

LEGAL: HB 48 AMENDS KRS 161.031 REQUIRING A REPORT FROM EPSB IDENTIFYING SCHOOL DISTRICTS THAT DO NOT IMPLEMENT AN INDUCTION PROGRAM FOR NEW TEACHERS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19 AP.1

- CERTIFIED PERSONNEL -**Professional Development****DEFINITIONS**

Professional development is defined as professional learning that is an individual and collective responsibility, that fosters shared accountability among the entire education workforce for student achievement, and:

1. Aligns with Kentucky Academic Standards in 704 KAR Chapter 8, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

Professional development program means a sustained, coherent, relevant, and useful professional learning process that is measurable by indicators and provides professional learning and ongoing support to transfer that learning to practice.

Every Student Succeeds Act of 2015 (ESSA) defines professional development as activities that are an integral part of school and local educational agency strategies for providing educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards; and that are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

PROFESSIONAL DEVELOPMENT PROGRAM

The school and District, under the direction of the Professional Development Coordinator (PDC), shall develop and implement plans of continuing professional development. The plans shall include, but not be limited to, the following components:

1. A clear statement of the school or District mission;
2. Evidence of representation of all persons affected by the Professional Development plan;
3. A needs assessment analysis;
4. PD objectives that are focused on the school or District mission, derived from needs assessment, and that specify changes in educator practice needed to improve student achievement; and

Professional Development**PROFESSIONAL DEVELOPMENT PROGRAM (CONTINUED)**

5. A process for evaluating impact on student learning and improving professional learning, using evaluation results.

Professional development activities shall be in accordance with federal guidelines and Kentucky State Regulation.

CERTIFIED STAFF RESPONSIBILITIES

In addition to job-embedded professional learning included in the Professional Development Plan, it is the responsibility of each full-time certified staff member to complete the twenty-four (24) hours of professional development required in the District calendar. Part-time employees shall complete the appropriate portion of the twenty-four (24) hours.

NEW TEACHER ORIENTATION

Prior to the opening of school all teachers new to the District shall be required to attend an orientation session to acquaint new personnel with Board policies, administrative procedures, Central Office staff and the Principal(s) to whom they are assigned. The Superintendent/designee will be responsible for the program and all arrangements.

The Education Professional Standards Board (EPSB) shall provide a report to the Legislative Research Commission that includes identification of districts that have not implemented an induction program for teachers in their first year of teaching that is aligned with the standards and guidance for districts developed by the EPSB.

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REQUIREMENT MUST BE FULFILLED

Professional development is ongoing. However the twenty-four (24) hours required by statute must be fulfilled by the end of each academic year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals and mileage are the responsibility of the individual unless supplemental funds are provided by another source.

RELATED PROCEDURE:

03.19 AP.21

EXPLANATION: HB 48 AMENDS KRS 156.095 REQUIRING DISTRICTS TO IMPLEMENT A FOUR (4) YEAR RECURRING PROFESSIONAL DEVELOPMENT TRAINING SCHEDULE THAT INCLUDES ALL REQUIRED PROFESSIONAL DEVELOPMENT TRAININGS, AND THAT ALL CERTIFIED SCHOOL EMPLOYEES COMPLETE DESIGNATED TRAININGS WITHIN TWELVE (12) MONTHS OF INITIAL HIRE AND AT LEAST ONCE EVERY FOUR (4) YEARS THEREAFTER. SOME PROFESSIONAL DEVELOPMENT REQUIREMENTS ARE BEING RELOCATED INTO OTHER POLICY AREAS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situation training each year by November 1.	KRS 156.095	03.19/03.29	✓		✓	
Student suicide prevention training for certified employees.	KRS 156.095	03.19	✓			
Self-study review of seizure disorder materials.	KRS 156.095	03.19	✓		✓	
Child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	03.19	✓		✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent may shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)	KRS 158.4412	05.4			✓	
School Principal training on procedures for completion of the required school security risk assessment.						
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	
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 158.155; KRS 158.156; KRS 620.030	09.2211		✓		

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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				✓	

PERSONNEL

03.19 AP.23
(CONTINUED)

District Training Requirements

THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.
For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky Records Retention/Public School District Schedule.

EXPLANATION: REVISIONS TO 702 KAR 4:090 AMEND THE DISPOSITION PROCESS FOR REAL
PROPERTY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.8 AP.1

Disposal of School Property**REAL PROPERTY**

The Board shall follow the disposition process for real property as contained in 702 KAR 4:090.

