

Inventories

EQUIPMENT AND ASSETS

The District shall adhere to the property inventory procedures developed by the Kentucky Department of Education. Principals and other supervisors designated by the Superintendent are accountable for inventory, control and maintenance of all assets and equipment in their area of responsibility.

Each school year, results of inventories shall be reconciled, coordinated and reported to the Superintendent and the Board as required by the Finance Officer.

A complete, up-to-date inventory of the following shall be maintained:

1. Fixed assets (real property) with an acquisition value of ~~\$5,000~~ \$10,000 or more that has a useful life of more than one (1) year;
2. ALL computer workstations and laptops, regardless of value; and
3. Any additional items designated by the Superintendent/designee.

The Superintendent shall develop procedures and forms for the annual inventory and be responsible for maintaining the inventory.

CAPITAL ASSETS

The District shall refer to the KDE Capital Asset Guide for guidance in establishing capitalization threshold amounts.

TRANSFER AND DISPOSAL

Fixed assets no longer needed or useable shall be returned to a designated central location and transferred or disposed of in compliance with Board policy, District inventory procedures and applicable legal requirements.

CAREER AND TECHNICAL EDUCATION PROGRAM

Inventory management and control for equipment purchased with state funds for use in the career and technical program shall be administered in compliance with applicable legal requirements.¹

REFERENCES:

¹[780 KAR 007:060](#)

[KRS 160.290](#)

[Kentucky Education Technology System](#)

[Accounting Procedures for Kentucky School Activity Funds](#)

[KDE Capital Asset Guide](#)

RELATED POLICIES:

04.8

05.21

Adopted/Amended: 7/24/2012

Order #: 13

Student Records

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent/guardian(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Upon written request, parents, guardians, or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies of student records.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

Student Records

DISCLOSURE OF RECORDS (CONTINUED)

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

STUDENT DIRECTORY INFORMATION

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.

Approved "directory information" shall be: student names and addresses, email address, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, grade level, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Student Records

STUDENT DIRECTORY INFORMATION (CONTINUED)

Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

SURVEYS OF PROTECTED INFORMATION

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Act (IDEA).

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in [KRS 17.125](#) if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

Student Records**JUVENILE COURT RECORDS**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee. The Principal shall then release the information as permitted by law. Only the Superintendent/designee and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record. If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed. The District or school may request a statement of facts from the county attorney in a juvenile case.²

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

Student Records**REFERENCES:**

¹Section 152 of the Internal Revenue Code of 1986

²[KRS 158.153](#); [KRS 610.320](#); [KRS 610.340](#); [KRS 610.345](#); [KRS 635.010](#)
[KRS 7.110](#); [KRS 15A.067](#); [KRS 17.125](#); [KRS 158.032](#); [KRS 159.160](#); [KRS 159.250](#)
[KRS 160.990](#); [KRS 161.200](#); [KRS 161.210](#)
[KRS 365.732](#); [KRS 365.734](#); [KRS 600.070](#)

[702 KAR 001:140](#); [702 KAR 003:220](#); 20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

[OAG 80-33](#); [OAG 85-130](#); [OAG 85-140](#); [OAG 86-2](#); [OAG 93-35](#)

Kentucky Family Educational Rights and Privacy Act ([KRS 160.700](#), [KRS 160.705](#)

[KRS 160.710](#); [KRS 160.715](#); [KRS 160.720](#); [KRS 160.725](#); [KRS 160.730](#))

20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)

Kentucky Education Technology System (KETS)

P. L. 114-95, (Every Student Succeeds Act of 2015)

42 U.S.C. 11431 et seq. (McKinney-Vento Act)

RELATED POLICIES:

09.111; 09.12311; 09.43

Adopted/Amended: 7/22/2024

Order #: 2024-123

Tuition

FEE TO BE CHARGED

The Board may charge a fee, according to a schedule adopted by the Board, for each student attending its schools whose parent is not a bona fide resident of the District.¹

Non-resident, full-time District employees shall not pay tuition to transfer their child to Bullitt County Public Schools.

TUITION TIMEFRAMES FOR NON-RESIDENT STUDENTS THAT MOVE IN OR OUT THROUGHOUT THE SCHOOL YEAR:

In order to more effectively manage tuition costs for non-resident students, the Board of Education has adopted the following tuition structure based on the student's time of transfer into or out of the district who meet the requirements within the transfer policy:

- Applied prior or during the 1st grading period: The student will be responsible for 100% of the tuition.
- Applied during the 2nd grading period: The student will be responsible for 75% of the tuition.
- Applied during the 3rd grading period: The student will be responsible for 50% of the tuition.
- Applied during the 4th grading period: The student will be responsible for 25% of the tuition.

