

EXPLANATION: THE UPDATED FBI CJIS SECURITY POLICY CHANGES THE TRAINING REQUIREMENTS FROM EVERY TWENTY-FOUR (24) MONTHS TO EVERY TWELVE (12) MONTHS.  
FINANCIAL IMPLICATIONS: MORE FREQUENT TRAINING

PERSONNEL

03.11 AP.2521

### **Criminal History Record Information**

#### **PURPOSE**

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualification for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

#### **AUTHORITY**

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

#### **NONCRIMINAL JUSTICE AGENCY CONTACT (NAC) & LOCAL AGENCY SECURITY OFFICER (LASO)**

The Superintendent will designate employee(s) to serve as the NAC and LASO points of contact with KSP through which communication regarding audits, District personnel changes, training, and security are conducted. The NAC and LASO will receive and disseminate communication from KSP to all authorized District personnel. Additionally, the LASO shall where applicable:

1. Identify who is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated.
4. Ensure approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

#### **AUTHORIZED PERSONNEL**

Authorized personnel will be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District will keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

#### **TRAINING OF AUTHORIZED PERSONNEL**

The District will ensure all persons authorized to have CHRI access will complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC will keep on file the Security Awareness Training certificate on all authorized personnel.

The District will ensure authorized users complete recertification of Security Awareness Training every ~~twelv~~etwenty-four (1224) months.

Authorized personnel will review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

**Criminal History Record Information****FINGERPRINT CARD PROCESSING**

The District requires that all covered persons for whom fingerprint check is required must provide a valid, unexpired form of government-issued photo identification prior to fingerprinting to verify their identity.

A copy of the FBI Privacy Rights Notification will be provided to the covered persons prior to fingerprinting. Covered persons will also be advised of the process regarding a challenge of the criminal history record.

Covered persons that have disclosed a conviction must still be fingerprinted. Proper reason for fingerprinting must be documented in the "Reason for Fingerprinting" box.

Proper chain of custody procedures protecting the integrity of the covered person's fingerprints prior to submission will include maintaining fingerprints in a secure environment, in a sealed envelope.

**COMMUNICATION**

Authorized personnel may discuss the CHRI results with covered persons in a secure, private area. Extreme care will be taken to prevent overhearing, eavesdropping, or interception of communication.

The District will not allow a covered person to have a copy of their record or take a picture of it with an electronic device.

The District will provide the covered person with required forms and options to obtain their record if a record is to be challenged.

**PHYSICAL SECURITY**

The District will ensure that information system hardware, software, and media are physically protected through access control measures by ensuring the perimeter of a physically secured location shall be prominently posted and separated from non-secure locations by physical controls. The District will control all access points (except for those areas within the facility officially designated as publicly accessible) and will verify individual access authorizations before granting access. The District will control physical access to information system distribution and transmission lines within the physically secure location. The District will control physical access to information system devices that display Criminal Justice Information (CJI) and will position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. The District will monitor physical access to the information system to detect and respond to physical security incidents. The District will control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and will escort visitors in a secured location.

**Criminal History Record Information****STORAGE AND RETENTION OF CHRI**

The fingerprint results from KSP should only be handled by authorized personnel.

During the fitness determination:

- CHRI will be stored in a locked drawer/container at the Central Office and only accessible to authorized personnel.
- CHRI will be stored in a separate file that cannot be released for any public records request and will not be archived in a publicly accessible location.
- CHRI results will be stored electronically the agency using proper security and encryption methods.
- If stored electronically, the District will ensure compliance of CJIS Security Policy for the Network Infrastructure to include the following:
  1. Network Configuration
  2. Personally Owned Information Systems
  3. Publicly Accessible Computers
  4. System Use Notification
  5. Identification/User ID
  6. Authentication
  7. Session Lock
  8. Event Logging
  9. Advance Authentication
  10. Encryption
  11. Dial-up Access
  12. Mobile Devices
  13. Personal Firewalls
  14. Bluetooth Access
  15. Wireless (802.11x) Access
  16. Boundary Protection
  17. Intrusion Detection Tools and Techniques
  18. Malicious Code Protection
  19. Spam and Spyware Protection
  20. Security Alerts and Advisories
  21. Patch Management
  22. Voice over Internet Protocol (VoIP)
  23. Partitioning and Virtualization
  24. Cloud Computing
- Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and will not be archived in a publicly accessible location.

**Criminal History Record Information****MEDIA TRANSPORT**

The District will protect and control digital and physical media during transport outside of controlled areas and will restrict the activities associated with transport of such media to authorized personnel.

**DISPOSAL OF MEDIA CHRI**

The District will properly sanitize or destroy physical or electronic CHRI per the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release, inoperable digital media shall be destroyed; cut up, shredded, etc. The District shall ensure the sanitation or destruction is witnessed or carried out by authorized personnel.

**MISUSE OF CHRI**

In the event of deliberate or unintentional misuse of CHRI, the District will subject the employee to disciplinary action per Board policy and procedures, up to and including termination, or request for criminal investigation/charges.

EXPLANATION: HB 331 AMENDS KRS 158.162 REGARDING TRAINING REQUIREMENTS FOR USE OF AUTOMATED EXTERNAL DEFIBRILLATORS(AEDS)

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, TRAINING COSTS

EXPLANATION: SB 1 (2022) CHANGED THE PROCESS FOR HIRING THE PRINCIPAL FROM THE COUNCIL TO THE SUPERINTENDENT WITH CONSULTATION WITH THE COUNCIL AND REMOVED THE REQUIRED TRAINING ON INTERVIEWING TECHNIQUES.

