

EXPLANATION: SB 1 AMENDS KRS 158.649 CHANGING THE BIENNIAL TARGET FOR ELIMINATING ACHIEVEMENT GAPS TO EVERY YEAR. THESE PROPOSED CHANGES ARE IN COMPLIANCE WITH THOSE AMENDMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)” INCLUDES AREAS THAT WILL NEED TO BE CONSIDERED WHEN A SCHOOL DEVELOPS ITS SCHOOL IMPROVEMENT PLAN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: THE KDLA RECORDS RETENTION SCHEDULE NOW REQUIRES SCHOOL IMPROVEMENT PLANS TO BE RETAINED PERMANENTLY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.442 AP.21

Comprehensive School Improvement Plan Reports

The council, or Principal in a school without a council, shall organize the school improvement planning process in accordance with Board policy and the following procedures. Selection of committee members shall reflect reasonable minority representation and encourage active minority participation and include input from parents, faculty and staff.

PROCESS GUIDELINES

Consistent with requirements of 703 KAR 5:225 and the Every Student Succeeds Act of 2015 (ESSA), the council/committee shall:

1. Analyze performance data for the school’s students, including an annual review of disaggregated assessment data.
2. *Review gap targets* established by the Board. (Upon agreement of the Superintendent and SBDM council, or the Principal if there is not a council, the Board shall establish an biennial/annual target for the school for reducing identified gaps in achievement.)
3. *Conduct a comprehensive needs assessment for the school.*
4. *Document progress notes* to evaluate plan activities and achievement of plan goals and objectives, with results to be reported to the council/committee and to the Board via the Superintendent.

The council/committee also shall provide information and updates, as directed by the Superintendent/designee, to promote communication and coordination between the District Planning Committee and school councils.

5. *Schedule a review and update* of the plan by the council/committee at least once a year, as determined by the committee.
6. *Submit updated plan* to Superintendent, Board and community for review and comment.
7. *Submit school’s Section 7 allocation requests* to the Board, aligned with the CSIP and as approved by the council/committee or Principal.
8. *Maintain copies of the plan* for five (5) years permanently and other documentation to illustrate compliance with state and federal requirements.

Comprehensive School Improvement Planning**FORMAT OF WRITTEN PLAN**

COMPONENT	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
MISSION STATEMENT			
GOALS (FOCUSING ON STUDENT PERFORMANCE AND ACHIEVEMENT GAPS)			
OBJECTIVES (SCHOOL CHANGES NEEDED TO REACH GOALS)			
PRIORITY NEEDS: <ul style="list-style-type: none"> ▪ addressing student performance weaknesses ▪ closing achievement gaps 			
ACTION COMPONENTS (STRATEGIES & ACTIVITIES) CONSISTENT WITH BOARD/COUNCIL ROLES			
PLAN ACTIVITIES/METHOD TO EVALUATE PLAN			
SCHEDULED IMPLEMENTATION & IMPACT CHECK(S) INCLUDING REPORTS TO COUNCIL/COMMITTEE AND BOARD – RECOMMENDED AT LEAST ONCE ANNUALLY			
ASSURANCE OF PROCESS USED TO DEVELOP PLAN			
OTHER PROCESS COMPONENTS REQUIRED BY 703 KAR 5:225 OR ESSA :			

EXPLANATION: UNDER THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)” PARENTS ARE INFORMED WHEN THEIR CHILD HAS BEEN ASSIGNED OR TAUGHT FOR FOUR (4) OR MORE CONSECUTIVE WEEKS BY A TEACHER NOT CERTIFIED IN THAT GRADE LEVEL AND SUBJECT AREA. FINANCIAL IMPLICATIONS: PARENTAL NOTIFICATION COSTS

PERSONNEL

03.112 AP.22

- CERTIFIED PERSONNEL -

ESSA Qualification Notifications

ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS

TO: _____
Parent's Name

FROM: _____
School Name

REGARDING: _____
Student's Name

DATE: _____ **GRADE** _____

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact _____
by phone at _____ or by e-mail at _____.

Sincerely, _____
Principal/designee

ESSA Qualification Notifications

NOTIFICATION RE: TEACHER QUALIFICATIONS

TO: _____	
<i>Parent's Name</i>	
FROM: _____	
<i>School Name</i>	
REGARDING: _____	
<i>Student's Name</i>	
DATE: _____	GRADE: _____

Dear Parent/Guardian,

Our school is dedicated to providing the best instructional staff we can to teach our students. However, because our school receives Title I federal funds, the federal Every Student Succeeds Act (ESSA) requires us to inform you that your child has been assigned to a teacher who does not meet applicable State certification or licensure requirements to teach the subject at your child's grade level. Your child

☐ has been assigned to _____ for _____
Name of teacher Subject and grade level
for this school year.