If a student moves out of the county, they will be considered a non-resident, and their tuition will be assessed according to the same structure outlined above, based on the grading period during which the move occurs.

Non-Refundability of Tuition: Except as otherwise provided for approved temporary non-resident applicants, all tuition fees assessed and paid under this policy are strictly **non-refundable**. In the event that a standard non-resident student voluntarily withdraws, relocates out of the District, or has their transfer privileges revoked due to non-compliance with academic, attendance, or behavioral standards, the parent or legal guardian forfeits all monies paid, and no pro-rated refunds will be issued.

Note on Temporary Residency: Applicants granted temporary non-resident status (e.g., pending proof of residency, home construction, or executed lease agreements within a Board-approved timeframe) shall be subject to a pro-rated refund or fee adjustment upon submitting satisfactory verification of permanent residency within the District.

REFERENCES:

¹[KRS 158.120](#)
237 S.W. 2D 65 (1951)
[OAG 80-47](#); [OAG 91-75](#)
[KRS 157.350](#); [KRS 158.135](#)
[702 KAR 007:125](#)

RELATED POLICIES:

09.12; 09.1222

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 4/14/2025TBD

Order #: 2025-60

School Attendance Areas & Transfer Procedures**ASSIGNED DISTRICT**

All pupils shall be assigned by geographic attendance districts and will attend the school designated to serve their area of residence. Specific areas served by each attendance district will be marked on a map in the central administration office. The Board may revise attendance areas from time to time to attain maximum utilization of school facilities.¹

No student may be assigned to or required to attend a charter school by the District.

IF FAMILIES MOVE

If a family moves from one attendance area to another within the Bullitt County Public School District, the pupil may be permitted based on requirements to finish the school year in the school in which s/he was last enrolled (at no cost to or service by the Board). A Bullitt County Public Schools Transfer Request must be completed by the parent/guardian and submitted to the DPP office and approved/denied by the building Principal. If the move is within the Bullitt County Public School District and within the last thirty (30) instructional days of school, the requirement of regular attendance, good standing with discipline, and making minimum academic progress may be waived by the DPP.

If a family moves outside the Bullitt County Public School District, the student may be permitted based on requirements to finish the school year in the school which s/he was last enrolled paying prorated tuition per tuition policy 09.124AP.1.

CLASS ENROLLMENT

Adjustments to conform to the provisions of [KRS 157.360](#) and [702 KAR 003:190](#) shall be completed under the requirements of the governing laws and regulations.

TYPES OF TRANSFERS

- Residential/In-District Transfers

Students who reside in one Bullitt County School attendance District may request to attend another Bullitt County School based on the requirements below and provided such approval does not result in employment of additional staff, an imbalance in class size, or overcrowding in the receiving school. Transfers will be approved/denied by the building Principal based on the requirements. District level Administrators may approve a transfer in extraordinary or unusual circumstances involving the welfare of the child. These transfers are considered on an individual basis and in consultation with District level staff. The Superintendent or Designee is charged with resolving disputes regarding transfer cases.

- Full-Time BCPS Employee Transfers

The child of a full-time Bullitt County Public School Employee may transfer to the school to which the employee is assigned or to a school in the feeder pattern of the school regardless of identified transfer openings.

District-wide employees assigned to the central office or associated facilities may transfer to a school in the central area feeder pattern. District-wide employees assigned to a particular location may transfer their child to the school they are assigned or to a school in the feeder pattern to which they are assigned.

School Attendance Areas & Transfer Procedures**TYPES OF TRANSFERS (CONTINUED)**

The child of a non-resident employee may attend the employee's assigned school; a school in the feeder pattern of their assigned school; or a school in the feeder pattern nearest the typical point of entry to the District from the employee's residence or a school identified as open to transfers.

Full-time employees may request a transfer to schools outside their feeder pattern if that school is identified as open to transfer.

An employee's child on transfer shall not be required to change schools and feeder pattern they have transferred into when an employee's assigned work location changes as long as the parent is a full-time District Employee.