FINANCIAL IMPLICATIONS: SAVINGS ON TRAINING COSTS

**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 COMPLETE
			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			✓	
<del>Council member training required for Principal selection.</del>	<del>KRS 160.345</del>	<del>02.4244</del>			✓	
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	KRS 160.445; KRS	03.1161 03.2141 09.311			✓	

interscholastic athletic activities or sports.	161.166; KRS 161.185; 702 KAR 7:065					
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	03.162/03.26 2		✓		

PERSONNEL

03.19 AP.23  
(CONTINUED)

### **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	03.1621/03.2621/09.428 111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected		03.29			✓	

classified personnel.						
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			✓	
<del>If District owns</del> Automated external defibrillators (AEDs), training on use of such.	<del>KRS 158.162</del> KRS 311.667	<del>03.1161/03.2241</del> 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	<del>KRS 158.162</del> 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			✓	
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	✓		✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155;	09.2211		✓		

	KRS 158.156; KRS 620.030					
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			✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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 158.832		✓			
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	KRS 158.305				✓	

training for multi-tiered system of supports upon District request.						
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**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: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.223 AP.2

**Leave Request Form and StatementAffidavit**

See Procedure 03.123 AP.2/Leave Request Form and StatementAffidavit.

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

## SCHOOL FACILITIES

05.4 AP.1

### Use of ~~Automated~~ Automatic External Defibrillators (AEDs)

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

#### DEFINITION

An automated external defibrillator (AED) is a device used to treat victims who experience sudden cardiac arrest (SCA). It is to be applied only to individuals who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing or movement.

#### LOCATION OF AEDS

An AED shall be readily accessible, as determined by the Principal/Site Supervisor, for all medical emergencies.

The location of each AED shall be kept on file in the Central Office and the administrative office of each school.

#### AED STAFF

The school nurse/designee shall be responsible for:

- Providing medical direction for use of an AED;
- Reviewing and approving guidelines for emergency procedures related to use of and AED;
- Coordination of training for Emergency Responders/expected AED users as recommended by the Superintendent/designee;
- Evaluation of post-event review forms and digital files downloaded from AED;
- Oversight of equipment and accessory maintenance;
- Monitoring effectiveness of this system; and
- Communication with Superintendent/designee on issues related to the medical emergency response program.

#### AED TRAINING

To be authorized as an Emergency Responder or an "expected user," employees must complete the required AED training, records of which shall be maintained in the Central Office. Training shall be renewed at least every two (2) school years.

**Use of ~~Automated~~ Automatic External Defibrillators (AEDs)****AED TRAINING (CONTINUED)**

Pediatric pads shall be used with defibrillators in accordance with the supplier's instructions, which shall be reviewed during training of Emergency Responders/expected AED users.

**EQUIPMENT MAINTENANCE**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements shall include:

- Inspections of each AED shall be performed after each use and on a scheduled basis as directed by the Superintendent/designee.
- On inspection, if the AED is designated as out-of-service or does not have the appropriate equipment, the designated inspector shall notify the Superintendent/designee and each Principal/site supervisor immediately. The same individuals shall be notified when equipment is returned to service.
- The Superintendent/designee shall be responsible for informing Emergency Responders/expected AED users of changes to availability of emergency medical equipment.
- The Superintendent/designee shall be responsible for assuring that regular equipment maintenance is performed. This shall include confirming that all appropriate parts (battery, mask, case, emergency pack) are stored with the AED and that each AED has undergone a self-diagnostic test. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to universal precautionary procedures (per 03.14 AP.1).
- Detailed systems check will be conducted regularly that includes checking:
  - AED battery life
  - AED operation and supplies
  - Emergency kit supplies

**DOCUMENTATION OF AED USE**

The AED Reporting Form shall be completed post event by the Emergency Responder or "expected user" and submitted to Superintendent/designee, who shall review the information for compliance with this procedure.



EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.23

**Compliance ~~W~~with Automated External Defibrillator (AED) Requirements**

NAME OF EMPLOYEE: \_\_\_\_\_ DATE OF TRAINING: \_\_\_\_\_

Having completed the required AED training, I hereby confirm that I have read and understand the policies and procedures for use of ~~Automatic External Defibrillators (AEDs)~~ for the District.

Should I have questions at any time while serving as an ~~Emergency Responder~~/Expected AED User, I shall contact the designated AED contact for clarification. I agree to follow the terms and guidelines set forth in policy and procedures for this District.

\_\_\_\_\_  
~~Emergency Responder~~/Expected AED User's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/~~D~~esignee's Signature

\_\_\_\_\_  
Date

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.231

### Automated External Defibrillator (AED) Reporting Form

Submit this form to Superintendent/designee within forty-eight (48) hours of AED ~~use~~treatment.

AED User~~Emergency Responder~~: \_\_\_\_\_

LOCATION OF AED USE: \_\_\_\_\_

~~PATIENT~~ NAME: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

☐ Staff Member

☐ Student

☐ Parent/Visitor

Condition of ~~patient~~victim upon arrival (check all that apply)

☐ unconscious

☐ not breathing

☐ no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

NUMBER OF DEFIBRILLATIONS: \_\_\_\_\_

Please describe the incident from the beginning of the emergency until its conclusion:

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Were efforts terminated? ☐ Yes ☐ No If yes, please explain. ~~why the efforts were terminated.~~

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Signature of AED User~~Emergency Responder~~

\_\_\_\_\_  
Date

EXPLANATION: HB 522 AMENDS KRS 45A.385 AND KRS 424.260 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

SUPPORT SERVICES

07.13 AP.1

### **Bidding of School Food Service Supplies**

#### **LIKE ITEMS IN EXCESS OF \$~~30,000~~40,000**

If the total amount of purchases for like items is \$~~30,000~~40,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid semiannually (during the months of June and December).

#### **BID SPECIFICATIONS**

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the School Food Service/School Nutrition Program Director.
2. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.
3. Specifications and bid documents shall be mailed to all potential bidders.
4. Bids shall be opened and tabulated by the School Food Service/School Nutrition Program Director.
5. The bids shall be submitted to the Board of Education for action.

