactive Innovation
- Service Before Self

What does our community expect?



Our Aspirations

- Student Success in Life
- Solid, Useful, Valued Education
- Cost Effectiveness
- Lead in Innovation and Performance
- Collaborate with Community

ABOUT OUR SCHOOLS

BCPS schools are community-based schools meaning our students attend school in the area in which they live and progress from elementary to middle to high school in a feeder pattern.

CENTRAL AREA SCHOOLS

Elementary	Secondary
Cedar Grove ES Lebanon Junction ES Nichols ES Roby ES Shepherdsville ES	Bernheim MS Bullitt Lick MS Bullitt Central HS

EAST AREA SCHOOLS

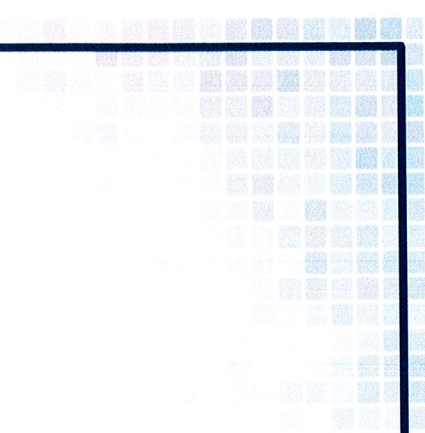
Elementary	Secondary
Crossroads ES Mt. Washington ES Old Mill ES Pleasant Grove ES	Eastside MS Mt. Washington MS Bullitt East HS

NORTH AREA SCHOOLS

Elementary	Secondary
Brooks ES Freedom ES Maryville ES Overdale ES	Hebron MS Zoneton MS North Bullitt HS

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Section 1

Building Management

BUILDING MANAGEMENT

Danny Clemens, Director of Facilities | George Brock Energy Auditor

Asbestos

There may be a file on asbestos in your office. You may be asked to produce this for an inspection. Ask the former principal or your school's secretary for this information.

Altering Buildings/Grounds

You are not permitted to alter your building or grounds without approval from the Director of Facilities and/or the Board of Education.

Custodians

Your custodian works year-round. If you need a sub custodian, please contact the Director of Facilities. If your custodian cannot solve a maintenance issue, then a facilities work order must be submitted (only custodians and principals are able to do so). These are submitted electronically via the link found on the Facilities page of our district website.

Dead Period & Summer Hours

During the summer, our district observes a designated "dead period" that aligns with the KHSAA's schedule from June 25 to July 9. Throughout this period, school offices are closed, and there are no scheduled sporting events or practices.

Outside of the dead period, our school buildings follow a modified schedule, operating from Monday to Thursday, between 8 am and 12 pm. Voicemails should be monitored regularly for messages received outside of these operating hours.

The dead period provides an excellent opportunity to utilize Non-Contract days for a well-deserved vacation!

BUILDING MANAGEMENT

Danny Clemens, Director of Facilities | George Brock, Energy Auditor

HVAC

This is your building's heating and air system. For energy conservation purposes, the temperature is controlled electronically through the Facilities Department.

HVAC for Events

Email our Energy Auditor a list of all evening, weekend, and summer events taking place in your building so that the appropriate HVAC settings can be set. Be sure to give at least 2 business days advance notice of the event and to include the event date(s), start and end times, and the area of the school to be utilized. When a large crowd is expected for areas such as gymnasiums, it is advisable to include that information in your email as well so that adjustments can be made if necessary.

Utility Shut-off Valve

It is important for you to know where this valve is located in your building. Ask your custodian to show you the valve and how to shut it off in case of an emergency.





Section 2

Communication

COMMUNICATION

Kali Ervin, Director of Communications

Communication Channels

School and district electronic communications can be sent through Thrillshare, Infinite Campus Messenger (ICM), social media, YouTube channels, etc. The use of other third-party Apps/platforms is prohibited (Remind, Dojo, Bloomz, etc.)

Customer Service & Public Relations

One of our Core Values is Service Before Self. Our students, parents, families, and community members are our clients; everyone that walks through your doors is a customer. You are the Director of Communications and Public Relations for your school. Be sure to spend some time building relationships with your students, parents, families, volunteers, etc. Try to understand your community outside of your building. Be visible!

Email Communications

All BCPS employees will respond to all emails and phone messages within 24 hours - either during their regular planning time or immediately after school dismissal time. If generating a complete response to their communication will take longer than 24 hours, respond to acknowledge the request and to provide a timeline as to when they can expect a full response.

Innovative Media Coordinators (IMCs) / ACCELERATErs

You will work with your school's IMC/ACCELERATEr to ensure your website, app, and social media platforms are up-to-date and consistently utilized for communication. Our IMCs/ACCELERATErs also assists with Mass Communication items, digital signage, and other items as detailed [here](#).

COMMUNICATION

Kali Ervin, Director of Communications

Mass Communication Platforms (Thrillshare and IC Messenger)

The primary platform we use for generating mass emails, texts, and phone calls is called [Thrillshare](#). Please contact Kali Ervin as needed for assistance, support, etc. for the Thrillshare platform.

Infinite Campus Messenger may also be used for emails and IC Inbox messages. Thrillshare is the newer of these two platforms and the one we are looking to use primarily moving forward. Check out our mass communication guidelines [here](#).

Typically, the following types of items are shared via mass communication:

- Notification of a hard lockdown
 - Notice of soft lockdowns are left to principal discretion
- Health alerts (ex. Lice, bedbugs, or other public health issues)
 - Also send a hard copy of this notice home with students
- Notification of drug sweeps

Social Media

We encourage the use of social media to communicate with your school community. All BCPS-related social media accounts require approval before creation and use. Anyone looking to start a new BCPS social media account should fill out [this form](#). Check out our social media guidelines [here](#).

Task Hub

This is an [online platform](#) for communicating internal information and “to-do” items. The purpose is to try to eliminate as many mass emails to all principals as possible. Check out [these informational slides](#) and be sure to check the platform often for updates!

COMMUNICATION

Kali Ervin, Director of Communications

Teacher/Classroom-Level Communication

There are two options when it comes to classroom communication: Rooms or Email (IC, calls, group contacts, etc.) All classroom-level staff are encouraged to use the Rooms platform (through Thrillshare) for all widespread communication purposes. Teachers in grades 3 and above should ensure that they have connected their Google Classroom to their Rooms account. Using Rooms + GC eliminates the requirement for maintaining a classroom website.

If teachers/teacher teams elect not to use Rooms, they must have a classroom or team website, which is regularly updated and maintained, and use email as their primary mode of communication with families. Check out our current teacher website guidelines [here](#). Lesson plans are created each week for the following week and are then posted to the teacher's/team's web page.

The use of other third-party communication Apps/platforms is prohibited (Remind, Dojo, Bloomz, etc.) Teachers are strongly encouraged to make two positive phone calls or send two positive postcards each week of school.

Transportation Communications

Our Department of Transportation handles all communications regarding to bus changes, outages, or cancellations for morning routes. However, it is the responsibility of the school to communicate regarding afternoon transportation disruptions. If there is a PM bus change or outage, send this information via Thrillshare to the impacted bus(es). You may also choose to post this information to your school's social media platforms. Check out our transportation communication guidelines [here](#).



Section 3

Contract and Leave Time

CONTRACT & LEAVE TIME

*Althea Hurt, Director of Human Resources | Tammie Collins, Guest Teacher (Sub)
Coordinator
Tresa Payton, Certified Personnel | Emily Parrott, Classified Personnel
Freda Holderman, Payroll Supervisor*

AESOP/Frontline

This platform is used for entering absences. Substitutes select their jobs from this platform. All employees with extended days must also document those here. Whereas teacher work days are 7.25 hours, all certified administrators (Superintendent, principals, assistant principals, counselors, school psychologists, etc.) work 8 hours/day.