- **Temporary Non-Resident Transfers**

This applies to families that live outside Bullitt County with the anticipation of becoming residents within the Bullitt County Public School District during the first semester of the school year. In order to demonstrate intent to move into the Bullitt County Public School District before the first semester ends, parents shall provide the Superintendent or his designee a contract (purchase or construction) for their intended home in the Bullitt County Public School District, documentation from their realtor, loan approval documentation and any other relevant information. The decision to accept the nonresident student as a temporary non-resident transfer student, based on the provided documentation, shall be at the discretion of the Superintendent or his designee. Students shall attend their district assigned school designated to serve their area of residence, or may apply to another school that is open to transfers.

Tuition shall be paid as outlined in 09.124AP.1.

School Attendance Areas & Transfer Procedures**TYPES OF TRANSFERS (CONTINUED)**

- **Non-resident Transfers**

With the passage of HB 563, effective July 1, 2022, Bullitt County Public Schools will accept enrollment of students living outside of the Bullitt County Public School Attendance Area and they will be considered non-resident or (out-of-district) students. Non-resident students may request to attend a Bullitt County School based on the requirements below and provided such approval does not result in employment of additional staff, an imbalance in class size, or overcrowding in the receiving school. Transfers will be submitted to the DPP office and approved/denied by the building Principal based on the requirements. District level Administrators may approve a transfer in extraordinary or unusual circumstances involving the welfare of the child. These transfers are considered on an individual basis and in consultation with District level staff. The Superintendent or Designee is charged with resolving disputes regarding transfer cases.

Non-resident transfers will be accepted on a first-come, first-served basis due to the availability of space at each designated open school based on their capacity.

REQUIREMENTS FOR TRANSFER

- **Transportation:** ~~Parents or legal guardians assume full responsibility for the daily transportation of any student granted a transfer to a non-resident District school. The District will not establish new or modify existing bus routes to accommodate transferred students. All inquiries regarding transportation logistics must be directed exclusively to the Director of Transportation. Parents/guardians are responsible for the transportation of their child when granted a transfer to another District school. No additional bus routes will be added. Questions regarding transportation must be addressed to the Director of Transportation.~~
- **Student Accountability Standards:** ~~Continued enrollment at the transfer school is strictly contingent upon the student maintaining high standards of attendance, conduct, and academic performance. Transferred students must adhere to the following specific criteria: Students granted a transfer must be in regular attendance (fewer than three (3) unexcused absences or three (3) unexcused tardies), be in good standing in regard to discipline, and must be making minimum academic progress (middle/high schools as defined by individual school SBDM policy and elementary schools must have an average of "Basic" standard mastery on standards-based report card).~~
- **Attendance Expectations:** ~~Students must maintain an overall cumulative attendance rate of 90% or higher throughout the academic year, inclusive of both excused and unexcused absences. Pursuant to Kentucky Revised Statute KRS 159.150, any student who accumulates three (3) or more unexcused absences, or three (3) or more unexcused tardies, is legally defined as a truant. Legal classification as a truant, or meeting the statutory definition of Chronically Absent, constitutes a direct violation of District transfer requirements and serves as immediate grounds for non-compliance review and potential revocation of the transfer.~~
- **Behavioral Expectations:** ~~Students must remain in good disciplinary standing. Code of Conduct violations that result in an out-of-school suspension (OSS), a cumulative~~

total of three (3) or more days of in-school suspension (ISS), or a referral to the District Disciplinary Review Committee will serve as immediate grounds for the review and potential revocation of the transfer.

- **Academic Expectations:** Students must demonstrate consistent satisfactory academic progress. In elementary schools, this requires maintaining an average performance level of "Basic" standard mastery on the standards-based report card. In middle and high schools, academic progress is defined by and must satisfy the specific metrics established by the individual school's Site-Based Decision Making (SBDM) policy.
- **Revocation of Resident Transfers:** Failure to comply with the mandated academic, attendance, or behavioral requirements may result in the immediate forfeiture of future transfer privileges of the student to their designated school of residence. To ensure educational continuity, any such return to the school of residence will, whenever feasible, be executed during an official academic recess (e.g., Fall Break, Winter Break, Spring Break, or Summer Break).
- **Non-Resident Student Dismissal (HB 563):** Pursuant to House Bill 563, non-resident students who fail to meet the District's academic, attendance, or disciplinary standards may be subject to formal administrative dismissal from the District at the conclusion of the school year.
- ~~Non-compliance with academic, attendance, or discipline requirements for students on a transfer may result in forfeiture of future transfers or a return of the student to his/her school of residence within the school year. When possible, the return to school of residence should be made at a time that provides a smooth transition for the student.~~
- ~~Non-compliance by non-resident students attending under HB 563 with academic, attendance, or discipline requirements for students on an transfer may be considered for dismissal.~~