#### **PERISHABLES**

Applicable federal law does not provide a bidding exception for perishable food items purchased with school food service funds. Perishables purchased using school food service funds shall be procured in accordance with 2 C.F.R. 200.320.

#### **EMERGENCY PURCHASES**

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the Lunchroom/Cafeteria Manager.

The log of emergency purchases shall include: item name, dollar amount, vendor, and reason for emergency.

#### **RECORDS MANAGEMENT**

The following records will be maintained for a period of three (3) years plus the current year:

1. Records of all phone quotes
2. Logs of all emergency and noncompetitive purchases
3. All written quotes and bid documents
4. Comparison of all price quotes and bids with the effective dates shown
5. Price comparison showing bid or quote awarded
6. Log of approval substitutions

#### **RELATED PROCEDURE:**

04.32 AP.1

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT A COMPLAINT RESOLUTION POLICY FOR PARENTS OR GUARDIANS ALLEGING THAT MATERIAL, A PROGRAM, OR AN EVENT THAT IS “HARMFUL TO MINORS” HAS BEEN PROVIDED OR IS CURRENTLY AVAILABLE TO THEIR STUDENT ENROLLED IN THE DISTRICT.

FINANCIAL IMPLICATIONS: TIME SPENT INVESTIGATING, RESPONDING TO APPEALS, COST OF NEWSPAPER ADVERTISEMENT REGARDING FINAL OUTCOME

STUDENTS

08.23 AP.21

### **“Harmful to Minors” Complaint Resolution Process**

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that material, a program, or an event that is “harmful to minors” has been provided or is currently available to the child of the parent or guardian.

**“Harmful to minors” is defined in KRS 158.192 and Policy 08.23.**

#### **COMPLAINANT (PARENT OR GUARDIAN)**

Complainant Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Student Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade Level \_\_\_\_\_

#### **COMPLAINT(S)**

A reasonably detailed description of the material, program, or event that is alleged to be “harmful to minors,” and how the material, program, or event is believed to be “harmful to minors.” (Use additional sheet if necessary.)

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\_\_\_\_\_  
Complainant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **LEVEL ONE: SCHOOL PRINCIPAL NAME:**

Within seven (7) business days of receiving a written complaint, the Principal shall review the complaint and take reasonable steps to investigate the allegations in the complaint, including but not limited to reviewing the material, program, or event that is alleged to be “harmful to minors;”

Per KRS 158.192, the Principal shall determine whether:

- The material, program, or event that is the subject of the complaint is “harmful to minors;”
- Student access to material that is the subject of the complaint shall remain, be restricted, or be removed;
- A program or event that is the subject of the complaint shall be eligible for future participation by students in the school.

**“Harmful to Minors” Complaint Resolution Process****COMPLAINT(S) (CONTINUED)**

Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or guardian and the Principal, the Principal shall confer with the parent or guardian and inform him or her whether the material, program, or event that is the subject of the complaint was determined to be “harmful to minors” and what the resolution will be.

**PRINCIPAL’S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)**


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Principal’s Signature

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Date

A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school's and District's policies and procedures when requesting and reviewing such information.

**LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD**

Complainant Name: \_\_\_\_\_

Date appeal received at this level: \_\_\_\_\_

The parent or guardian shall make any appeal within ten (10) days. The appeal shall:

- Be subject to full administrative and substantive review by Board and shall not be delegated;
- Include an opportunity for the parent or guardian to provide input during public comment at a Board meeting;
- Be completed within thirty (30) calendar days of receiving the written appeal unless another time frame is mutually agreed upon by the parent or guardian and the Board; and
- Be discussed and voted on during a meeting of the Board subject to the open records and open meeting requirements under KRS Chapter 61.

**“Harmful to Minors” Complaint Resolution Process****LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD (CONTINUED)**(USE ADDITIONAL SHEET IF NECESSARY.)


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 Complainant’s Signature

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 Date

The Board's final disposition of the appeal shall be made in writing and shall state whether the material, program, or event was determined to be “harmful to minors” and whether student access to the material will remain, be restricted, or be removed and whether the program or event shall be eligible for future participation by students in the school.

Within fifteen (15) business days from the date of a final disposition, the title of the material or a description of the program or event submitted for appeal, whether the material, program, or event was determined to be “harmful to minors,” whether student access to the material will remain, be restricted, or be removed or whether the program or event shall be eligible for future participation by students in the school, and the vote cast by each individual Board member shall:

- Be published on the website of the Board where it shall remain available for review; and
- Be published in the newspaper with the largest circulation in the county.

**BOARD’S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY.)**


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 Board Member Name:

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 Vote:

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 Board Member Name:

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 Vote:

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 Board Member Name:

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 Vote:

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 Board Member Name:

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 Vote:

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 Board Member Name:

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 Vote:

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 Board Chair’s Signature

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 Date

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*Date*

LEGAL: HB 538 AMENDS KRS 158.150 TO INCLUDE BEHAVIORS THAT OCCUR OFF SCHOOL PROPERTY IF THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.

FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

STUDENTS

09.425 AP.21

### **Record of Removal**

An employee who removes a student, or causes a student to be removed, from a classroom setting or District transportation system shall complete and submit this form to the Principal/designee as soon as practicable following the removal. Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

<b>Student's Name</b> _____			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>School</b> _____	<b>Grade (if known)</b> _____	<b>Date of Removal</b> _____	
<b>Classroom/District vehicle from which the student was removed:</b> _____			
<b>Site to which the student was removed:</b> _____			
<b>Employee who removed the student:</b> _____			
<b>Position:</b> _____			

### **CAUSE(S) FOR REMOVAL**

☐ Disrupting the classroom environment and educational process or challenging the authority of a supervising adult.