Annual Days (aka Vacation Days)

240-day administrators earn 5 annual/vacation days per school year which count toward your 53 extended days. (48 + 5 = 53)

Bullitt County Education Association (BCEA)

This is also known as the Teachers' Union. We work very well with our BCEA President (Kim Ludwig, BCHS) and encourage you to welcome her support. The Bullitt County Board of Education and BCEA have an agreed upon teacher contract. You will receive a copy of the current contract (2021-2025).

Bullitt Days

There are 7 Bullitt Days scheduled throughout the school year (8:15 am - 3:15 pm). These days are dedicated to collaborative teams working together through the PLC process to increase student learning and build teacher collaboration. **DO NOT APPROVE FOR STAFF TO TAKE PERSONAL DAYS/TIME OFF DURING BULLITT DAYS.** Principals are responsible for submitting their agendas to their immediate directors the Thursday before each Bullitt Day. These days are not to be used for housekeeping or managerial purposes.

CONTRACT & LEAVE TIME

*Althea Hurt, Director of Human Resources | Tammie Collins, Guest Teacher (Sub)
Coordinator*

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel
Freda Holderman, Payroll Supervisor*

Certified Evaluation Plan (CEP)

Each year, the Board approves the CEP, which is used to guide our evaluation process for certified employees. This information will be shared with you from the HR Department and/or your immediate director. The district's Certified Evaluation Committee (comprised of 50% administrators, 50% teachers) develops the plan along with the Director of Human Resources.

Contracts

All employees work under a yearly contract. Classified employees may not work more or less days/hours than noted in their contracts without prior approval. Administrators and non-tenured teachers are on a limited contract, which is a year-to-year basis. Tenured teachers are on a continuing contract. Contracts are sent via the TalentEd Records platform to be signed electronically.

Education Professional Standards Board (EPSB)

This is a valuable website! Be sure to check out [this link](#) through the EPSB to check for a specific teacher's area(s) of certification, tests taken, permissions, etc. Your EPSB login information changes every 60-90 days, so be sure to keep this updated as needed.

CONTRACT & LEAVE TIME

*Althea Hurt, Director of Human Resources | Tammie Collins, Guest Teacher (Sub)
Coordinator*

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel
Freda Holderman, Payroll Supervisor*

EILA Hours

Administrators must have 21 hours of EILA credit per year in order to maintain their certification. EILA hours and certificates must be uploaded into the PL Tracker. You will collect EILA credit for Evaluation Training and Evaluation Calibrations. If you attend an educational conference, you may count 6 hours of the conference for EILA credit; however, you must have documentation of attendance. Contact the Assistant Superintendent or her secretary if you have any questions or need more information.

Faculty Meetings

No more than 15 faculty meetings may be scheduled per year per the teacher contract. Best practice is to set a common day (ex. Every Tuesday following a payday Friday) and to focus on instructionally relevant information. Nuts and bolts issues should be shared with teachers weekly in an electronic format.

Family Medical Leave Act (FMLA)

If an employee is off work for more than three consecutive days due to a serious illness, caring for an ill family member, or the birth or adoption of a child, the he or she must be placed on FMLA. FMLA is unpaid leave. The employee must use sick leave concurrently, which permits him or her to maintain benefits (insurance). Paperwork must be completed by a physician. Contact our Benefits Coordinator with any questions.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Overtime

Overtime may only be approved by the Superintendent.

Sick Leave Bank

Upon receipt by the Superintendent of a signed statement of intent, any employee may participate in the sick leave bank. The commitment to participate in the bank must be made during the month of August of any school year or at time of employment.

- Contributions: Each employee who is a member shall contribute one (1) of his/her sick days to the bank. The day, once contributed to the bank, becomes the property of the bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the sick leave bank shall be eligible to draw on the sick leave bank. Members may not designate contributed sick leave days to be used by an individual or groups of individuals.
- If the balance in the bank is less than fifty (50) days, the bank shall be opened for re-enrollment of participating members. At that time, a donation of an additional sick day will be necessary from current members of the sick leave bank to continue membership in the bank.
- Eligibility: After an employee has exhausted all of his/her accumulated sick leave and other available paid leave days, he/she may draw on the sick leave bank when he/she is sick as per policy 03.1232. Exhaustion of earned emergency leave days shall not be required, if the event or occurrence generating the basis for the employee's request from the Sick Leave Bank does not satisfy Policy 03.1236.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Sick Leave Bank, Continued

- Sick bank requests shall be no more than fifteen (15) days per application. The maximum number of sick leave days any participant may receive during any year (July 1 through June 30) is thirty (30) days. The maximum number of days any participant may receive as a result of any one (1) or the same illness or accident during two (2) or more consecutive years (July 1 through June 30) is sixty (60) days. Sick leave bank days shall be taken in whole day units only with a minimum of five (5) day per approved request. Bank members shall be ineligible to make bank requests for purposes of maternity except in cases involving complications. Grants of sick leave from the Sick Leave Bank shall not be made to any member for the purpose of undergoing elective surgery or during any period the member is receiving disability benefits from Social Security, the State Teachers Retirement Plan or receiving Workers Compensation payments.
- Accumulation: Unused days in the bank shall accumulate without limit.
- Administration: A sick leave bank committee composed of three (3) representatives elected by and from the participating members shall be formed. Two (2) committee members shall be elected to serve a two (2) year term of service and one (1) elected to serve a one (1) year term of service. The committee's responsibilities shall include, but not limited to, electing officers, filling unexpired terms of committee members, and determining eligibility criteria for use of bank days. Sick leave bank committee members shall not rule on an application of their own or of a relative.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Sick Leave Bank, Continued

- **Discontinuation:** In the event the Board discontinues the bank, all employees who are members of the bank at the time of discontinuation shall remain members without additional contributions until all days in the bank are exhausted.
- **Statement:** Employees claiming sick leave must file a personal statement OR a certificate from a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.
- **Reinstatement:** Employees who resign or whose employment is terminated because of inadequate program funding shall have their unused sick leave reinstated, provided they are re-employed by the District within two (2) calendar years of the effective date of resignation or termination.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Types of Leave

Emergency

Full-time employees shall be entitled to three (3) days of emergency leave with pay each school year. Persons employed for less than a full year contract shall receive a prorated portion of the authorized emergency leave days calculated to the nearest ½ day. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized emergency leave day's equivalent to their normal working day. Emergency leave may be granted in half-day increments.

Emergency leave shall be granted for the following reasons:

- Bereavement: Death of a relative or personal friend.
- Disasters: Personal disasters of the magnitude of tornadoes, fires, floods, etc. (This applies only in cases not covered by sick leave).
- Court/Legal: Appearances as a witness or to produce documents when the employee's presence is required by subpoena. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.2237).
- Other: Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.

Request for Leave: Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Types of Leave

Emergency, continued

Statement: Persons taking emergency leave must file a personal statement upon their return to work stating the specific reasons for their absence.

Accumulation: Emergency leave days not taken during the school year shall not accumulate.

Types of Leave

Non-Contract Days

These are “unshaded days (white) on the Extended Day Calendar. They are outside of days worked. You will be notified of the specific number of NC Days you receive each year. Notify your direct supervisor before taking non-contract days and record the day(s) in AESOP/Frontline. Non-contract days should be taken on the non-shaded days on our Extended Day calendar. If a non-contract day is taken on a grey shaded day, the contract must be extended. Contact our Payroll Supervisor with any questions.