School property that is no longer needed for school purposes will be disposed of as follows:

6. The latest Effective Facility Plan or amendment lists the property as surplus to educational need.
7. A request is made in writing to the Chief State School Officer to dispose of property.
8. Official approval is granted.
9. The property is appraised by qualified appraiser.
10. The Board now advertises the property for sale and disposes of it as directed by Policy 04.8.
11. The Board may accept or reject any or all bids.

FURNITURE, EQUIPMENT, VEHICLES

Furniture, equipment and vehicles will be disposed of as follows:

1. Designated personnel shall present in writing to the Superintendent a complete description of items no longer needed for school purposes.
2. The Superintendent shall advise the Board that certain furniture, equipment, and vehicles are no longer needed for public school purposes.
3. Once the Board declares the property surplus, the Superintendent/designee shall advertise the property for sale as directed in Policy 04.8.
4. The Board may accept or reject any and all bids.

School and Community Nutrition Program**PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
 - a. The purchase of land.
 - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT

~~Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision-making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.~~

CHARGES IN SCHOOL CAFETERIA PROCEDURE

The Bullitt County Schools operate a non-profit nutrition program using all of the revenue in accordance with state and federal guidelines.

The purpose of this procedure is to ensure that there will be no physical segregation of, nor any other discrimination against, any student because of his/her inability to pay for school meals.

School and Community Nutrition Program

CHARGES IN SCHOOL CAFETERIA PROCEDURE (CONTINUED)

Meals served will be available to ALL students with determination of method to pay made by the federal eligibility income standards in one of the following three (3) categories:

- a. Full-paid meal(s)
- b. Reduced-price meal(s)
- c. Free meal(s)

SUGGESTED STEPS TO ENSURE FAIR COLLECTION

CHARGES

Reimbursable breakfast and lunch meal charges are permitted for elementary and middle school students only. Students at all grade levels and adults are not permitted to charge a la carte items. Students at all grade levels with unpaid charges will not be permitted to purchase a la carte items.

NUMBER OF CHARGES

Allow up to five (5) breakfast and or lunch charges for elementary school students with unlimited alternative lunch meals provided. Alternative breakfast meals are not provided.

Allow up to three (3) breakfast and or lunch charges for middle school students with up to five (5) alternative lunch meals provided. Alternative breakfast meals are not provided.

No charging permitted for high school students. High school students are permitted up to five (5) alternative lunch meals per school year to cover occasions when lunch money is forgotten. Alternative breakfast meals are not provided.

No charging permitted for adults.

ANNOUNCEMENT

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices. Such information concerning the charge procedures should be made available by placing the information in the school's handbook or webpage.

RECORD

Record of student meal transactions should be kept by each cafeteria through their point of service technology.

COLLECTION OF CHARGES

Reminder to student(s) and/or parent(s) may be made by any or all of the following methods:

- STEP I School personnel may speak to the student(s) and remind student(s) of unpaid charge(s).

School and Community Nutrition Program

COLLECTION OF CHARGES (continued)

STEP II Cashier may give student(s) a printed slip as a reminder of unpaid charge(s).

STEP III Letters may be sent home to remind parent(s) of unpaid charges.

STEP IV Parent(s) may be sent emails of unpaid charge(s).

STEP V Parent(s) may monitor their child's account online.

STEP VI A personal phone call may be made to parents(s) to remind them of unpaid charges.

If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent.

Food Service funds may be used to collect delinquent meal charges.

Student charges shall remain on accounts until paid. At the end of each school year, students (PreK-11th Grade) with charge balances will be sent home a delinquent notification letter requesting that the household contact the SFS office to make payment arrangements within ten (10) working days. If no contact is made or the household does not comply with the agreed upon payment plan, the account may be turned over to the district attorney and/or the Assistant Superintendent, school food service funds will not be used to collect the charges.

Graduating seniors must ensure that all meal charges are paid one (1) week prior to the end of school in order to ensure participation in graduation activities.

The District has established an Angel Donation Fund to distribute funds to students with negative account balances, provided there is availability in the fund.

1. Donations are accepted by check (payable to the District), in memo section write Angel Donation Fund.
2. Donors should specify that the gift funds be for food service assistance, with preferences noted if desired.