☐ Threatening behavior, such as verbal or written statements or gestures by the student indicating intent to harm themselves, others or property.

Describe (*Use additional sheet(s) if necessary.*):

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☐ Violent behavior, such as a physical attack by the student so as to intentionally inflict harm to himself/herself, others or property.

Describe (*Use additional sheet(s) if necessary.*):

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**Record of Removal**

<b>WITNESS(ES) (<i>Use additional sheet(s) if necessary.</i>)</b>
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*Name*

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*Note if student/employee/other (specify)*

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*Name*

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*Note if student/employee/other (specify)*

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*Employee's Signature*

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*Date*

PERSONNEL

03.221 AP.22

- CLASSIFIED PERSONNEL -

**Personnel Documents**

~~See existing procedure 03.121 AP.22 for required Personnel Documents for all employees.~~

**Application for Use of District Property**APPLICATION FOR RENTAL OF: \_\_\_\_\_  
(Must indicate school name and area to be used)

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description/Purpose of Activity: \_\_\_\_\_

DATE(S) REQUESTED	EVENT TIME	EVENT SET UP/BREAK DOWN TIMES

Will admission be charged? ☐ Yes ☐ No If so, amount per person \$ \_\_\_\_\_**TOWER PARK SOCCER COMPLEX**

The Turf Field at Tower Park is scheduled in 1/3 increments. Organizations may reserve all or just a portion of the field. If you are requesting to use a portion of the field, please be advised that other organizations may be scheduled at the same time on other portions of the field. Please indicate your needs below

☐ 1/3 Field Use ☐ 2/3 Field Use ☐ Whole Field
**LAUNCH (PLEASE CHECK IF NEEDED)**
☐ 1<sup>st</sup> Floor Convening Room ☐ Maker Studio ☐ Student Pop-up Shop

☐ 2<sup>nd</sup> Floor Professional Studies Center
**PERFORMING ARTS CENTER/THEATER STUDIO NEEDS (PLEASE CHECK IF NEEDED)**
☐ Basic Sound System **or** ☐ Enhanced Sound System

☐ Basic House Lighting **or** ☐ Special Lighting

☐ Projection Booth

☐ Dressing Rooms

☐ Ticket Booth

☐ Fly System

☐ Camera/AV

☐ Piano

☐ Orchestra Shell

☐ Choral Risers
**SPECIAL NEEDS (PLEASE CHECK IF NEEDED)**
☐ Sound System

☐ Cafeteria

☐ Showers/Lockers

☐ Restrooms

☐ Kitchen/Serving

☐ Concession Areas

☐ Smart Board/Projector/AV

☐ Other \_\_\_\_\_

☐ Seating

Number \_\_\_\_\_

Type Desired \_\_\_\_\_

☐ Audio Visual

Number \_\_\_\_\_

Type Desired \_\_\_\_\_

ADDITIONAL LIGHTING COMMENTS OR NEEDS: \_\_\_\_\_

**Application for Use of District Property****WHAT DO YOU NEED FOR SOUND?**

- ☐ Standard Microphone; Number \_\_\_\_\_
- ☐ Wireless Microphones: Additional Fee Applies, Number \_\_\_\_\_
- ☐ Portable Sound System ☐ Hearing assistance equipment in Performing Arts Center
- ☐ Sound technicians to operate equipment ☐ CD/DVD Player

**ADDITIONAL SOUND COMMENTS OR NEEDS:** \_\_\_\_\_**MISCELLANEOUS NEEDS**

- ☐ Headset communication from backstage to light booth ☐ Podium
- ☐ Restrooms in front of gym ☐ Tables; how many \_\_\_\_\_ ☐ Chairs; how many \_\_\_\_\_

**ADDITIONAL COMMENTS OR NEEDS:** \_\_\_\_\_

If required, the Fort Thomas Board of Education shall furnish appropriate supervisory and custodial personnel for the event. The organization renting the facility shall be responsible for reimbursing the Fort Thomas Board of Education for expenses incurred in providing the supervisor, custodial services, or any other related services. This includes, but is not limited to, wages paid to the supervisor, as well as employer matching benefits on the wages. If the Performing Arts Center at Highlands High School is the venue, the Auditorium Manager will be present. The Auditorium Manager will determine if Sound or Lighting Technicians will be required for the event. There will be an additional charge for those services. If a group wishes to utilize their own technicians, they will be required to attend training sessions offered by the Auditorium Manager.

The Fort Thomas Board of Education shall not be responsible for providing any specialized equipment or for any set-up or break-down activities such as scenery. All specialized equipment and set-up or breakdown activities in the Performing Arts Center will be coordinated with the Auditorium Manager.

Prior to the first date of the activity, the organization's sponsor shall provide the Office of the Superintendent with a certificate of liability provided by the Organization's insurance company naming the Fort Thomas Board of Education as additional insured under the policy.

IF THIS REQUEST IS APPROVED AND THE ORGANIZATION'S EVENT SCHEDULED, A CONTRACT WILL BE SENT TO THE AUTHORIZED PARTY FOR A SIGNATURE. PLEASE RETURN THE SIGNED CONTRACT TO FORT THOMAS INDEPENDENT SCHOOLS, ATTN: DIRECTOR OF OPERATIONS.

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I, the undersigned, do hereby request the use of the facilities listed above. I understand that until this request is approved, a contract signed, and a deposit (if necessary) is paid, my event will not be scheduled.

**ORGANIZATION'S AUTHORIZED REPRESENTATIVE****DATE**

**Application for Use of District Property****EVENT INFORMATION FORM**

Please fill out the information below to help us prepare for your event. The information you provide will be forwarded to the appropriate staff member who can assist in meeting your needs.

1. Is your group a youth sports group or other comparable organization? If so, please attach a copy of your roster(s) to help us determine which usage priority applies to your Organization.
2. What are your audio/visual needs for this event?