Types of Leave

Personal

Full-time employees shall be entitled to three (3) days of personal leave with pay each school year, which may be granted in half-day increments. Persons employed full-time for less than a full year contract shall receive a prorated part of the authorized personal leave days calculated to the nearest half-day.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Types of Leave

Personal, continued

- Approval: The Superintendent or designee must approve the leave date, but no reason shall be required for the leave. Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference. Prior approval is important so that you will be able to keep personal leave within 5% on any given day. **DO NOT approved personal leave on Bullitt Days!**
- Statement: Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature.
- Accumulation: On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

Types of Leave

Sick

All full-time personnel shall be entitled to one (1) day of sick leave with pay for each month employed; sick leave may be granted in half-day increments. Persons employed for less than a full contract year shall receive a prorated portion of the authorized sick leave days calculated to the nearest half day. Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Types of Leave

Sick, continued

- Accumulation: Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the employee to whom they were granted.
- Definition: Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.
- Family Illness/Mourning: Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law, sons-in-law, brother and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.
- Transfer of Sick Leave: Employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

CONTRACT & LEAVE TIME

Althea Hurt, Director of Human Resources

Veritime

This is our web-based time and attendance management system. It is in place to ensure employees are paid with the appropriate wage calculation and improve tracking of employee attendance. Login information may be obtained from the classified payroll clerk. Principals need to sign off on Veritime every two weeks verifying that all employee time and attendance is correct.

Workers' Compensation

If any employee is injured during the work day, then he or she must complete the appropriate forms and submit those to the HR Department within 24 hours of the incident. The principal must sign this form as well. Contact Karen Spencer with any questions.

Contacts in the Human Resources Department

Althea Hurt, Director of Human Resources

Tresa Payton, Certified Staff

Emily Parrott, Classified Staff

Tammie Collins, Substitutes and Student Teachers

Sharla Daugherty, Workers' Compensation

Sara Benningfield, Insurance and Benefits

Chandler Windham, Extra Duty and Sports Coaches



Section 4

Finance

FINANCE

Lisa Lewis, Director of Finance | Stephanie Bonnett, Assistant Finance Officer

Budget

Work with your bookkeeper in regards to all budgets and spending for your school. Be sure to know and follow the Redbook because this is the law! Your budget funds may include Title 1, Title 2, PD, ESS, Textbook, etc.

Donations

Small donations under \$250.00 need to be kept at the school level, and a Redbook form for donations needs to be filled out and kept in your audit files. If you have donations over \$250.00, please complete the appropriate donation form in Redbook and send to our district Grant Writer, Megan Hatter. At least annually, the district is required to report all donations to the board. When the bookkeeper closes the fiscal year, donations under \$250.00 should be sent to Brittney Ashby. Brittney Ashby will provide the information to the Grant Writer and report to the board..

MUNIS

This is our state-mandated platform used for all financial information in our district. This is the platform to approve purchase orders. Bookkeepers and principals collaborate on the purchase order process.

PTA/PTO Dues & Funds

PTA is a national organization that requires payment of dues; PTO is a school-based organization and no national dues are required. PTA/PTO funds are totally separate from your school funds, so PTA/PTO officers do not have to purchase from the bid list. They must have their own Federal ID number and tax-exempt number. PTA/PTO officers make decisions as a group.

FINANCE

Lisa Lewis, Director of Finance | Stephanie Bonnett, Assistant Finance Officer

Redbook Information

The Redbook contains laws and regulations in regards to the finances of your school, and we must follow these laws. The Director of Finance will provide a yearly Redbook training for principals and bookkeepers. One key part of the Redbook is that money must go to the bank any and all days that there is more than \$100 collected. Administrators (not bookkeepers) must take the money to the bank.

School Activity Reports

School activity reports should be submitted monthly to the Finance Department. The principal's signature is required. Contact Brittney Ashby with any questions.

Year-End Closeout

Make sure all invoices have been submitted to the Finance Department by June 30th for General Fund Expenses (Fund 1). Any funds remaining at that time revert to the district budget, so be sure to spend this on your students before the deadline. Contact Betsy Nutt with any questions.

Contacts in the Finance Department

Lisa Lewis, Director of Finance

Stephanie Bonnett, Assistant Finance Officer

Brittney Ashby, Account Clerk II

Karen Weaver, Account Clerk

Betsy Nutt, Accounts Payable

Freda Holderman, Payroll Supervisor

FINANCE

Lisa Lewis, Director of Finance | Stephanie Bonnett, Assistant Finance Officer

Contacts in the Finance Department

Tammi Shadders, Certified Payroll

VACANT, Classified Payroll



Section 5

Hiring, Staffing, and Certification

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham,
Coaches & Extra Duty*

Assistance Plans

Be sure to read the “Assistance Plan” section in the approved BCPS Certified Personnel Evaluation Plan.

- An assistance plan is created by the employee with the direct assistance of their evaluating administrator.
- The evaluating administrator will help to identify professional staff, services, and/or resources/materials available to the employee to assist the employee in correcting the specified deficiency.
- A specific timeline for improvement will be established.
- Conferences with the employee will take place and a written summary of each meeting will be given to the employee.

Certification

All teachers must be certified in the area for which they are teaching. This ensures they are “Highly Qualified” for their position. You can verify a teacher’s certification(s) via [this link](#) on the EPSB website. “Alt-Cert” is short for “alternative certification”, which permits an individual with a college degree to obtain a teaching position while enrolled in an education program on the path to attaining a teaching certificate.

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham, Coaches & Extra Duty

Corrective Action Plan

Be sure to read the “Corrective Action Plan” section in the approved BCPS Certified Personnel Evaluation Plan. Here are some key things to remember:

- A Corrective Action Plan (CAP) is necessary when a significant deficiency in work performance is recurring AND may have an adverse effect on continuing employment. A CAP is written by the immediate supervisor (in consultation with the Director.) The CAP is intended to provide a plan for you as the building leader to help the employee improve to acceptable levels of performance.
- You and your immediate director will meet with the employee when placing him/her on the Corrective Action Plan (CAP). (Director, Principal, and employee must sign off on the plan at the end of each meeting.
- Follow up with the plan and make sure you provide the opportunities for growth outlined in the CAP. Timelines are critical!
- Contact your immediate director for support:
 - Patrick Durham, Director of Elementary Education
 - Rachelle Bramlage-Schomburg, Director of Secondary Education
 - Adrienne Usher, Assistant Superintendent

Evaluations

The purpose of evaluation is to ensure our students are taught by superior teachers. 12 hours of training is required before an administrator can conduct observations of certified personnel. You must have 6 hours of up-to-date training in certified personnel evaluations each year. The district will offer at

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham,
Coaches & Extra Duty*

Extra-Duty Positions

There are numerous extra-duty positions to be posted and hired in each school. A list of these positions is available on the Finance website. Included in this list, you will find coaching positions. If a coaching candidate does not meet the criteria to be hired as a substitute teacher (in order to serve as a coach), then he/she may be hired via the Paraprofessional Coach route. Please contact Tresa Payton or Tammie Collins for more information. **District Administrators may not serve in an extra duty role (coaches, club sponsors, etc.)**

ESS Daytime Waiver positions need to be posted via TalentEd Recruit & Hire.