REFERENCES:

~~702 KAR 6:090; 7 C.F.R. 245.6~~

EXPLANATION: REVISIONS TO 704 KAR 3:305 AMEND THE PERFORMANCE-BASED AND STANDARDS-BASED CREDIT REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1131 AP.1

Off-Campus, Online Learning Credit

The District ~~may~~ shall award standards-based, off-campus credits ~~toward~~for high school subjects ~~to be applied toward~~ promotion or graduation. ~~Credit shall be awarded for:~~

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- Standards-based course work that constitutes satisfactory demonstration of learning in any high school course ~~approved for off-campus credit~~, consistent with 704 KAR 3:305 Kentucky Administrative Regulation;
- Standards-based course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was taken previously;
- Standards-based portfolios, projects, senior-year or capstones ~~projects~~;
- Standards-based online or other technology mediated courses;
- Standards-based dual credit or other equivalency courses; orand
- Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community.

~~Students requesting off-campus credit to apply toward promotion or graduation shall make application to the Principal/designee.~~

COURSE DESCRIPTION

Academic course descriptions shall be developed by teachers in areas for which they are certified and reflect needs indicated in the student's Individual Learning Plan (ILP). The content standards of off-campus courses shall be documented to align with the Kentucky Summative Assessment, Kentucky Academic Standards, and Kentucky Academic Expectations.

WORK-BASED LEARNING

Work-based learning experiences provided by the District shall be conducted consistent with provisions of the Kentucky Department of Education's Work-Based Learning Manual. Prior to a student being assigned to work-based learning, a Work-Based Learning Agreement/Plan shall be completed for the student. Students shall follow the plan and student responsibilities. Site supervisors are considered volunteers subject to Policy 03.6.

ELIGIBILITY FOR STUDENTS WHO CURRENTLY ATTEND THE DISTRICT

Students who have extenuating life circumstances that prevent them from having a traditional school schedule shall make application to the Principal/designee. Extenuating circumstances shall include health related conditions or hardship situations.

Students who are within three (3) credits or less of graduating, may be approved for home-based instruction. In consultation with counselors and teachers, the Principal may exercise his/her professional judgment to grant permission for off-campus instruction to a student within six (6) credits and who is considered likely to be successful.

Off-Campus, Online Learning Credit**ELIGIBILITY FOR STUDENTS ENROLLING IN THE DISTRICT FROM HOME SCHOOL SETTING**

Prior to student enrollment in a District school:

- The student will be assessed to determine if she/he has the requisite skills to successfully complete on line course work independently;
- The student's coursework will be reviewed by the school counselor to determine courses **cover** required content or, in the case of a high school student, that qualify to be posted to the high school transcript. Home-school credits earned will require cumulative District or State testing to determine mastery of course content. Credits will be awarded for courses with equivalent content and mastery if course titles vary. Credits earned from accredited sources will post to the student's transcript;
- Students will be required to take specific courses each year as determined by the District curriculum guide and graduation plan. Once they complete those courses they may request an additional course(s) be added to their schedule for that school year; and
- A plan for graduation will be developed and reviewed by the student and parent.

STUDENT RESPONSIBILITIES

- Responsible for completing three (3) to four (4) hours of work on District –approved computer-based programming (e.g. Edgenuity) daily;
- Responsible for completing ½ credit every 15 school days;
- Responsible for meeting with the designated school sponsor once a week by phone or in person to discuss progress and issues;
- Responsible for providing and keeping current phone contacts on file with their school;
- Responsible for returning calls to the school sponsor within 24 hours;
- Responsible for completing any and all state or District required assessments; and
- Responsible for all provisions and procedures of the school, SBDM, and District.

Access for off-campus instruction shall be revoked for any student who does not meet student responsibilities. The student shall return to his/her home school or may be subject to enforcement of compulsory school attendance statutes.

PARENT RESPONSIBILITIES

- Responsible for ensuring that the student fulfills his/her responsibilities as stated above if the student is under the age of 18;
- Responsible for contacting the sponsor for updates as needed in between sponsor-generated contact.

Off-Campus, Online Learning Credit

DISTRICT RESPONSIBILITIES

- Complete the District School Sponsorship Form (at the school level);
- School must identify the name of the sponsor responsible for monitoring the home-based on line learning student;
- Off-campus sponsor shall monitor student throughout the home-based online learning experience;
- Off-campus sponsor shall make contact with students by the third day of off-campus learning if the student has not begun completion of assignments on approved computer-based programming (Edgenuity) or teacher assigned work.
 - Off-Campus sponsor shall send an email to the Director of Pupil Personnel with the Title Off –Campus On line Learning Follow up.
 - The Director of Pupil Personnel/designee from that department shall follow up within 5 school days with a home visit to present a Final Notice of Truancy. This visit will inform the student of his/her responsibility to return to school for lack of performance and truancy may be filed.
- If the student is under the age of 18, the sponsor will make contact with the parent via email, phone call or face to face conference to make the parent aware of the student's status.
- All phone contacts will be documented in Infinite Campus.