Formatted: Font: Bold

Formatted: List Paragraph, Justified, Indent: Left: 0.4", Space After: 6 pt, Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

School Attendance Areas & Transfer Procedures**PROCEDURES FOR APPLYING FOR A TRANSFER**

- Applicants may pick up the Bullitt County Public Schools Transfer Request Form from the Board of Education office or call the DPP's office and request a form be emailed to them.
- Submit completed form to the office of the Director of Pupil Personnel by the timelines below. Additional documents may be required.
- Notification letters will be mailed to parent/guardian once approval/denial is determined.

TRANSFER TIMELINE/INFORMATION

- All schools open for transfer will be identified by November 15th of each year. Only schools with adequate building space and grade level enrollment numbers below capacity will be open for transfer.
- Residents, BCPS full-time employees, and temporary non-residents may apply to transfer to another school in the Bullitt County Public School District that is open for transfer for the following school year by filing a properly completed transfer request with the office of the Director of Pupil Personnel beginning December 1. Priority will be given to applications received by January 15th. However, applications received after January 15th shall be considered in the order received until enrollment numbers reach grade level capacity or by the July 31st deadline.
- Parents/guardians of non-resident (out-of-district/HB 563) students may make application for a transfer to another school in the District that is open for transfer for the following school year after completion of an Online Registration (OLR) application. All applications shall be considered in the order received until enrollment numbers reach grade level capacity and are subject to other priority considerations.
- Parents/guardians of an In-District child entering preschool may make application for a transfer for their child to attend preschool at another school in the District by filing a properly completed Transfer Request Form with the office of the Director of Pupil Personnel at any time after enrollment. Transfers will be approved/denied by the building Principal based on the requirements. Preschool students on a transfer shall return to their home school based on residence for Kindergarten.

School Attendance Areas & Transfer Procedures

- Once granted a transfer to an open school, parents/guardians shall have to reapply annually. Students on an approved transfer may reapply for a transfer to remain in the same feeder pattern from elementary to middle and middle to high school.
- Once transferred, a student can only return to his/her school of residence and cannot be granted additional transfers that school year.

Other Transfer Requests Information:

- Requests for medical transfers – Parents/guardians of children with supporting documentation from a medical doctor, nurse practitioner, psychologist or psychiatrist may make application for transfer. The building Principal will consult with the Director of Pupil Personnel, the Level Director, and the District Health Coordinator to review the transfer request and make approval decisions.
- Requests for transfer after school starts will be considered only in extreme circumstances.
- Students with disabilities may apply for a transfer within the guidelines of this policy as long as there is programming available at the transfer school that meets the specifications of the student's IEP.
- Transfers will not be approved for athletics. All transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) by-laws.

REFERENCES:

¹[KRS 159.070](#); [OAG 80-394](#)

²P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.

[KRS 160.1592](#)

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

RELATED PROCEDURE:

09.11 AP.22

Adopted/Amended: 4/14/2025
Order #: 2025-60

- CERTIFIED PERSONNEL -**Leaves and Absences****APPROVAL**

Authorization of leave shall be made in accordance with specific leave policy. ~~Unpaid Leave requested for reasons other than those authorized in Policy 03.1231 through and including 03.1238 shall not be freely given. Leave Without Pay (LWOP) is not a discretionary benefit and shall not be freely given.~~ An absence from duty not associated with an approved leave may result in discipline up to and including termination of employment.

NOTIFICATION

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by February 15 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by February 15 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by February 15, the Superintendent is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by February 15, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

TIME TO RETURN

The employee shall return at the beginning of a school year, except when in the judgment of the Superintendent, the employee could fill an existing or emergency position.

CONTINUATION OF BENEFITS

While on unpaid leave (i. e., all leave except workers' compensation and paid sick leave), employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Other employment benefits and seniority shall not accrue during unpaid leave.

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under terms and conditions set forth in [KRS 161.155](#).