Steps for posting extra-duty positions:

1. The Principal will post the vacancy online via TalentEd Recruit & Hire after 5 days.
2. Staff members will apply via TalentEd Recruit & Hire.
3. The Principal will interview candidates and select the one she/he wishes to serve in the position.
4. The Principal will recommend the person for the position via TalentEd Recruit & Hire.
5. Chandler Windham will send an email to the Principal with the hire date of the individual. The person may begin working once this email has been received.

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham, Coaches & Extra Duty

Extra-Duty Positions, Continued

Principals, please continue to work with the Assistant Director of Finance, Stephanie Bonnett, to budget the number of hours and days for all positions funded by a grant before creating a posting. This will help keep you within your budget.

Near the end of the school year, we will send a list of your extra-duty positions and names of the employees holding each position. You will then notify us if you wish to keep the individuals in the positions or if changes will be made. A letter of resignation from an extra-duty position will be needed for anyone who will not maintain the position for the following school year. **If you choose to non-renew an individual for an extra-duty position, you will need to notify Chandler Windham and we will deliver a non-renewal letter to the individual. The deadline for the delivery of non-renewals is May 15 of each year.**

Fair Labor Standards Act

Classified employees are paid on an hourly basis, so they must only work their contracted hours. They cannot donate time or volunteer in their contracted jobs. If a classified employee is hired as a coach or assistant coach, he or she may not work more than 40 hours per week total (BCPS position and coaching position combined). Contact the Director of Finance with any questions.

HIRING, STAFFING, & CERTIFICATION

*Althea Hurt, Director of Human Resources / Tammie Collins, Sub Coordinator
Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham,
Coaches & Extra Duty*

Guest Teachers (Substitutes)

Prospective subs must have a minimum of 64 credit hours to qualify. Please make an effort to welcome them and provide support. At times, we may not have enough substitutes available to cover all teacher absences in the district. When this happens, creativity is required in meeting the staffing needs of your building - this means you may have to spend some time teaching that day. Create a rotating schedule so that the same people are not over utilized. Contact Tammie Collins with any questions.

Substitutes for Classified Employees

Principals must send an email to Tammie Collins in the HR Department recommending the individual for a specific job or for multiple positions. (Ex: "I recommend Susie Q be hired as a substitute lunchroom monitor and substitute preschool bus monitor.") Classified positions that are eligible for subs include lunchroom monitor, preschool and special education bus monitors, preschool, kindergarten and special education instructional assistants, cook/bakers, and bus drivers. Contact Tammie Collins with any questions.

Hiring Process: Certified Staff

1. The principal shall review applications via the online system, checking that applicants have the appropriate certification for the vacant position.
2. The Principal shall determine which applicants s/he wishes to interview and email those names to Tresa Payton in the HR Department. Tresa will seek approval from Althea Hurt, Director of HR.

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham,
Coaches & Extra Duty*

Hiring Process: Certified Staff, Continued

NOTE: Per BCEA Contract, Article XVIII-Personnel Procedures, Section B, the two most senior certified employees applying for a vacancy will be eligible for an interview in the area of the employee's certification level provided that the employee is not currently on a corrective action plan. The BCEA Interview Response Form must be completed and submitted to the Human Resources Department.

3. Tresa will recheck certification of applicants via this [EPSB link](#) and review the online applications. After approval from the HR Director, Tresa (or Althea) will notify the Principal in writing which applicants may be interviewed. The Principal shall retain a copy of the written notification for his/her records.
4. The individual candidate who is selected through consultation with the school-based council (if the school has one) is submitted to the Superintendent or designee for employment via the online application system.
5. HR department checks certification again and processes the recommendation.
6. Official hire is complete once the Assistant Superintendent approves the recommendation.

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham,
Coaches & Extra Duty*

Hiring Process: Certified Staff, Continued

7. Tresa contacts the new employee to complete necessary paperwork. Most paperwork is completed via the online records system. The new employee will have to make an appointment to complete the required background check (including fingerprinting) through the state IDEMIA system. The HR Department will provide instructions and a code for the employee to use when scheduling the appointment via the state's online system. The employee's badge would be made in the BCPS Central Office.

Important Things to Know:

- An alt-cert applicant may be selected rather than a fully certified applicant if determined to be the best candidate for the position. An Option 6 Letter puts the applicant on "equal hiring grounds" as other certified applicants.
- No retirees can be interviewed or hired UNLESS the hiring official can prove that there were no other qualified applicants.
- No Emergency Certification will be sought UNLESS there are no other qualified applicants.
- There can no longer be Emergency Certification for Special Education teachers and IECE teachers.
- An employee may not begin working until he/she and the principal have received written notification.
- **See Classified and Certified Hiring Checklists and Procedures at end of handbook**

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham, Coaches & Extra Duty

Hiring Process: Principals

- *All applicants for Principal positions will be screened by a Screening Committee. (The committee members are chosen by the school's current SBDM Principal Selection Committee if applicable). The HR Director is also a member of the Principal Screening Committee. The Screening Committee will present a final report to the Principal Selection Committee. **As of 2022, the Superintendent makes the ultimate decision for principal hires, in consultation with the SBDM Council.*
- Applicants requested to be interviewed for an Assistant Principal position will be screened by the HR Director. The information will then be communicated to the Principal/hiring official.

Interview Questions

Please contact the HR Department if you need interview questions for any position.

LEAD Report

This is now an ongoing report, completed for the Kentucky Department of Education. All teachers must be certified to teach the grade and subject to which they are assigned. See the previous "[Certification](#)" section for details.

National Board Certified Teacher (NBCT)

Teachers with this certification must be teaching in the area of their certification at least 50% of the time or they will not receive the stipend. Contact Karen Weaver or Tresa Payton with any questions.

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham,
Coaches & Extra Duty*

Preschool Bus Monitors

Principals post, interview, and hire preschool bus monitors to assist with transporting preschool students to and from school.

Professional Learning Hours

All certified teachers are required to complete 24 hours of professional learning credit each year. The PL must be uploaded into the PL Tracker. Please see the “Instruction and Training” section of this handbook for more information.

Professional Growth Plan (PGP)

All certified employees must complete a PGP (consisting of at least one professional growth goal) each year. You must review it each year with your employees to determine if the goal has been achieved or if it needs to be revised and continued for the following year. If achieved, a new plan will be developed.

Staff Handbook

You may create a staff handbook for your school. Ask principal colleagues for copies of their handbooks for inspiration/ideas.

Talented Perform

This platform is used for personnel evaluations. All forms pertaining to the evaluation of certified and classified employees are housed in this platform.

HIRING, STAFFING, & CERTIFICATION

Althea Hurt, Director of Human Resources

*Tresa Payton, Certified Personnel | Emily Parrot, Classified Personnel/ Chandler Windham,
Coaches & Extra Duty*

TalentEd Records

This platform is used for housing electronic personnel files. Employees complete all new hire paperwork as well as employee contracts electronically in this platform.

TalentEd Recruit and Hire

This platform is our online application system and it is the only way to apply for any position within our district. You will use this platform to review applicants, document interest, interviews, offers extended, recommendations of employment, etc.

Transfers: Certified Employees

Per BCEA Contract, Article XVIII-Personnel Procedures, Section B, the two most senior certified employees applying for a vacancy will be eligible for an interview in the area of the employee's certification level provided that the employee is not currently on a Corrective Action Plan. The BCEA Interview Response Form must be completed and submitted to the Human Resources Department.