☐ has been assigned to _____ for _____
 _____ Name of teacher _____ Subject and grade level

 for the past four (4) weeks (20 instructional days.)

Please let me know if you have questions about this information (_____).
Telephone # _____

Sincerely,

Principal/designee

EXPLANATION: NEW FMLA CERTIFICATION FORM FOR USE WHEN AN EMPLOYEE REQUESTS MILITARY CAREGIVER LEAVE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.12322 AP.1

- CERTIFIED PERSONNEL -

Family and Medical Leave Compliance

REQUIRED NOTICES

As required by law, the District shall post information and distribute notices using documents prepared by the United States Department of Labor (DOL) to implement the federal Family and Medical Leave Act. The FMLA poster provided by the DOL must be displayed in a conspicuous place at all locations where employees and applicants for employment can see it, including those work locations to which no eligible employees are assigned.

Posters, notices to provide to employees, and designated forms may be downloaded from the following (DOL) web site:

<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>

These include the following:

- FMLA Poster (PDF) - <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>
- WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition - <http://www.dol.gov/whd/forms/WH-380-E.pdf>
- WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition - <http://www.dol.gov/whd/forms/WH-380-F.pdf>
- WH-381 Notice of Eligibility and Rights & Responsibilities - <http://www.dol.gov/whd/forms/WH-381.pdf>
- WH-382 Designation Notice - <http://www.dol.gov/whd/forms/WH-382.pdf>
- WH-384 Certification of Qualifying Exigency for Military Family Leave - <http://www.dol.gov/whd/forms/WH-384.pdf>
- WH-385 Certification for Serious Injury or Illness of Covered Servicemember - <http://www.dol.gov/whd/forms/WH-385.pdf>
- WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave - <https://www.dol.gov/whd/forms/wh385V.pdf>

EXPLANATION: SB 1 AMENDS KRS 156.557 TO REQUIRE DISTRICTS TO DEVELOP A PERSONNEL EVALUATION SYSTEM FOR CERTIFIED EMPLOYEES ALIGNED WITH KENTUCKY BOARD OF EDUCATION REGULATION AND THE STATEWIDE FRAMEWORK FOR TEACHING. IN ADDITION, SUMMATIVE EVALUATIONS MUST BE DONE ON A SET CYCLE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.18 AP.22

-CERTIFIED PERSONNEL-

Evaluation Committee/Evaluators and Observers

EVALUATION COMMITTEE TASKS

The following tasks have been completed by the Evaluation Committee, which shall consist of equal numbers of teachers and administrators:

- ☐ Developing the processes to be used in formative and summative evaluations for certified positions below the level of District Superintendent.
- ☐ Developing all forms associated with the evaluation process.
- ☐ Establishing a procedure for certified employees to review their summative evaluation.

TRAINING AND TESTING OF EVALUATORS AND OBSERVERS

In meeting the evaluation requirements of KRS 156.557 and 704 KAR 3:370, evaluators shall be trained, tested, and approved on a four (4) year cycle, and observers shall be trained as follows:

Year one (1) of the District's evaluator training cycle shall include the following training requirements:

- a) Training on KRS 156.557 and 704 KAR 3:370;
- b) Training in identifying effective teaching and management practices, in effective observation and conferencing techniques, in development of student growth goals, in providing clear and timely feedback, in establishing and assisting with a professional growth plan, and in summative decision techniques;
- c) Training provided by KDE for all certified administrator evaluators who have never evaluated certified school personnel; and
- d) Training, for all other evaluators, by a provider who has been approved by KDE as a trainer for the Instructional Leadership Improvement Program established in 704 KAR 3:325.

Year one (1) of the District's evaluator training cycle shall include the following testing requirements:

- a) An evaluator shall successfully complete testing of research-based and professionally accepted teaching and management practices and effective evaluation techniques;
- b) The testing shall be conducted by KDE or an individual or agency approved by KDE; and
- c) The testing shall include certification as an observer through the KDE-approved observer certification process for an evaluator who is evaluating teachers or other professionals.

Evaluation Committee/Evaluators and Observers**TRAINING AND TESTING OF EVALUATORS AND OBSERVERS (CONTINUED)**

KDE shall issue year one (1) approval as an evaluator upon the evaluator's successful completion of the required evaluation training and testing program and successful completion of observer certification.