PLACEMENT UPON RETURN

Employees taking any long term leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

REQUEST FOR MEDICAL INFORMATION

Per [KRS 161.770](#), the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

END-OF-EMPLOYMENT ACCURALS

Upon resignation or retirement, an employee's accrued leave balances will remain in good standing for a period of two (2) years from the effective separation date.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

During this two-year period:

Formatted: Font: (Default) Times New Roman, 12 pt

- Accrued leave balances will remain available should the employee return to employment with BCPS.
- Former employees may elect to donate eligible accrued leave to the Sick Leave Bank and/or to approved Open Donated Leave requests, provided the donation is made within two (2) years of the employee's resignation or retirement date.
- All donations must comply with applicable BCPS policies, procedures, and eligibility requirements in effect at the time of the donation request.

Formatted: Font: (Default) Times New Roman, 12 pt

TERMINATED EMPLOYEES

Formatted: Font: 12 pt

Employees whose employment is terminated for any reason are not eligible to retain, access, reinstate, or donate accrued leave balances following their separation from employment. Accruals associated with terminated employees are forfeited upon termination and are not available for future reemployment, Sick Leave Bank donations, or Open Donated Leave requests.

Formatted: Font: (Default) Times New Roman, 12 pt

EXPIRATION OF ACCURALS

Formatted: Font: 12 pt

At the conclusion of the two years following resignation or retirement, any remaining accrual balances that have not been reinstated through reemployment or donated in accordance with BCPS guidelines will be forfeited.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

PERSONNEL

03.123
(CONTINUED)

Leaves and Absences

REFERENCES:

[KRS 161.155](#); [KRS 161.770](#); [OAG 01-9](#); Family and Medical Leave Act of 1993

RELATED POLICIES:

03.1231, 03.1232, 03.12322, 03.1233, 03.1234, 03.1235, 03.1236
03.1237, 03.1238, 03.124

Adopted/Amended: 8/26/2019
Order #: 2019-251

- CLASSIFIED PERSONNEL -**Leaves and Absences****APPROVAL**

Authorization of leave shall be made in accordance with specific leave policy. ~~Unpaid Leave requested for reasons other than those authorized in Policy 03.2231 through and including 03.2238 shall not be freely given. Leave Without Pay (LWOP) is not a discretionary benefit and shall not be freely given.~~ An absence from duty not associated with an approved leave may result in discipline up to and including termination of employment.

ELIGIBILITY

Classified employees who work at least eighty hours a school month are eligible for Board-granted personal and emergency leaves.

NOTIFICATION OF RETURN

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by February 15 of the year the leave terminates of the date of their intent to return to the school system. Failure to do so will render the position vacant.

CONTINUATION OF BENEFITS

While on unpaid leave (i. e., all leave except workers' compensation and paid sick leave), employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Other employment benefits and seniority shall not accrue during unpaid leave.

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under the terms and conditions set forth in [KRS 161.155](#).

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

END-OF-EMPLOYMENT ACCURALS

Upon resignation or retirement, an employee's accrued leave balances will remain in good standing for a period of two (2) years from the effective separation date.

During this two-year period:

- Accrued leave balances will remain available should the employee return to employment with BCPS.
- Former employees may elect to donate eligible accrued leave to the Sick Leave Bank and/or to approved Open Donated Leave requests, provided the donation is made within two (2) years of the employee's resignation or retirement date.

Formatted: policytext, None, Space Before: 0 pt, After: 0 pt

Formatted: Font: Not Bold, Condensed by 0.1 pt

- All donations must comply with applicable BCPS policies, procedures, and eligibility requirements in effect at the time of the donation request.

TERMINATED EMPLOYEES

Employees whose employment is terminated for any reason are not eligible to retain, access, reinstate, or donate accrued leave balances following their separation from employment. Accruals associated with terminated employees are forfeited upon termination and are not available for future reemployment, Sick Leave Bank donations, or Open Donated Leave requests.

EXPIRATION OF ACCRUALS

At the conclusion of the two years following resignation or retirement, any remaining accrual balances that have not been reinstated through reemployment or donated in accordance with BCPS guidelines will be forfeited.

REFERENCES:

[KRS 161.155; KRS 161.770](#)

Family and Medical Leave Act of 1993

RELATED POLICIES:

03.2231, 03.2232, 03.22322, 03.2233, 03.2234
03.2236, 03.2237, 03.2238, 03.224

Adopted/Amended: 11/17/2009
Order #: 192

Formatted: Not Expanded by / Condensed by

Formatted: Heading 1

CURRICULUM AND INSTRUCTION 08.212

~~Lesson Plan Policy~~ Unit Plan Policy

PREPARATION

~~Lesson plans shall be prepared in advance of classroom instruction and shall refer directly to the relevant content standards.~~

Unit plans shall be prepared in advance of classroom instruction and shall refer directly to grade-level Kentucky Academic Standards and BCPS district pacing guidance.