Contacts in the Human Resources Department

Althea Hurt, Director of Human Resources

Tresa Payton, Certified Staff

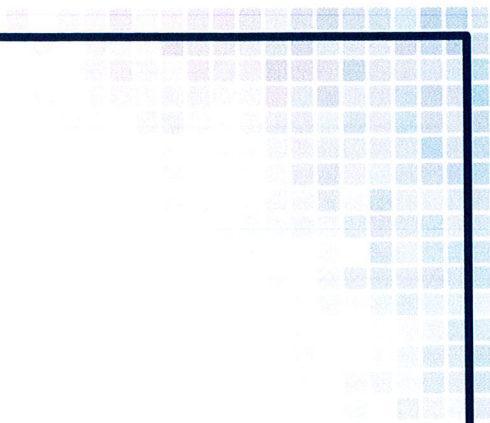
Emily Parrott, Classified Staff

Tammie Collins, Substitutes and Student Teachers

Sharla Daugherty, Workers' Compensation

Sara Benningfieldda Holderman, Insurance and Benefits

Chandler Windham, Extra Duty and Sports Coaching



Section 6

Instruction and Training

INSTRUCTION & TRAINING

*Adrienne Usher, Asst. Superintendent | Sarah Smith, Safe & Drug Free Schools
Patrick Durham, Elementary | Rachelle Bramlage-Schomburg, Secondary*

Annual Trainings

Every year, staff is required to complete online trainings via the [Safe Schools](#) platform. Please login to view trainings required for your specific position. Some examples of required trainings include:

- Active Shooter
- Bloodborne Pathogen (BBP)
- Bullying Prevention
- Child Abuse
- Confidentiality/FERPA
- Discrimination/Harassment
- Student Mental Health/Suicide Prevention
- and more...

Your Safe Schools/Vector Solutions account will show which trainings are mandatory for you. Your username is your employee ID.

Assessment

Multiple assessments, both state-required and at the district level, are given throughout the year. You will lead your staff on disaggregating the data from these assessments to facilitate school improvement. Check with your immediate director and Chief Academic Officer on specific required assessments for your level:

- Brandy Howard, Chief Academic Officer
- Patrick Durham, Director of Elementary Education

INSTRUCTION & TRAINING

*Adrienne Usher, Asst. Superintendent | Sarah Smith, Safe & Drug Free Schools
Patrick Durham, Elementary | Rachelle Bramlage-Schomburg, Secondary*

Collaborative Teams

Each Professional Learning Community (PLC) is organized into a series of high-performing collaborative teams which meet on a regular (weekly) basis to focus on student learning. A team is a group of people working interdependently to achieve a common goal, for which members are held mutually accountable (DuFour, DuFour, Eaker, & Many, 2006. Learning by Doing: A Handbook for Professional Learning Communities at Work. Bloomington, IN: Solution Tree). Collaborative teams are the fundamental building blocks of PLCs. [Click here](#) to learn more!

Extended School Services (ESS)

The ESS Daytime waiver must be approved by the KDE each spring.

Head Start/Early Head Start Programs

Head Start is the educational program for three-year-olds who qualify for the program. Qualifying children may be included in your preschool class with four and five-year-olds or may be in a separate Head Start classroom in one of our elementary schools. Early Head Start is the educational program for children from birth to age three. Brooks Elementary is our only site for this age group. Head Start employees are employees of OVEC. Contact Anne Marie Landry, Preschool Coordinator, or Patrick Durham, Director of Elementary Education for more information.

INSTRUCTION & TRAINING

*Adrienne Usher, Asst. Superintendent | Sarah Smith, Safe & Drug Free Schools
Patrick Durham, Elementary | Rachelle Bramlage-Schomburg, Secondary*

Instructional Coaches

Instructional coaches are district-wide employees that work alongside teachers to improve the capacity of teachers. They should not be assigned to duties such as field trips, dismissal, hall duty, covering classes, etc. Instructional coaches are assigned to schools and evaluated by the Assistant Superintendent/Chief Academic Officer.

Instructional Expectations

District instructional norms are to be implemented in all classrooms (PreK-12) by all teachers. These norms are research-based and examples of best practices in teaching.

Instructional Feedback Tool

The monitoring tools utilized by principals and district leadership provide teachers with feedback for growth in the areas of community, communication/engagement, questioning/discourse and assessment/feedback. The feedback is expected to be provided to teachers in a timely manner. Principals and district leaders conduct Eleot Walkthroughs to monitor student engagement. The Danielson Framework is utilized for teacher evaluations.

Kentucky Teacher Intern Program (KTIP)

This program is **SUSPENDED** at this time due to state budget constraints. (When in operation and state-funded, new teachers and any teacher who moves into Kentucky with only one year of teaching experience must complete the KTIP process.) BCPS has implemented the THRIVE Academy for new

INSTRUCTION & TRAINING

*Adrienne Usher, Asst. Superintendent | Sarah Smith, Safe & Drug Free Schools
Patrick Durham, Elementary | Rachelle Bramlage-Schomburg, Secondary*

Leadership Team Meetings (LTMs)

These meetings are generally held once a month. Principals, Directors, Coordinators, CAO, COO, Assistant Superintendent, and the Superintendent attend these meetings. Calendar invites will be sent out. You are expected to attend and be on time. If your absence is unavoidable, contact your direct supervisor and send someone as your delegate (ex: Assistant Principal, Instructional Coach, or Counselor).

Lesson Plans

All teachers are expected to have daily lesson plans per district policy 08.212.

Ohio Valley Educational Cooperative (OVEC)

OVEC is our educational cooperative, which provides support to us and 13 neighboring districts. They are located in Shelbyville, KY.

Postsecondary Readiness

Please [click here](#) to view our current College and Career Pathway Handbook.

Professional Learning Hours

ALL certified teachers are required to complete 24 hours of professional learning in order to complete the required minimum school term. If the teacher is employed for less than a minimum school term, then the amount of professional learning required is prorated. This is true even if the teacher is one who has already retired and is returning to work. As principal, you need to approve all professional learning activities before teacher attendance at learning opportunities via the PL Track platform.

INSTRUCTION & TRAINING

*Adrienne Usher, Asst. Superintendent | Sarah Smith, Safe & Drug Free Schools
Patrick Durham, Elementary | Rachelle Bramlage-Schomburg, Secondary*

Professional Learning Hours, continued

Also, it is your responsibility as the Principal to verify that each certified teacher has the required hours of professional learning by the end of the school year. If an employee does not complete the required number of PL hours, then his/her pay will be docked. Professional learning hours required will be determined by the month in which teachers are hired.

- Hired in August, September, October = 24 Hours
- Hired in November, December, January = 18 Hours
- Hired in February, March, April = 12 Hours
- Hired in May = 6 Hours

Professional Learning Community (PLC) Process

We refer to the school or district – the larger organization – as a PLC. Our definition of a PLC is: Educators committed to working collaboratively in ongoing processes of collective inquiry and action research in order to achieve better results for the students they serve. PLCs operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.

Supervision Duties

Between the times of 30 minutes before school starts and 15 minutes after school starts, teachers' main focus will be the instruction and supervision of students. Teachers will not be available for drop-in visits, telephone calls, or immediate responses to email, which includes transportation changes. All such communications must be routed through the school office.

INSTRUCTION & TRAINING

*Adrienne Usher, Asst. Superintendent | Sarah Smith, Safe & Drug Free Schools
Patrick Durham, Elementary | Rachelle Bramlage-Schomburg, Secondary*

THRIVE Academy

BCPS has a teacher mentor program for all new teachers known as THRIVE Academy. BCPS THRIVE Interns are: Teachable, Honorable, Reflective, Innovative, Versatile, & Enthusiastic. New teachers, with zero years experience, are expected to participate and receive 12 hours of professional development per the Certified Evaluation Plan. For the 2024-2025 school year, THRIVE supports teachers up to year 3, with 6 of the 24 PL hours (if needed).