Years two (2) and three (3) of the District's evaluator training and testing cycle shall include a minimum of six (6) hours in each year and shall include:

- (a) Observer calibration training, in the KDE-approved technology platform, for all evaluators who observe teachers or other professionals, for the purpose of evaluation;
- (b) Update training on ~~professional growth and effectiveness~~personnel evaluation statutes and administrative regulations; and
- (c) Training for evaluators on any changes to the ~~Professional Growth and Effectiveness~~personnel evaluation ~~S~~system and certified evaluation plan, policies, or procedures.

Year four (4) of the District's evaluator training and testing cycle shall include refresher evaluator training and, if evaluating teachers or other professionals, recertification training and testing.

The District shall require peer observers to complete the KDE-approved peer observer training at least once every three (3) years.

DISTRICT CONTACT

The District shall designate a contact person responsible for monitoring evaluator training and for implementing the system.

EXPLANATION: THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P.L. 114-95)” HAS A NEW DEFINITION OF PROFESSIONAL DEVELOPMENT.

FINANCIAL IMPLICATIONS: COST OF PROVIDING TRAINING

PERSONNEL

03.19 AP.1

- CERTIFIED PERSONNEL -

Professional Development

DEFINITIONS

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

1. Aligns with Kentucky Academic Standards in 704 KAR 3:303, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

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

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

PROFESSIONAL DEVELOPMENT PROGRAM

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

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

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

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

Professional development activities shall be in accordance with [federal guidelines and](#) Kentucky State Regulation.

CERTIFIED STAFF RESPONSIBILITIES

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

NEW TEACHER ORIENTATION/PROFESSIONAL GROWTH CADRE

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

REQUIREMENT MUST BE FULFILLED

Professional development is ongoing. However the twenty-four (24) hours required by statute must be fulfilled by May 1 of each year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals, and mileage are the responsibility of the individual unless supplemental funds are provided by another source. When funds are provided through a supplemental source and the participant does not attend, all costs are the responsibility of the participant.

RELATED PROCEDURES:

03.125 AP.21

03.19 AP.21

EXPLANATION: HB 195 AMENDS MULTIPLE STATUTES TO CHANGE THE GENERAL EDUCATION DIPLOMA (GED) TO HIGH SCHOOL EQUIVALENCY DIPLOMA.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.221 AP.22

- CLASSIFIED PERSONNEL -

Personnel Documents

EMPLOYEE'S NAME _____ POSITION/WORK SITE _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- ☐ **HIGH SCHOOL DIPLOMA (OR GEDHIGH SCHOOL EQUIVALENCY DIPLOMA OR PROOF OF PROGRESS TOWARD GEDHIGH SCHOOL EQUIVALENCY DIPLOMA FOR STAFF EMPLOYED AFTER 7/31/90)**
- ☐ **APPLICATION (INCLUDING REFERENCES, A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- ☐ **CERTIFICATION (I.E., CDL FOR BUS DRIVERS) OR LICENSURE, WHERE APPLICABLE**
- ☐ **SIGNED CONTRACT (WITH LETTER OF NOTIFICATION OF EMPLOYMENT)**
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ☐ **HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. This form is required annually for school bus drivers, as are required drug testing results. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state and District. New classified employees must be fingerprinted at the Central Office.
- ☐ **DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ☐ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ☐ **COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable:** Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

Personnel Documents

- ❑ **FOOD SAFETY TRAINING CERTIFICATE, if applicable:** Must be presented to the Superintendent's designee by each regular or substitute food service employee of the School District prior to assuming the duties of the position, if required by the county/district Health Department.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

EXPLANATION: AS NEEDED TO QUALIFY FOR A FEDERAL TITLE IV GRANT, DISTRICTS MUST CONDUCT A NEEDS ASSESSMENT TO IDENTIFY AREAS OF NEED OUTLINED IN THE EVERY STUDENT SUCCEEDS ACT OF 2015 (P.L. 114-95).

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.1 AP.1

Needs Assessment

SCHOOL NEEDS ASSESSMENT

By the end of the second month of the school year, each site administrator shall conduct and submit to the Superintendent a needs assessment. In SBDM schools the administrator shall conduct the assessment at the direction of the council.

If the school has developed a strategic plan or improvement plan, items identified in those plans should help determine needs. As the school develops its improvement plan, as outlined by the Department of Education, the needs assessment will assist in determining the contents of that plan.

GUIDELINES FOR SCHOOL ASSESSMENTS

The annual needs assessment shall identify existing programs, strengths of the school, and where needs exist. Examples of needs to be addressed are:

1. Instructional program
2. Student support services (counselors, music teachers, etc.)
3. Major equipment (science, technology, etc.)
4. Major maintenance (roof, heating and cooling, painting, door replacement, etc.)