~~Where appropriate, plans should be developed collaboratively through the PLC process to ensure instructional continuity and curricular standardization.~~

Instructional planning shall emphasize standards-based, authentic, competency-based units of study rather than isolated daily lessons while remaining aligned to pacing guides to ensure coherence across the school year.

Teachers shall engage in collaborative planning, analysis, and refinement of unit plans through the Professional Learning Community (PLC) process whenever applicable to support collective efficacy, instructional coherence, and continuous improvement.

REQUIRED ELEMENTS

~~Lesson plan format shall include, but is not limited to, the following essential elements:~~

Unit plans shall include, but are not limited to, the following essential elements:

- ~~• Standards addressed—written in long form~~
- Kentucky Academic Standards and Graduate Profile competencies clearly identified
- ~~• Daily learning target congruent to standard~~
- Driving question and aligned learning targets that represent progression toward mastery
- ~~• Critical vocabulary~~
- ~~• Instructional method~~
- ~~• Strategies/activities (including entrance and closing activity as appropriate)~~
- Success criteria aligned to Depth of Knowledge and expectations for mastery
- ~~• Method of formative and summative assessments (including date of summative)~~
- Balanced system of formative, summative, and performance-based assessments
- ~~• Modifications/accommodations for students with special learning needs (including identified gifted students)~~
- Differentiation, scaffolding, accommodations, and modifications to support all learners
- ~~• Intended homework~~
- Instructional methods including implementation of district-approved High-Quality Instructional Resources (HQIR)
- Feedback and reflection opportunities that promote student ownership and agency

SPECIAL EDUCATION

~~Plans of co-teachers of students with learning disabilities shall reference the regular education teacher's plans and detail the modifications/accommodations for individual students -- these are not to be publicly posted, but only submitted to the Principal.~~

Special education teachers shall utilize the general education teacher's unit plan to collaboratively design and deliver specially designed instruction while ensuring accommodations and modifications are implemented.

AVAILABILITY

~~Lesson plans shall be available for use by substitute teachers and other personnel. Plans will also be readily available to administrators conducting classroom monitoring.~~

Unit plans must be accessible to administrators and the student's immediate educational team, including instructional and support staff, to ensure alignment and continuity.

~~Teachers shall post lesson plans on their web page no later than the start of the school day the first day of each week or earlier as directed by the Principal.~~

Because unit plans may contain sensitive student data, access shall be limited to authorized personnel in accordance with FERPA regulations.

Unit plans serve as the long-range framework for instruction. Teachers shall maintain daily instructional resources sufficient to guide instruction and support continuity of learning.

SUBMISSION TIMELINE

Completed unit plans shall be submitted to the Principal/Principal Designee at least ten (10) working days prior to the start of the unit.

MONITORING

~~Principals --utilizing appropriate staff-- shall review lesson plans weekly and provide feedback to teachers in written form using District monitoring form--see administrative procedure.~~

Principal/Principal Designee shall review unit plans and provide feedback on a rotational cycle, prioritizing meaningful feedback, instructional alignment, and professional growth.

Classroom monitoring shall be conducted using the BCPS Walkthrough Tool to ensure alignment between planning and instructional practice.

TEMPLATES

~~A lesson plan template shall be developed as an administrative procedure. Principals may, at their professional discretion, require individual teachers to use the template, or may allow alternative lesson plan formats that meet the above requirements.~~

The district shall provide standardized unit plan templates, which may be differentiated by grade band and content area. Principals may require the use of district templates or approve alternative formats that meet all outlined requirements.

NEW LANGUAGE (NOT IN ORIGINAL POLICY)

Teachers shall utilize district-approved High-Quality Instructional Resources (HQIR). When HQIR is not available, teachers must ensure alignment to standards, rigor, and research-based practices.

Teachers are encouraged to use district-supported AI tools to enhance planning efficiency and authentic learning design.

CURRICULUM AND INSTRUCTION 08.212

Unit Plan Policy

Unit plans shall be prepared in advance of classroom instruction and shall refer directly to grade-level Kentucky Academic Standards and BCPS district pacing guidance. Instructional planning shall emphasize standards-based, authentic, competency-based units of study rather than isolated daily lessons while remaining aligned to pacing guides to ensure coherence across the school year.

