

Daytime ESS Service Delivery Request for Waiver

Narrative

PLEASE TYPE ANSWERS IN GRAY AREAS

* There should be one school per application.

Collection Date:	
District Name and Code:	Bath County Code 40
School Name and Code:	Bath County High School Code 25
District ESS Coordinator Name:	Kim Biddle
District ESS Coordinator Phone:	606-674-6314 ext. 6606
District ESS Coordinator Address:	314 West Main Street Owingsville, KY 40360
School ESS Coordinator Name:	Melanie Erwin
School ESS Coordinator Phone:	606-674-6325 ext. 4402
School ESS Coordinator Address:	645 Chenault Drive Owingsville, KY 40360

Assurances and Certification

The undersigned hereby certify that the information in this application is correct and complete. Assurances to the Kentucky Department of Education will be executed as applicable within the district and involved school councils. The Daytime Extended School Services Program will comply with current state law and regulation and the provisions of the application as approved.

I. Rationale:

- A. Provide an explanation and documentation to support the need for a daytime program in addition to the regular ESS program.
- B. Identify students who will be served (description of student population to be served) and content area(s) of need. (This area will expand as you type in it.)

As our school continues to refine our programs to prepare our students for college and career readiness, it has become apparent the need for a School-To-Work Program. While our school's vocational program strives to meet the needs of our students by trying to offer the most diverse course offerings as possible; we are still not able to meet all of our student future vocational needs. The addition of this course will allow students to experience real world job experience in a real job setting. This program will only be offered to seniors that are on track for graduation. It will be offered as a senior elective through our CTE program.

II. Description:

- A. Provide a comprehensive description of the daytime model that would be implemented including measurable goals and objectives for student performance and a detailed schedule (use check off boxes below and provide narrative information).
- B. Describe methods used to identify students for service in daytime program (use check off boxes below).

C. Describe how teachers will be selected to provide extended school services.

Model Format **(Select all that apply):**

- | | | |
|---|-------------------------|------------------------------------|
| Collaboration | X Elective Class | Extra instruction after |
| Credit Recovery | During Enrichment | X Regular Class Instruction |
| Independent Practice Time | Exploratory | |
| <input type="checkbox"/> Other: (Explain) _____ | | |

** Note: It is imperative that students are not removed from regular instructional time in order to participate in ESS services. Regular instructional time is not to be interrupted for extra services. Daytime waivers **cannot** be approved if this is not clear in the plan narrative.

Methods to Identify Students **(Select all that apply):**

- | | |
|---------------------------------------|-----------------------------|
| Grades/Grade Reports | Reading Level |
| Progress Reports | Placement Exams |
| X Teacher Referral | X Parent Request |
| Assessment Results | X Counselor Referral |
| X Transcripts | X Student Request |
| <input type="checkbox"/> Other: _____ | |

Narrative: **(Type plan here- this area will expand as you type)**

Students electing to participate in this program will be assigned to a School- To-Work Elective Class. The introduction of this course will include school based instruction regarding the following: Work Ethics, Application and Resume Building; Best Practices for Interviewing; and Review of the Requirements to Participate in the program. After students have successfully completed the introduction phase to this program, students will be assigned to “real world” work environments so that they may apply/refine the skills they have acquired and/or learn new skills to better prepare them for their post-secondary plans. Students may participate in a job in which the currently hold or seek true “internships” positions. Such job placements may include the following placements: local Veterinary Office, Banks, Restaurants, Law Offices, etc... All placements must be approved by the instructor and the Principal. The teacher for the class will be responsible for ensuring that the students are meeting all requirements of the program such as attendance, punctuality, good work ethic, and appropriate work performance. Students will be graded based on the before mentioned criteria by both the teacher and the job site supervisor. Students that fail to meet participation requirements will be reassigned to another elective class based at the school. Grades will be assigned to the student’s transcript and will be calculated as part of their GPA. An instructor for this program will be selected through the normal interview and application process.

III. Evaluation

- A. Outline the plan developed to continuously monitor and evaluate the daytime program to ensure that the needs of students experiencing difficulty in one or more content areas are being met. (Attach Comprehensive District and School Improvement Plan components that include the daytime program or reference website(s) to locate plans.)