Contacts in the Curriculum, Instruction, and Assessment Department

Adrienne Usher, Assistant Superintendent

Brandy Howard, Chief Academic Officer

Patrick Durham, Director of Elementary Education

Lee Barger, Director of College and Career Readiness & Innovation

Megan Hatter, Grant Writer & FRYSC Supervisor

Sarah Smith, Director of School Safety and Mental Health

Rachelle Bramlage-Schomburg, Director of Secondary Education

Troy Kolb, Director of Special Education

Tonya Vogt, District Volunteer Coordinator



Section 7

Safety and Mental Health

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Accident Forms

If a child is injured at school, an accident form should be completed that day via the electronic form found on the district website under Staff / Quick Links & Forms or by the link provided [HERE](#)..

Discipline

Grid of levels may be found in Student Code of Conduct book. Be consistent and be fair. All discipline needs to be entered into Infinite Campus accurately and in a timely manner, with a copy of the Notice of Suspension (09.434AP.2) sent to Betsy Nutt for the Superintendent's file. Any amendments to the entered information must be updated on the written notice and sent to the Superintendent's office as well. The Kentucky Data Standards for Behavior are updated on a yearly basis and can be found [here](#).

Documentation

If it isn't written down, it didn't happen. Document, document, document!

Drills

Conduct required drills in a way that minimizes loss of instructional time. These are the drills required annually:

- Fire - 11 (2 within the first 2 weeks of school, then one per month)
- Earthquake - 2 (1 within the first 30 days, 1 in January)
- Tornado - 2 (1 within the first 30 days, 1 in January)
- Bus - 4 (1 within the first full week)
- Bomb Threat - 2 (1 within the first 30 days, 1 in January)
- Hard Lockdown - 2 (1 within the first 30 days, 1 in January)

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Drug Testing and Drug Dogs

Drug dog visits occur at each middle and high school in collaboration with the building principal. It is best practice to gain the permission of the principal first before the visits so that it is the least disruptive time for the school. The purpose of the visits are preventative in nature, to assure that the students are safe and drug-free schools. Classroom searches are performed in accordance to policy and student lockers and parking lots can also be searched according to search and seizure policies. It is also best practice to have an officer escorting the dogs in the instance that contraband is found.

Student drug testing is also conducted at all middle and high schools according to policy and procedures. Guardians fill out permission during online registration as well as before students participate in an extracurricular activity. Parents can opt in for random drug testing. Additionally, students are required to be in the random drug testing pool either by: 1. Selecting to be a part of the Work Ethics Certification, 2. Participating in an extracurricular activity at school, and 3. Parking on school property.

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Fire Marshal

Know where your binder of fire alarm inspections is kept. Make sure all items are at least 18” from the ceiling throughout your building. Teachers tend to stack boxes/containers on top of cabinets, so make sure they are aware of the 18” rule. Contact Danny Clemens with any questions.

Incident Reports - Police, EMS, etc.

Within 24 hours of any incident involving law enforcement, emergency agencies, major disruptions at school events, or other situations which may cause negative publicity for the district, an incident report should be completed, signed by the principal, and then scanned to Angie Burnett..

Mental Health Support for Students

Students may qualify for mental health support, a Tier 3 intervention, if data supports Tier 1 and 2 Interventions were not successful. Each school has a designated stakeholder (usually a counselor or a family resource coordinator that processes all referrals for school-based therapy.

Nurses

If you have a specific student need, please contact the nurse assigned to your school or our District Health Coordinator.

Positive Behavioral Intervention and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students’ behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate.

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Positive Behavioral Intervention and Supports (PBIS) - continued

It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. PBIS (Positive Behavior Intervention and Supports) and MTSS (Multi-Tiered Systems of Support) supports in the school and classroom. BCPS has a PBIS district coach as well as each school provides a stipend for the PBIS coach.

Restorative Practices

Schools are encouraged to utilize restorative practices as a part of their disciplinary structure in both elementary and secondary schools. Restorative practices are a set of strategies that aim to build positive relationships and school culture by helping students resolve conflicts, repair harm, and practice empathy.

Safety / Emergency Plans

Each school shall update your school's safety plan each year. Required checklists are provided by the director to ensure completion of all requirements. All staff members need to be trained and aware of their roles in the event of a disaster/emergency.

Security

You should have an alarm system in your building. Make sure to set this each night and monitor it as needed. Train your staff on the importance of NEVER leaving building doors propped open.

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Search and Seizure Procedures

You must have a reasonable suspicion to search a student. A witness must be present and the search must not be done in the presence of other students. If illegal or inappropriate items are found, secure the item(s) and contact law enforcement if appropriate. Complete the Chain of Custody Report form and send it to the Director of Safe and Drug Free Schools.

Seclusion and Restraint

The use of physical restraint and seclusion by school personnel is permitted when a student's behavior poses an imminent danger of serious physical harm to self or others. This is governed by regulation [704 KAR 007:160](#) and BCPS Policy 09.2212. All schools must have a Core Response Team of staff trained in Safe Crisis Management. All school staff must be made aware of who is on the Core Response Team on Opening Day and must be reflected on the Opening Day Agenda. (It should be noted that the use of Prone and Supine physical restraints is not permitted.) The District Behavior Consultant is the primary district trainer for Safe Crisis Management. All staff must complete the online training module "Restraint and Seclusion (Promoting Positive Behavior)" through the Safe Schools website. Contact our Director of Special Education, District Behavior Consultant, or Director of Safe and Drug Free Schools with any questions.

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

State Security Marshal Visits

Per state law, each school district is required to provide a risk assessment to the regional security marshall. Each security marshall shall visit the school and ensure compliance regarding the risk assessment. Visits will be conducted at random. Schools are required to have the risk assessment complete prior to the security visit. Updated risk assessments are provided at the beginning of each school year.

Suicide Prevention / Mental Health Wellness

All employees with job duties requiring direct contact with students grades four(4) through twelve (12) shall annually complete a minimum of one hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. All middle and high school students must receive information about suicide prevention and crisis numbers as well as be provided a one-hour face-to-face training by school staff by September 15 of each year and by January 15th (two lessons in one school year).

SAFETY & MENTAL HEALTH

Sarah Smith, Director of Safe and Drug Free Schools

Social Emotional Learning and Behavioral Health

Social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

SEL advances educational equity and excellence through authentic school-family-community partnerships to establish learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. SEL can help address various forms of inequity and empower young people and adults to co-create thriving schools and contribute to safe, healthy, and just communities. For more information, please utilize this [KDE resource](#).

Trauma - Sensitive Schools

A trauma-sensitive school is one in which all students feel safe, welcomed and supported, and where addressing trauma's impact on learning on a schoolwide basis is at the center of its educational mission. Please utilize the [KDE document](#) for guidance on sustaining this as a key element in every school.



Section 8

School Based Decision Making (SBDM)

SCHOOL BASED DECISION MAKING (SBDM)

Adrienne Usher, Asst. Superintendent | Angie Troutman, SBDM Secretary

Council Purpose & Composition

The purpose of a SBDM Council is to improve student achievement. The Council is made up on one chairperson (you), three teachers, and two parents.