Teachers shall utilize district-approved High-Quality Instructional Resources. For courses or subject areas without an approved HQIR, teachers are required to include all essential learning design elements (as outlined below) within a district-approved template. This documentation must ensure that alternative instructional materials and methods maintain alignment to standards, cognitive rigor, and research-based practices. Teachers are encouraged to use BCPS AI-supported tools to enhance alignment to standards, planning efficiency, and authentic learning design.

Teachers shall engage in collaborative planning, analysis, and refinement of unit plans through the Professional Learning Community (PLC) process whenever applicable. Collaborative planning should support collective efficacy, instructional coherence, and continuous improvement of teaching and learning.

Learning Design Elements

Unit plans shall include, but are not limited to, the following essential elements. District-provided templates may be differentiated by grade band and/or content area.

Driving Question and Learning Targets

A clearly defined driving question that frames the overarching purpose of the unit and reflects authentic, real-world learning. Learning targets represent the daily learning progression students will engage in to demonstrate mastery of Kentucky Academic Standards and successfully answer the driving question. These targets should be clear and aligned to the standards.

Standards and Competencies

Kentucky Academic Standards and Graduate Profile competencies shall be clearly identified within the unit plan to ensure alignment between instruction, learning experiences, and expected outcomes. Essential standards represent the priority outcomes monitored through the PLC process; however, supporting standards remain an important part of instruction and shall be taught as part of a coherent progression of learning.

Success Criteria

Clear, specific descriptions of what mastery looks like for each learning target. Success criteria should align to the intended Depth of Knowledge level and include examples such as models, exemplars, rubrics, or sample responses when appropriate. These criteria should help students understand how they will demonstrate learning and what quality work looks like.

Instructional Methods and HQIR Implementation

Strategic use of district-approved instructional materials and practices to support critical thinking, engagement, and alignment to standards. When HQIR is not available, teachers shall clearly describe the instructional approach, materials, and strategies used to ensure rigorous and standards-aligned instruction.

Feedback and Reflection

Planned opportunities for students to receive timely, specific, and actionable feedback from teachers, peers, or other stakeholders. Students should engage in structured reflection to monitor progress toward learning targets, utilize success criteria, set goals, communicate evidence of learning, and take ownership of their learning. Reflection opportunities should support student agency and promote a deeper understanding of growth over time.

Differentiation and Scaffolding

Intentional strategies designed to ensure all students can access and engage with grade-level content. This may include adjustments to content, process, or product based on student needs.

Assessment

A balanced system of formative, summative, and performance-based assessments aligned to standards and learning targets. Assessments should provide meaningful evidence of student learning and align with grading and reporting practices.

Accommodations and Modifications

Supports shall be provided to ensure all students can meaningfully participate in unit learning. Accommodations are changes in how a student learns or demonstrates learning (e.g., extended time, read-aloud, preferential seating) without changing the learning expectations.

Modifications are changes to grade-level learning expectations or performance expectations (e.g., alternate standards) and are typically reserved for students who qualify for alternate assessment.

Special education teachers shall utilize the general education teacher's unit plan to collaboratively design and deliver specially designed instruction while ensuring that the accommodations and modifications identified in students' individualized plans are implemented.

Availability and Instructional Use

Unit plans must be accessible to administrators and the student's immediate educational team, including relevant instructional, special education, and support staff, to ensure alignment and continuity. Because these plans may contain sensitive student data, they are subject to FERPA regulations. Digital access must be strictly limited to authorized personnel with a direct instructional need; do not share these files with outside parties.

While unit plans provide the overall structure and progression of learning, teachers shall maintain daily instructional resources sufficient to guide instruction, support continuity of learning, and communicate intended learning outcomes. Examples may include slides, lesson frameworks, facilitator guides, learning management system resources, or other instructional tools. Unit plans are not intended to replace daily preparation; rather, they serve as the long-range framework that informs daily instruction.

Submission Timeline

Completed unit plans shall be submitted to the Principal/Principal Designee at least ten (10) working days prior to the start of the unit.

Monitoring and Feedback

Principal/Principal Designee shall review unit plans and provide feedback to teachers on a rotational cycle. Monitoring shall prioritize meaningful feedback, instructional alignment, professional growth, and

collaborative problem-solving. Monitoring is intended to support continuous improvement and instructional effectiveness rather than function as a compliance activity.

Classroom monitoring shall be conducted using the BCPS Walkthrough Tool to promote reflection and professional dialogue and to ensure alignment between planning and instructional practice.