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3. Our custodial staff will be cleaning the space before and after your event. Please provide any information you can give us that will help us better prepare for your event.

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4. The Highlands High School and Woodfill Elementary campuses feature electronic door access that will be programmed for your event.

- When would you like to have the doors unlock? \_\_\_\_\_
- When should the doors lock at the conclusion of your event? \_\_\_\_\_

5. What are your needs for event setup?

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6. What are your needs for event breakdown?

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7. The Highlands High School, Highlands Middle School, and Woodfill campuses feature automated climate controls. To assure a comfortable climate when you arrive, we will be programming controls to begin operation one (1) hour before your scheduled event start time and cease operation at the end of your event.

8. What are your IT/technology needs for this event?

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9. Many of our spaces feature “state-of-the-art” performance lights and sound, and stage spaces. If you are planning to use any of these spaces, we will have our staff contact you regarding your needs. We will be contacting the Organization’s authorized representative, but if we should contact someone else regarding those needs, please list this contact information below:

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**Facility Usage Guidelines**  
**TOWER PARK SOCCER COMPLEX**

**SOCCER FIELD USE – RULES AND REGULATIONS**

1. Coaches and other Adult Supervisors shall insure that all athletes have collected their personal belongings and removed them each night. Any items remaining at the end of the week shall be disposed of by school staff.
2. Supervisors shall periodically check the restrooms at the facility and refresh supplies as necessary, complete simple cleanups when necessary, and notify school personnel of any major issues.
3. Coaches and other Adult Supervisors will remain at the facility until ALL of their athletes have departed.
4. Coaches and other Adult Supervisors shall immediately notify school personnel of any serious injury during the activity and/or damage to the facility that occurred during the activity.
5. Coaches and other Adult Supervisors shall pick up all trash from the field after each practice and place it in the trash cans provided. A trash container will be located by the main entrance to the field. Failure to properly clean up the facility could result in additional charges to the organization renting the facility.
6. Organizations renting District property are prohibited from sub-leasing the facility. All groups using the facility MUST be affiliated with the renting organization. If an unaffiliated group is found to be using the facility, it is grounds for termination of the lease and cancellation of all future facility use by the organization.
7. The following items are prohibited at all times in the facility: gum, sunflower seeds, glass bottles, tobacco, alcohol, and illegal drugs. The only animals that are permitted in the facility are those assisting the visually impaired.
8. Organizations using District property should observe all fire and safety regulations for the facility.
9. Organizations using District property should observe Board policies that prohibit immoral and illegal activity on said property. (This includes policies 05.31, 09.423 and 10.5.)
10. The use of chairs and strollers on the synthetic playing surface is strictly prohibited. In addition, metal cleats, bicycles, skateboards, roller blades, etc., are prohibited in the facility.

**Facility Usage Guidelines****PERFORMING ARTS CENTER****GENERAL GUIDELINES**

- Please respect our building and our staff.
- Turn off lights when leaving the Highlands Performing Arts Center.
- Be sure to turn off all equipment upon completion of event.
- The Performing Arts Center shall be left in the condition in which the user finds it, and in the event any user finds it necessary to remove or change the location of any stage rigging or equipment, such changes shall be made at the user's expense and with the approval of the Center manager, and user shall agree to change all of such stage rigging or other equipment back to the condition in which same was found.
- User shall not damage, mar or in any way deface the Center or any equipment therein and shall not cause or permit anything to be done whereby the same shall be in any manner marred or defaced, nor shall the user fasten wires, strings, or apparatus, nor drive or permit to be driven any nails, hooks, tacks, pins, or screws, etc., about or in any part of the Center, nor shall s/he make or allow to be made any alterations of any kind therein.
- If the Center or any portion thereof or equipment shall be damaged, marred, or defaced by the act, default, or negligence of the user or the user's agent, employee or employees, patrons, guests, or any person admitted to the Center by said user, the user shall pay to the Center manager, on demand, such sum as the manager shall determine to be necessary to restore the Center or such equipment to its condition prior to such damage.
- Rules, Laws, Ordinances, Regulations, Standards, and Codes of the State, City, and District shall apply to all of the performing arts activities and programs.

**SUPERVISION OF STUDENTS**

Students may not work in the Performing Arts Center or scene shop without proper supervision by a Fort Thomas Independent Schools employee.

**FOOD/DRINK**

- No food or beverages are permitted in the Center except for bottled water.
- Alcoholic beverages are not permitted on the grounds.
- Use of any tobacco product is not permitted.

**SAFETY/SECURITY**

- Keys to the Performing Arts Center, scene shop, dressing rooms, box office, technical booth, etc., shall be handled **ONLY** by authorized personnel such as the Center Manager, Director of Operations, and custodial staff.
- Visitors shall not be allowed or admitted on stage, even after the curtain closes at the end of a production, because safety is vital and liability is a major concern.
- Do not prop open any exit/entrance doors to the Center at any time.
- Running and horseplay are strictly forbidden.
- Tables may **not** be set up in the hallway outside the Performing Arts Center.
- All exits, doors, and access to fire extinguishers must be kept clear.

**EQUIPMENT**

- No student shall have use of the lift in changing fixtures.

**Facility Usage Guidelines****PERFORMING ARTS CENTER****EQUIPMENT (CONTINUED)**

- No piece of equipment shall be changed, altered, removed, repaired or adapted without proper authorization of the Center manager.
- All equipment and special effects devices shall be used only with the permission and authorization of the Center manager. Special effects devices shall only be operated by trained individuals and always with supervision.
- All equipment must be lifted or carried when moved. No dragging!
- No audio/visual, sound, lighting and/or rigging equipment shall be used by students without the direct supervision of the Center manager.