- At your first meeting, the Council sets a regular meeting schedule with dates and times (ex: last Monday of each month at 4:15 p.m.). Do not change or cancel meetings unless absolutely necessary. Public notice of meetings is required at least 24 hours prior to the meeting. You may fax the year's list of meeting dates and times to the Pioneer News.
- Special meeting agendas may not be amended.
- Initial training for a Council member is six hours. You must attend update training each year for three hours. The district offers these opportunities or you may obtain the training at the KASC conference in Louisville in September.

Kentucky Association of School Councils (KASC)

The [KASC](#) is the go-to place for any questions related to SBDM. They have a conference for you and your Council to attend each fall. During the year, your Council should systematically review SBDM policies and make revisions if needed.

Records Retention

The Retention Log guides you to what files must be kept for a specific amount of years and tells you when you may destroy the files. The Retention Log may be found on the finance portion of the BCPS website. SBDM files must be kept forever – never destroy them.



Section 9

Technology

TECHNOLOGY

Kevin Fugate, Director of Technology

Chromebooks

All K-12 BCPS students should be issued a Chromebook. Teachers and students are to utilize Chromebooks and Google Apps for instructional purposes. Damaged or lost Chromebooks must be reported to the school technology coordinator (STC) or Access 24 coordinator. For any technology instructional assistance please contact your school's digital learning coach (DLC).

Copyright Laws

It is illegal to show movies for entertainment, for profit, as a reward, etc. If a movie is shown to students, it must be tied into the curriculum and instruction, thus educationally relevant. Contact your school's library media specialist or DLC with any questions.

Email Distribution Lists

We have distribution lists created to email large groups of BCPS employees. To email all BCPS elementary principals, type:

bcps-all-principals@bullitt.kyschools.us in the "To" portion of your email. (See *updated BCPS Email Distribution Lists document*.)

G Suite Apps

All district staff and students have access to Google Cloud-based apps in the G Suite. Using their district assigned e-mail address, everyone can use and share within the cloud whether it's Gmail, Google Docs/Sheets/Slides, or Google Classroom, and the list goes on and keeps growing.

TECHNOLOGY

Kevin Fugate, Director of Technology

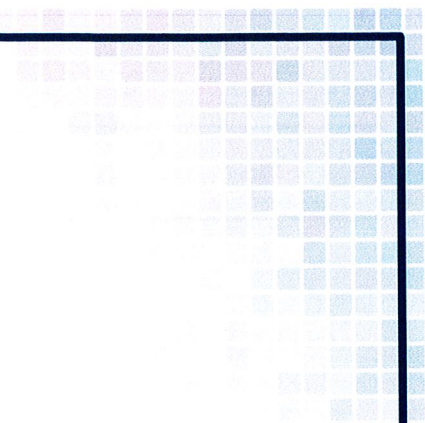
Login Information

Contact the following individuals for various login information:

- Infinite Campus – Tammy Tomes
- MUNIS – Stephanie Bonnett
- AESOP/Veritime – Tammie Collins
- Phone System – Kevin Fugate
- Security Cameras – Kevin Fugate or Angie Troutman
- School Security Features – Kevin Fugate and Danny Clemens

Technology Issues/Work Orders

All technology issues need a work order that will first go to your building's STC. Work orders that the STC escalates or puts in themselves will go from STC to their assigned Computer technician. Anyone with an email address can put in a work order, but can always consult their building STC or principal beforehand. The current technology work order system is called [SolutionK12](#) and can be found in your BCPS bookmarks on the Chrome Browser.



Section 10

Transportation

TRANSPORTATION

David Phelps, Director of Transportation

Buses

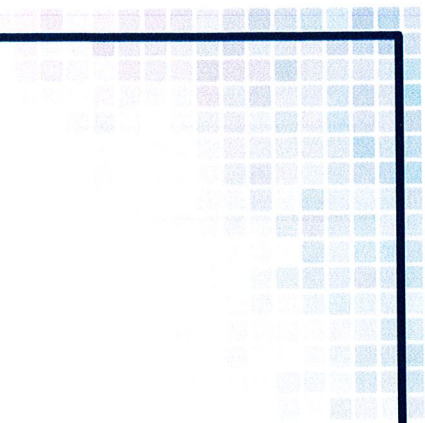
Do not permit anyone to change a child's transportation plan without written permission from a parent or guardian. Principals should support the bus drivers with discipline issues in a timely manner.

Field Trips

District buses can be utilized between 9:00 – 1:45. If a trip will take longer, commercial transportation must be used. Field trips must be instructionally relevant and address content standards. Board approval is required for: (see policy 09.36)

1. Use of commercial carrier
2. Overnight travel
3. Out-of-State travel

All field trip requests must be submitted electronically which will flow from the Principals, to Directors, and then to the Assistant Superintendent for approval. Please contact Kim Lee or Angie Burnett to be set up in the Bushive field trip software.



Section 11

Miscellaneous

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

ARC Meetings

Prior to acting as an ARC Chairperson, administrators must participate in ARC Chairperson Training facilitated by a designee from the Special Education Department. The district has three (3) ARC Chairpersons assigned to the elementary schools to conduct ARC meetings for the principals and one (1) ARC Chairperson is assigned to the middle schools. The high schools have an identified ARC Chairperson in their Special Education Department. In the event that there is not an ARC Chairperson assigned and available, special education teachers should schedule ARC meetings with you as the Chairperson. You will need to be present for the full ARC meeting and follow guidelines from your ARC Chairperson training. Middle School Assistant Principals routinely serve as ARC Chairs. Contact the Director of Special Education with any questions.

Board of Education Meetings

Meetings are generally held the fourth Monday of each month at 5:00 p.m. at the Central Office. If you have an item on the agenda, please make sure your immediate director can fully speak on your behalf or you will need to be present. A list of meetings can be found [HERE](#), under Board Meeting Info.

Comprehensive School Improvement Plan (CSIP)

A committee of teachers and administrators develop/revise the CSIP each year to address areas needing improvement. eProve is the platform that contains all CSIP and CDIP documents.

Court System

Truancy may need to be addressed through the court system. Contact the Department of Pupil Personnel with any questions.

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

Deadlines

Meet all deadlines. Do not turn anything in late. Prioritize your work in order to meet deadlines.

Directors

Contact your immediate director if you need to be out of your building for more than an hour or two. Always let them know when you need to take leave of any type. Patrick Durham is the direct supervisor of all elementary principals while Rachelle Bramlage-Schomburg is the direct supervisor of all middle and high school principals. Utilize these two experts by asking for advice, guidance, suggestions, etc.

Dress Code

All administrators are expected to dress professionally. While this does not require shirts and ties for men or dresses for women, the Superintendent does expect administrators to be dressed as professionals. Principals may determine the dress code for school employees. Many principals permit jeans to be worn on Fridays but not every day. They should stand out as the professionals in the building.

Infinite Campus

Infinite Campus is the student information system that we use to track student data. It is very important that Infinite Campus be kept up to date and accurate. All state reports are taken from here. We track KEES, ESS, Safe Schools, Gifted and Talented, FRYSC, TEDS, Homeless, ESL, Special Ed, Health, and Pre-School Information in Infinite Campus. All scheduling and attendance are done here as well. Contact Tammy Tomes with any questions.

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

Mail

We do not have an internal mail service in BCPS so each school is responsible for picking up their mail at the Central Office. You may have an office employee who drives by the Central Office each day so he/she may be your courier, or you may choose to do it yourself. Please remember that mail is in two locations at the Central Office: in the east stairwell of first and second floors of the building. Schools utilize expandable folders to transport the mail to/from schools. It is important that schools deliver and/or pick up mail DAILY.

Nutrition Services

Todd Crumbacker is the Director of School Nutrition Services for the district. All questions relating to your cafeteria/kitchen and food programs should be directed to him.