Templates

The district shall provide standardized unit plan templates, which may be differentiated by grade band and content area to support clarity and usability. Principals may require the use of district templates or approve alternative formats that meet all outlined requirements.

Reference: KRS 160.345

Adopted/Amended: [DATE]

Order #: [NUMBER]

- CERTIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

Employees shall be entitled to paid sick leave on the following basis:

185-204 days employment	10 sick leave days
205-224 days employment	11 sick leave days
225+ days employment	12 sick leave days

~~Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) 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.~~

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified 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 the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

NOTIFICATION AND STATEMENT

A certified employee qualifying for sick leave under this policy shall immediately so indicate via the District's Frontline's Absence Management (formerly known as AESOP), or such other electronic notification system designated by the Superintendent.

Upon return to work a certified employee claiming sick leave must file a personal statement, in such format as required by the Superintendent, or a certificate of a physician stating that the employee was ill, that the employee was absent for the purpose of attending to a member of the immediate family who was ill, or for the purpose of mourning a member of his or her immediate family.¹

TRANSFER OF SICK LEAVE

Teachers coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

Sick Leave**SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, certified and classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days, unless employment is terminated.

Certified employees are eligible to apply for donated days, not to exceed thirty (30) work days per request, with verified documentation if they meet the criteria established in statute and may reapply for donated sick leave with additional qualifying events. Employees shall be ineligible to make donation requests for purposes of maternity except in cases involving complications.

Upon return to work from the qualifying event and/or on or before June 30 of the current fiscal year, any unused donated sick leave shall be returned on a proportionate/pro-rated basis to employees who donated days.

REINSTATEMENT

Certified employees who resign or whose employment is terminated because of inadequate program funding shall have their unused sick leave reinstated, provided they are reemployed by the District within two (2) calendar years of the effective date of resignation or termination.

REPORTING

For the fiscal year ending June 30, 2025, and each fiscal year thereafter, the District shall annually report to the TRS the sick leave balances for each teacher and employee who is a member of the TRS.

The District shall file with the TRS information regarding their sick leave policies and provisions that are applicable to members of the system.

These reports shall include requirements set forth in [KRS 161.155](#).

REFERENCES:

¹[KRS 161.155](#); [KRS 161.152](#); [OAG 79-148](#)
[OAG 93-39](#)

Family & Medical Leave Act of 1993

Young v. Bd. Of Educ. Of Graves County, 661 S.W. 2d 787 (Ky. App., 1983)

RELATED POLICIES:

03.12322; 03.1233; 03.124 (Workers' Compensation)

03.175 (Retirement Compensation)

Adopted/Amended: 6/19/2025
Order #: 2025-107

- CLASSIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

All full-time classified personnel shall be entitled to one (1) day of sick leave with pay for each month employed.

~~Persons employed for less than a full contract year shall receive a prorata part 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.~~

ACCUMULATIVE

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified 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 and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

NOTIFICATION AND STATEMENT

A classified employee claiming sick leave must file a personal statement, in such format as required by the Superintendent, or a certificate of a physician stating that the employee was ill, that the employee was absent for the purpose of attending to a member of the immediate family who was ill or for the purpose of mourning a member of his or her immediate family.¹

TRANSFER OF SICK LEAVE

Classified 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.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified and certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days, unless employment is terminated.

Sick Leave**SICK LEAVE DONATION PROGRAM (CONTINUED)**

Classified employees are eligible to apply for donated days not to exceed thirty (30) work days per request, with verified documentation if they meet the criteria established in procedures and may reapply for donated sick leave with additional qualifying events. Employees shall be ineligible to make donation requests for purposes of maternity except in cases involving complications.

Upon return to work from the qualifying event and/or on or before June 30 of the current fiscal year, any unused donated sick leave shall be returned on a proportionate/pro-rated basis to employees who donated days.

REINSTATEMENT

Classified employees who resign or whose employment is terminated because of inadequate program funding shall have their unused sick leave reinstated, provided they are reemployed by the District within two (2) calendar years of the effective date of resignation or termination.

REFERENCES:

¹[KRS 161.155](#)

[OAG 79-148](#)

[OAG 93-39](#)

Family & Medical Leave Act of 1993

Young v. Bd. Of Educ. Of Graves County, 661 S.W. 2d 787 (Ky. App., 1983)

RELATED POLICIES:

03.22322

03.2233

03.273

Adopted/Amended: 7/24/2023

Order #: 2023-133