EXPLANATION: SB 19 AMENDS KRS 158.175 REQUIRING LOCAL BOARDS TO ESTABLISH A POLICY AND PROCEDURE STATING THERE SHALL BE A MOMENT OF SILENCE OR REFLECTION AND INCLUDES SPECIFIC GUIDELINES FOR IMPLEMENTATION.
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH THE REQUIRED NOTIFICATION

CURRICULUM AND INSTRUCTION

08.1351 AP.1

Notice of Moment of Silence or Reflection

Dear Parent/Guardian,

A moment of silence or reflection is required in all schools and notification of such **is** required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;
2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

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Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.

EXPLANATION: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323 AP.1

Access to Electronic Media**ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. All staff and students grade 3 and above will have a District email account. Because access to the Internet may expose users to items that are illegal, obscene, defamatory, inaccurate, or offensive, the District shall require all users to complete and submit an Electronic Access/User Agreement Form (08.2323 AP. 21) to the Principal/designee prior to access/use.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access to electronic media is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

Access to Electronic Media**RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
- Damaging computer systems, computer networks, or school/District websites.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material.
- Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Trespassing in another user's folder, work, or files.
- Intentionally wasting limited resources including downloading of software or malware to District hardware.
- Using the network for commercial purposes, excessive personal use, financial gain or any illegal activity.
- Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose.
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to Facebook.com, Twitter.com, Snapchat or other emerging social media sites.
- Connecting to networks other than District provided wireless networks is prohibited while on school property.
- The BCPS network may not be used to remotely connect to computers or other devices outside of our network without expressed written permission from the District Technology Coordinator.
- Installing software or other devices to BCPS owned hardware in order to gain remote access to the BCPS network is prohibited unless approved by the District Technology Coordinator or CIO.
- It is not permissible to connect any UNAUTHORIZED device to District-owned computers/network in order to conduct surveillance or to illegally capture or download data.

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Any Internet activity, whether posted from school or another location, that materially or substantially disrupts the educational process may result in disciplinary and/or legal action.

CURRICULUM AND INSTRUCTION

08.2323 AP.1
(CONTINUED)

Access to Electronic Media

RULES AND REGULATIONS (CONTINUED)

Additional rules and regulations may be found in District Code of Student Behavior and Discipline handbook and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

LEGAL: SB 181 PERMITS A PARENT TO SUBMIT WRITTEN CONSENT FOR A DESIGNATED SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER TO COMMUNICATE ELECTRONICALLY WITH A STUDENT OUTSIDE OF THE TRACEABLE COMMUNICATION SYSTEM. EXCLUDES COMMUNICATIONS BETWEEN A PARENT THAT IS A SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER AND HIS OR HER OWN CHILDREN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.2

Consent for Outside Traceable Communications

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Name of Student: _____

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: _____

Reason(s) for the communication: _____

Is Parent to be included on all communications? ☐ Yes ☐ No

Expiration Date for this form's consent: _____

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

Signature of Parent _____ Date _____

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

Signature of Employee or Volunteer _____ Date _____

For administrative office use only:

Received by _____ Date _____

THIS DOCUMENT CONTAINS INSTRUCTIONS FOR CREATING YOUR DISTRICT PROCEDURE.

EXPLANATION: 704 KAR 3:535 AUTHORIZES AND ESTABLISHES MINIMUM REQUIREMENTS FOR THE OPERATION OF FULL-TIME ENROLLED ONLINE, VIRTUAL, AND REMOTE LEARNING PROGRAMS FOR GRADES KINDERGARTEN THROUGH GRADE TWELVE (K-12).

FINANCIAL IMPLICATIONS: ADDITIONAL SEEK FUNDING FOR ONLINE, VIRTUAL STUDENTS

STUDENTS

09.1224 AP.1

Online, Virtual, and Remote Learning

Procedures shall include at a minimum;

- a. The purpose of the program, including the ways the program supports the District's postsecondary readiness goals for students;
- b. Student eligibility criteria;
- c. The process for enrolling students in the program, including procedures to ensure voluntary placement;
- d. Procedures for transitioning students out of the program;
- e. Procedures for the regular, periodic monitoring of the program by the District;
- f. Procedures for the development and implementation of student Individual Learning Plans;
and

Implementation of an application and on-boarding process to ensure students and families understand the expectations for students in a full-time enrolled online, virtual, and remote learning program and a determination of candidacy.

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