**CLEANUP**

- All trash must be put in appropriate containers.
- Spills must be cleaned immediately. Should spills occur, custodial staff or the Center manager must be asked for assistance.
- Users are to complete a walk-through of the space every night in the Center to make sure all trash has been properly disposed of.
- All areas must be left in orderly, litter-free condition. Tables and chairs must be returned to the positions in which they were found.

**DRESSING ROOMS**

- At the conclusion of a show or run, all costumes must be removed from the dressing rooms.
- Trash from the event in all dressing tables/areas and restrooms shall be removed.

**CONSTRUCTION/DECORATING**

- All scenic materials shall be flame retardant and shall meet the Uniform Fire and Building Code and Life Safety Codes. An up-to-date affirmation of this fact shall be maintained.
- Scenery and props are to be stored in an orderly manner and free from sharp edges, screws, nails, and staples that might injure a student. Scenery and props also shall be properly and firmly restrained so that they cannot fall, either from overhead or when leaning against a wall, or in a dock.
- All building (carpentry) must be done outside of the building or in the scene shop, NOT in the Performing Arts Center. This includes the use of any saws, sandpaper, paint, and similar items. All decorating must be torn down and thrown away. This includes any wires run from the walls and ceiling.
- No painting, spray glues, etc, are permitted inside the Center or on the stage. All painting must be done in either the scene shop or outside of the building. Paint cans and the like must be set on cloth or paper rather than directly on the floor.
- No signs, posters, billboards, or displays shall be placed in the Center, Box Office, or lobby without approval of the Center manager.
- No paint or writing/ marking pens are to be used on the floor.
- Items are not to be taped or tacked to the walls.
- Users shall take care to avoid leaving excessive marks on the Center floor by wearing non-marking shoes.



## Facility Usage Guidelines

### LAUNCH

#### GENERAL GUIDELINES

- ~~Please respect our building and our staff.~~
- ~~Turn off lights when leaving Launch.~~
- ~~Be sure to turn off all equipment upon completion of event.~~
- ~~Launch shall be left in the condition in which the user finds it, and in the event any user finds it necessary to remove or change the location of any furniture, such changes shall be made at the user's expense, and user shall agree to change all of modifications back to the condition in which same was found.~~
- ~~User shall not damage, mar or in any way deface Launch or any equipment therein and shall not cause or permit anything to be done whereby the same shall be in any manner marred or defaced, nor drive or permit to be driven any nails, hooks, tacks, pins, or screws, etc., about or in any part of Launch, nor shall s/he make or allow to be made any alterations of any kind therein.~~
- ~~If Launch or any portion thereof or equipment shall be damaged, marred, or defaced by the act, default, or negligence of the user or the user's agent, employee or employees, patrons, guests, or any person admitted to Launch by said user, the user shall pay to the District, on demand, such sum that shall determine to be necessary to restore Launch or such equipment to its condition prior to such damage.~~
- ~~Rules, Laws, Ordinances, Regulations, Standards, and Codes of the State, City, and District shall apply to all of the performing arts activities and programs.~~

#### SUPERVISION OF STUDENTS

~~Students may not work in the Launch without proper supervision by a District employee.~~

#### FOOD/DRINK

- ~~Food or beverages are permitted in Launch.~~
- ~~Alcoholic beverages are permitted on the grounds during non-school hours by third parties through a rental agreement.~~
- ~~Use of any tobacco product is not permitted.~~

#### SAFETY/SECURITY

- ~~Authorized personnel shall handle the opening and closing of Launch.~~
- ~~Running and horseplay are strictly forbidden.~~
- ~~All exits, doors, and access to fire extinguishers must be kept clear.~~

#### EQUIPMENT

- ~~Only authorized users shall manage the audio/video equipment on the first floor.~~
- ~~Individuals must be properly trained to utilize the equipment in the Maker Studio.~~

**Transportation Requests****STUDENT TRIP****INSTRUCTIONS:**

1. ~~Request must be received by the Superintendent/designee at least three (3) weeks prior to the date of the trip.~~
2. ~~A separate request must be submitted for each trip.~~
3. ~~A copy will be returned to the requester following approval or disapproval.~~
4. ~~A copy shall be sent to Director of Transportation to keep on file.~~

~~THIS SECTION MUST BE COMPLETED BY THE TEACHER/GROUP SPONSOR AND APPROVED~~

<b>SCHOOL:</b>	<b>STUDENT GROUP:</b>	<b>DATE OF TRIP:</b>
<b>DESTINATION:</b>	<b>TRIP SPONSOR:</b>	<b>DEPARTURE TIME:</b> <b>RETURN TIME:</b>
<b>TRANSPORTATION METHOD</b>		<b>PROVIDER/CARRIER:</b>
<b>NUMBER TO BE TRANSPORTED:</b>	<b>COST TO BE PAID BY:</b>	<b>DATE SUBMITTED:</b>

**COMMENTS: (DIRECTIONS OR OTHER SPECIAL INSTRUCTIONS OR NEEDS)**

☐ ~~APPROVED BY:~~ ☐ ~~DISAPPROVED BY:~~

**ATHLETIC DIRECTOR, AS APPROPRIATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINCIPAL/DESIGNEE, AS APPROPRIATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERINTENDENT/DESIGNEE AS APPROPRIATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DIRECTOR OF TRANSPORTATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DRIVER COMPLETE**

Start Date/Time \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_ Return Time \_\_\_\_:\_\_\_\_

Destination Arrive Time \_\_\_\_:\_\_\_\_ Leave Date/Time \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_

Odometer Start \_\_\_\_\_ End \_\_\_\_\_

~~\*Passengers have received emergency evacuation instructions.~~

~~\*Chaperone has verified that all passengers are accounted for.~~

~~\*Bus fueled and cleaned upon return.~~

**DRIVER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUDGET CODE:** \_\_\_\_\_ **TOTAL MILES:** \_\_\_\_\_

Transportation Requests**REGULAR SEASON TEAM ACTIVITIES****INSTRUCTIONS:**

1. Request must be received by the Superintendent/designee at least three (3) weeks prior to the date of the trip.
2. A single request may be submitted on an annual basis for regular season team activities, such as athletic and academic competitions, provided the activity schedule is submitted with the request.
3. A copy will be returned to the requester following approval or disapproval.
4. A copy shall be sent to Director of Transportation to keep on file.