Open Enrollment

There is an open enrollment for full-time employee benefits once a year. Freda Holderman coordinates this with a person from each school. The Principal is responsible for making sure every full-time employee complies with the instructions and is enrolled. Contact our benefits coordinator with questions.

MISCELLANEOUS

See list of important district contacts on [page 2](#) as needed

Records Retention

You do not need to, and should not, keep everything forever. Files and other paperwork accumulate quickly and should be kept in a systematic way so that you can destroy files each year, based upon the legal ability to do so. The Retention Log guides you to what files must be kept for a specific amount of years and tells you when you may destroy the files. The Retention Log may be found on the finance portion of the BCPS website.

Student Transfers

Please contact the Department of Pupil Personnel to discuss student transfers.

Supervision & Visibility

If an event is being held at/in your building, then you or another administrator must be present. Be out in your building, not in your office, as that is where the kids are. Talk with students and adults. Observe in classrooms. Participate in the learning.

Title I

All BCPS-eligible Title I schools received additional federal funding to create a Title 1 School-wide Program (SWP). All Title 1 plans are required to be aligned with CSIPs and the ten components of a school-wide program.

Before and After School Care

Most BCPS elementary schools provide space for before and after-school programs for students. The workers will need access to your building as they open at 6:00 a.m. and close at 6:00 p.m. As principal of the building, work with the site director for a mutually rewarding environment.



Section 12

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CERTIFIED HIRING

Certified Hiring Checklist and Procedures

_____ The Principal will request that a vacancy be posted. *See Form A below.*

*NOTE: Per BCEA Contract, Article XVIII-Personnel Procedures, Section B, the two most senior certified employees applying for a vacancy will be eligible for an interview in the area of the employee's certification level provided that the employee is not currently on a corrective action plan. The **BCEA Interview Response Form** must be completed and submitted to the Human Resources Department.*

_____ The Principal shall review applications via Talent Ed checking that applicants have the appropriate certification for the vacant position.

_____ The Principal shall determine which applicants he/she wishes to interview and email those names to the HR Secretary for Certified personnel, who will then communicate with the Director of Human Resources for approval.

_____ The HR Secretary for Certified personnel shall check certification of applicants via the Education Professional Standards Board/Kentucky Educator Certification Inquiry (EPSB KECI) link and review the applications online. After approval by the Superintendent/designee, the Secretary will notify the Principal which applicants may be interviewed via an Interview Memo from the Director of Human Resources. The Principal shall retain a copy of the memo for his/her records.

Note:

Applicants receiving Alternative Certification may be interviewed if a letter is attached to the online application from the university verifying current acceptance in an Alternative Certification program (Option 6 Letter).

_____ See Form A for Hiring Process in Talent Ed.

Certified Procedures

- The individual candidate who is selected through consultation with the School-Based Council (if the school has one) is submitted to the Superintendent for employment.
- The Human Resources staff shall recheck the applicant's certification and process the recommendation.
- The name of the selected candidate is placed on a personnel activity report and sent to the Superintendent for his/her signature.
- Upon signature by the Superintendent, the employment becomes official and the personnel activity report of personnel action is submitted to the Board of Education at the next regularly scheduled meeting.
- The HR Secretary will contact the new hire to provide information on the FBI background check process, the Child Abuse and Neglect check (CAN), and the new hire physical.

CERTIFIED HIRING

Certified Hiring Form A

Requisitions:

_____ To request that a position be posted, you select **Tools** then **Requisitions**.

_____ Select **New Requisition**. Anything with a red star must be filled in.

_____ When you get to the description of the posting, you will see above the posting the option to select a template. We have available templates in ABC order which you can click on and it will insert a description for you.

_____ Under the budgeting information, insert the days per year and under working hours insert the hours per day. You must indicate which employee is being replaced if applicable in order for the Director of Finance to approve the requisition.

Schedule Interviews:

_____ Click on the folder button out to the right-hand side of the applicant's name under Application Manager.

_____ Click the interview tab at the top then select Schedule an Interview and fill out the form to set up the interview. If you have already completed the interview, you will need to go to interview results and schedule the interview there. If you are wanting the system to email and request an interview for a specific time, you fill out the Applicant Self Schedules.

Hiring Process:

_____ Once you have conducted your interviews, it is time to rate them. Under the interview tab you will select Add Interview Results. (On the next page just leave the interview survey as none unless you did create a survey you wanted to use and hit next.) You will rate the interviews on this page for each candidate that you interviewed.

_____ On the candidate you are recommending, select Add a Recommendation (down toward the bottom of the page). This step is only for the person you are recommending. You will hit this button and fill out the small form that pops up. This will come by email to the Human Resources Team.

CLASSIFIED HIRING

Classified Hiring Checklist and Procedures

_____ The Principal (or other supervisor) will request that a vacancy be posted. ***See Form A for instructions.***

_____ The Principal (or other Supervisor) shall review applications via Talent Ed, checking that applicants have the appropriate qualifications for the vacant position.

_____ The Principal (or other supervisor) shall determine which applicants he/she wishes to interview and email those names to the HR Secretary for Classified personnel, who will seek approval from the Director of Human Resources.

_____ The HR Secretary for classified personnel or the Director of Human Resources shall check qualifications of applicants and review the online application. After approval by the Superintendent/designee, the HR Secretary will notify the Principal which applicants may be interviewed via an Interview Memo from the Director of Human Resources. The Principal shall retain a copy of the memo for his/her records.

_____ See Form A for Hiring Process in Talent Ed.

Classified Procedures

- The individual candidate who is selected through consultation with the School-Based Council (if the school has one) is submitted to the Superintendent for employment.
- The Human Resources staff shall recheck the applicant's qualifications and process the recommendation.
- The HR Secretary for Classified personnel will contact the new hire with information about obtaining the FBI Background Check, Child Abuse and Neglect Check (CAN), and the new hire physical.
- The name of the selected candidate is placed on a personnel activity report and sent to the Superintendent for his/her signature.
- Upon signature by the Superintendent, the employment becomes official and the personnel activity report of personnel action is submitted to the Board of Education at the next regularly scheduled meeting.

CLASSIFIED HIRING

Classified Hiring

Form A

Requisitions:

- _____ To request that a position be posted you will go to **Tools** then **Requisitions**.
- _____ Select **New Requisition**. Anything with a red star has to be filled in.
- _____ When you get to the description of the posting, you will see above the posting the option to select a template. We have available templates in ABC order that you can click on and it will insert a description for you.
- _____ Under the budgeting information, insert the days per year and under working hours, submit the hours per day, the Director of Finance will need to know who it is replacing if it is a replacement position before she/he can approve.

Schedule Interviews:

- _____ Click on the folder button out to the right-hand side of the applicant's name under Application Manager.
- _____ Click the interview tab at the top then select Schedule an Interview and fill out the form to set up the interview. If you have already completed the interview, you will need to go to interview results and schedule the interview there. If you are wanting the system to email and request an interview for a specific time, you fill out the Applicant Self Schedules.

Hiring Process:

- _____ Once you have conducted your interviews, it is time to rate them. Under the interview tab select Add Interview Results. (On the next page just leave the interview survey as none unless you did create a survey you wanted to use and hit next.) You will rate the interviews on this page for each candidate that you interviewed.
- _____ On the candidate you are recommending, select Add a Recommendation to Hire (down toward the bottom of the page). This step is only for the person you are recommending You will hit this button and fill out the small form that pops up. This will come by email to the Human Resources Team.