Note: Evaluations, which are to be submitted annually by June 30, should provide concrete data, evidence and examples indicating student progress was achieved through implementation of the daytime program to ensure continuation of daytime program. (This area will expand as you type.)

The School-To- Work program will be continuously monitored by the following methods: Teacher Formal and Informal Evaluations; Student Grades and Progress Reports; Student Surveys; Teacher Reports to both School and District Administration; and Evaluations and Surveys completed to community partners participating in the program by supervising a student at their business.

IV. Budget

- A. Provide a detailed budget that includes the daytime model budget and ESS budget by attaching the necessary form. (Use the budget sheet provided and include any necessary explanation.)

DISTRICT: Bath

ESS Program

ESS Grants FY 20 14

Total: _____

MUNIS codes	Activity	Budget:
117 0130	Clerks, secretaries, bookkeepers	
117 0112	Central Office ESS Coordinator, (based on a percentage of person's regular salary)	
117 0113	Central Office ESS Coordinator, (based on number of extended hours worked in ESS)	
117 0531	Postage	
117 0580	Administrative Travel	
117 0610	Administrative Supplies	
117 0550	Printing and Publishing	
<i>Above codes limited to 5% of total allocation.</i>		
077 0113	Principal/Asst. Principal, extended time	
118 0113	Certified Supervisors, extended time	
118 0110 D	Certified Teachers base salary, Daytime only	
118 0113	Certified teachers, extended time	
118 0113 D	Certified teachers, daytime	
059 0113	Librarians, extended time	
031 0113	Guidance, extended time	
118 0113	ESS Building Coordinators, extended time	
118 0120	Substitute teachers, extended time	
118 0120 D*	Substitute teachers, daytime	
077 0130	Secretaries, clerical assistants, extended time	
118 0130	Teachers aides, extended time	
118 0130 D*	Teachers aides, daytime	
118 0140	Classified overtime	
118 0115 (Payment based on standard district policy)	Non-teaching activity, e.g., professional development or staff training	
118 0810	Dues and Registration Fees	
118 0896	Student / Peer Tutors, extended time	
118 0896 D*	Student/Peer Tutors, daytime	
118 0320	Educational consultant, Non-LEA	
118 0335	Contract services <i>(must identify)</i>	
118 0645	Audio-visual	
118 0646	Tests (must be justified)	
118 0643	Supplementary books	
118 0648	Software	
118 0610	Teaching supplies	
	<i>Computer hardware, capital outlay, and equipment not approvable expenditures</i>	

	D* Must be fully supported in application for daytime waiver	
118 0580	Instructional travel	
118 0634	Snacks, maximum \$1 per student	
150 0892	Parent Involvement	
118 0670	Awards, incentives,	
118 0894	Field trips, limited to 2% of total allocation including transportation.	
092 0130	Bus Drivers	
092 0510	Contract busing	
092 0510	Public Conveyance	
092 0626	Gasoline @.93 max. per. mile	
092 0627	Diesel fuel, @.93 max. per. mile	
092 0894	Driver / Gasoline, field trips	
087 0130	Custodians	
087 0622	Electricity	
087 0411	Water and Sewage	
087 0610	Custodial supplies	
<i>Total of previous 4 codes limited to 3% of total allocation & for summer only</i>	<i>Pro-rating may be necessary if other programs operate at the same time</i>	
0221	FICA, 6.2%	
0222	Medicare, 1.45%	
0232	County Retirement, matching	
0260	Workman's comp.	
0251	Unemployment Insurance, State	
0253	Unemployment Insurance, KSBA	
	Total ESS Expenditures	

Quarterly MUNIS Reporting of ESS Expenditures (Grant 120X)

Sequence:

1. Project 12
2. Object 11

Assurances and Certification

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Name of Superintendent

Signature of Superintendent

Date

Name of Principal

Signature of Principal

Date

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SBDM Council Signatures
(SBDM Council from school requesting a waiver must sign)

School _____

Teacher

Teacher

Teacher

Parent

Parent