**THIS SECTION MUST BE COMPLETED BY THE TEACHER/GROUP SPONSOR AND APPROVED**

<b>SCHOOL:</b>	<b>STUDENT GROUP:</b>	<b>SCHOOL YEAR:</b>
<b>COMPETITION LEVEL:</b>	<b>TRIP SPONSOR (COACH):</b>	
<b>TRANSPORTATION METHODS (LIST ALL APPLICABLE)</b>		
<b>NUMBER TO BE TRANSPORTED:</b>	<b>COST TO BE PAID BY:</b>	<b>DATE SUBMITTED:</b>
<b>COMMENTS: (DIRECTIONS OR OTHER SPECIAL INSTRUCTIONS OR NEEDS)</b>		

☐ **APPROVED BY:**    ☐ **DISAPPROVED BY:**

**ATHLETIC DIRECTOR, AS APPROPRIATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINCIPAL/DESIGNEE, AS APPROPRIATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERINTENDENT/DESIGNEE, AS APPROPRIATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RELATED PROCEDURES:**

09.36 AP.1  
09.36 AP.2  
09.36 AP.21

STUDENTS

S09.36 AP.23

**Transportation Requests****STUDENT TRIP****INSTRUCTIONS:**

1. Request must be received by the Superintendent/designee at least three (3) weeks prior to the date of the trip.
2. A separate request must be submitted for each trip.
3. A copy will be returned to the requester following approval or disapproval.
4. A copy shall be sent to Director of Transportation to keep on file.

**THIS SECTION MUST BE COMPLETED BY THE TEACHER/GROUP SPONSOR AND APPROVED**

<b><u>SCHOOL:</u></b>	<b><u>STUDENT GROUP:</u></b>	<b><u>DATE OF TRIP:</u></b>
<b><u>DESTINATION &amp; ADDRESS:</u></b>	<b><u>TRIP SPONSOR &amp; CELL</u></b>	<b><u>DEPARTURE TIME:</u></b> <b><u>PICK UP TIME:</u></b>
<b><u>TRANSPORTATION METHOD</u></b>		<b><u>PROVIDER/CARRIER:</u></b>
<b><u>NUMBER TO BE TRANSPORTED:</u></b>	<b><u>COST TO BE PAID BY:</u></b>	<b><u>DATE SUBMITTED:</u></b>

**COMMENTS: (DIRECTIONS OR OTHER SPECIAL INSTRUCTIONS OR NEEDS)**☐ **APPROVED BY:**    ☐ **DISAPPROVED BY:****ATHLETIC DIRECTOR, AS APPROPRIATE:** **DATE:** \_\_\_\_\_**PRINCIPAL/DESIGNEE, AS APPROPRIATE:** **DATE:** \_\_\_\_\_**SUPERINTENDENT/DESIGNEE AS APPROPRIATE:** **DATE:** \_\_\_\_\_**DIRECTOR OF TRANSPORTATION:** **DATE:** \_\_\_\_\_**DRIVER COMPLETE**

Start Date/Time \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ Return Time \_\_\_\_ : \_\_\_\_

Destination Arrive Time \_\_\_\_ : \_\_\_\_ Leave Date/Time \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_

Odometer Start \_\_\_\_\_ End \_\_\_\_\_

\*Passengers have received emergency evacuation instructions.\*Chaperone has verified that all passengers are accounted for.\*Bus fueled and cleaned upon return.**DRIVER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_**BUDGET CODE:** \_\_\_\_\_ **TOTAL MILES:** \_\_\_\_\_

## **Student Trip Checklist**

**School is responsible to ensure the Checklist is completed.**

### **TRIP SPONSOR:**

At least three (3) weeks prior to your trip:

- ☐ School-Related Student Trip Request Form (09.36 AP.21) must be COMPLETELY filled out prior to submitting to school principal.
- ☐ Make sure you have sufficient chaperone coverage. If both boys and girls will be attending, you must have at least one (1) male and one (1) female chaperone.  
**Note:** Chaperones must be at least 21 years old.
- ☐ Provide a list of attendees to the school nurse to review.
- ☐ Meet with school nurse to review possible medical concerns and get medical release forms for all students.
- ☐ Schedule Chaperone Training with the Principal's Administrative Assistant. ~~Assistant Superintendent.~~ All adults accompanying the group are considered chaperones by Board policy.
- ☐ Provide a list of chaperones to the Principal's Administrative Assistant ~~school secretary~~ to make sure criminal background checks have been completed. Work with Principal's Administrative Assistant to make sure ALL chaperones have criminal background checks. ~~Submit criminal records forms for chaperones who do not have a current background check on file.~~
- ☐ Develop room assignments that allow for separate rooms by gender. An exception may be made for mother/son or father/daughter combinations. Two (2) families (mother/son or father/daughter) may share a room, but a parent should not be assigned to a room of students of the opposite gender.
- ☐ ~~Meet with school nurse to review possible medical concerns.~~
- ☐ Compile a list of Emergency Contact Information for all rostered students. Submit a copy to your Principal/designee. Make sure you and at least one (1) other chaperone take a copy of this information on your trip and have a copy to give to bus driver. If taking multiple buses or vans, have a copy with chaperones on each bus or van. Compile a trip itinerary with a list of addresses and phone numbers where you can be reached throughout your trip. Submit a copy to the Assistant Superintendent and your Principal/designee.
- ☐ Schedule a student meeting with a school administrator (HHS/HMS only).

At least two (2) weeks prior to your trip:

- ☐ Roster given to bus driver must have names, contact name and phone number and pertinent medical information. ~~Compile a list of Emergency Contact Information for all students. Submit a copy to the Assistant Superintendent and your Principal/designee. Make sure you and at least one (1) other chaperone take a copy of this information on your trip.~~
- ☐ Chaperone must carry medical release forms for each student. ~~Schedule a student meeting with a school administrator (HHS/HMS only).~~

**School-Related Student Trip Request Form****THIS FORM MUST BE SUBMITTED AT LEAST THREE (3) WEEKS PRIOR TO THE DATE OF THE TRIP.**

<u>SCHOOL</u>	<u>FACULTY SPONSOR</u>	<u>CELL</u>
<b><u>FULL ITINERARY &amp; ROSTER MUST BE ATTACHED TO THIS REQUEST FORM.</u></b>		
<u>SCHOOL</u>	<u>FACULTY MEMBER(S) SPONSORING TRIP</u>	
<b><u>FULL ITINERARY MUST BE ATTACHED TO THIS REQUEST FORM.</u></b>		

**TYPE OF TRIP (CHECK ONE):**

- ☐ Classroom Field Trip  
 ☐ Class Trip  
 ☐ Organization/Club Trip, specify \_\_\_\_\_  
☐ Athletic  
 ☐ Band  
 ☐ Other, specify \_\_\_\_\_

**DESTINATION** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

- ☐ Within Greater Cincinnati Area  
 ☐ Within Kentucky  
 ☐ Out of State  
 ☐ International  
☐ Overnight; give name, address, phone of lodging \_\_\_\_\_

**DATE(S) OF TRIP** \_\_\_\_\_ **DEPARTURE TIME** \_\_\_\_\_ **RETURN TIME** \_\_\_\_\_

**PURPOSE/EDUCATIONAL VALUE** \_\_\_\_\_

**SOURCE OF FUNDING FOR TRIP** \_\_\_\_\_

*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*
**BILL TRIP EXPENSES TO:** ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_

**NUMBER OF:** STUDENTS \_\_\_\_\_ FACULTY SPONSORS \_\_\_\_\_ OTHER CHAPERONES \_\_\_\_\_ **TOTAL # OF PARTICIPANTS** \_\_\_\_\_

**STUDENTS ATTENDING:** \_\_\_\_\_ **MALE** \_\_\_\_\_ **FEMALE** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

**MALE & FEMALE CHAPERONES REQUIRED:** ☐ YES ☐ NO

**STUDENTS MAY REQUIRE MEDICATION/MEDICAL SERVICES:** ☐ AED ☐ Epi-pen (allergies)

- ☐ glucagon (diabetes)  
 ☐ diastat (seizures)  
 ☐ Other, specify: \_\_\_\_\_

**CHAPERONES WITH REQUIRED MEDICAL TRAINING:** \_\_\_\_\_
**MODE OF TRANSPORTATION**

- ☐ Rental Vehicle  
 ☐ District Van  
 ☐ District Bus  
 ☐ Plane\*  
☐ Certificated common carrier; specify \_\_\_\_\_

**Drivers:** \_\_\_\_\_ **District Approved:** ☐ Yes ☐ No

Travel overnight during the hours of 1:00 AM – 5:00 AM will be prohibited. The Superintendent may grant travel that extends into a portion of the timeframe for return trips.

\*If flying, describe transportation to/from the airports: \_\_\_\_\_

**SUPERVISION (NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP; USE REVERSE SIDE IF NEEDED.):** \_\_\_\_\_

_____ <i>Signature of Faculty Sponsor</i>	_____ <i>Date</i>
Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____	
_____ <i>Signature of Athletic Director (if required)</i>	_____ <i>Date</i>
Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____	
_____ <i>Signature of Principal/Designee (if required)</i>	_____ <i>Date</i>
Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____	
_____ <i>Signature of Superintendent/Designee (if required)</i>	_____ <i>Date</i>

**RELATED PROCEDURE:09.36 AP.211**

**Naming Rights Procedures**

The Superintendent shall appoint a “Naming Rights Committee” which shall be comprised of the following:

1. One (1) School Board Member
2. The Director/Assistant Superintendent of Operations for the District
3. One (1) Elementary Principal
4. One (1) Secondary Principal
5. Two (2) community members appointed by the Superintendent

The purpose of this committee will be to review proposals made to the District by businesses or individuals to establish a financial relationship that results in a Community Support program. Following the review of each proposal, the committee shall make a recommendation to the Board of Education regarding the acceptance of the proposal. They can recommend acceptance as proposed, rejection based upon Board policy, or request the District make an appropriate counter-proposal based upon previous rulings by the committee and Board of Education. When considering proposals from businesses or individuals the Naming Rights Committee shall keep the following in mind:

1. All proposals shall adhere to all relevant Board policies.
2. All proposals shall be considered in relation to other proposals reviewed and either recommended for acceptance or rejection to the Board of Education.
3. Proposals shall be considered as either temporary sponsorships or permanent naming opportunities.
4. A temporary sponsorship shall be in force for a period of at least two (2), but no more than twenty (20), years. If a proposal is made for more than twenty (20) years, it shall be considered a permanent naming opportunity.
5. If a proposal is made for a permanent naming opportunity, it shall not be accepted unless it is considered to be in line with the parameters of the [Dedication and Recognition Policy](#)~~Campaign for Highlands and Campaign for Johnson~~ operated by the Fort Thomas Education Foundation [in collaboration with the Board of Education](#).
6. Key factors to be considered when reviewing each proposal shall be;
  - a. The facility involved in the proposal
  - b. The number of events hosted by the facility each year
  - c. The attendance at hosted events at the facility each year
  - d. The proposed size of the recognition signage involved in the proposal