DOCUMENTS TO BE REVIEWED

In preparing the District needs assessment, the Superintendent shall include a review of pertinent information, including but not limited to:

- Student academic assessment results (state-mandated tests, AP scores, nationally normed tests, SAT, ACT, etc.)
- Student noncognitive variables (attendance, drop-out rates, retention rates, etc.)
- District strategic plan or recommendations from the District's long-range plan
- Goals and objectives established by the Board and those set out in statute
- Needs assessments of individual schools
- Capital outlay needs of the District, including major maintenance needs
- Personnel salaries (Specific salary increases should not be included in the needs assessment.)
- Recommendations of accrediting associations such as the Southern Association for Elementary and Secondary Schools
- Staffing levels (The needs assessment should review staffing and programs included or funded in the schools' and District budgets.)

PRESENTATION TO THE BOARD

By December 1 the Superintendent shall have completed the District needs assessment, tabulated the results, and prepared a summary report to be used in developing budget priorities. The report shall include the estimated cost for each item, and costs shall be within the revenues available to the District.

The Superintendent, at his/her discretion, may involve a committee to assist in development of the District needs assessment.

Needs Assessment**DISTRICT NEEDS ASSESSMENT (ESSA TITLE IV)**

As needed to qualify for a federal Title IV grant, the District needs assessment must be conducted once every three (3) years as specified in Every Student Succeeds Act of 2015 (ESSA). The needs assessment shall be done with input from stakeholders, including, but not limited to: parents, teachers, principals, school and community leaders, local government representatives, and others with relevant and demonstrated expertise in the area. The assessment shall examine needs for improvement of the following:

1. Access to, and opportunities for, a well-rounded education for all students;
2. School conditions for student learning in order to create a healthy and safe school environment; and
3. Access to personalized learning experiences supported by technology and professional development for the effective use of data and technology.

REFERENCE:

20 U.S.C. § 7116(d)

EXPLANATION: THERE IS NO STATUTORY REQUIREMENT TO PUBLISH BUS ROUTES IN THE NEWSPAPER.

FINANCIAL IMPLICATIONS: DECREASED COSTS OF PUBLISHING IN THE NEWSPAPER

TRANSPORTATION

06.31 AP.1

Bus Scheduling and Routing

SCHEDULING AND ROUTING

The Transportation Director shall prepare a route map and schedule of stops for each route. These maps will show the routes traveled by buses both morning and afternoon.

WRITTEN DESCRIPTION

A written description of each route shall be kept on the bus; a copy shall be filed with the Principal of the school(s) the bus serves, and the original shall be filed with the Director of Transportation/Central Office designee. This description shall include any characteristics peculiar to the route, such as dangerous turns, steep grades, signals, and special information about any danger areas.

EXTENSION OF BUS ROUTES

The Transportation Director will survey the need for a route extension on request by interested parties.

NEW DRIVERS AND ROUTES

At least one (1) week prior to the opening of school, each new driver and each experienced driver with a new route shall review his/her map and schedule. The drivers shall drive their routes before school opens in order to become familiar with the route and the schedule.

NOTIFICATION TO PARENTS

Bus routes will be ~~published in the local newspaper and~~ [made available](#) on the District website at least one (1) week prior to the first day of school for students.

DRIVER TO FINALIZE SCHEDULE

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. Each driver shall submit to the Director of Transportation a copy of the finalized route(s) by the tenth (10th) day after school begins. This route schedule will contain the names of the students riding the bus, the name of the road(s) on which the bus is routed, each stop's number, the time of the stop, the grade of the pupil, and the school the pupil attends. Drivers shall notify the designated transportation bus router of any revisions to their routes as soon as those revisions are made.

EXPLANATION: THERE IS NO REQUIREMENT FOR SCHOOL DISTRICTS TO PROVIDE CHILD SAFETY RESTRAINT SYSTEMS ON BUSES FOR PRESCHOOL STUDENTS UNLESS THEY ARE PROVIDING DISTRICT TRANSPORTATION TO A HEAD START PROGRAM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.32 AP.1

Eligibility for Transportation

STUDENTS WITH DISABILITIES

The need for special transportation for students with disabilities must be determined by the ARC or Section 504 Team and stated in the student's Individual Education Plan (IEP) or Section 504 Plan.

CAREER AND TECHNICAL STUDENTS

High school students attending an area career and technical school or extension center are eligible to be transported from the high school to the career and technical school. Transportation will be provided by the District in accordance with state regulations.

DISTANCE LIMITATIONS

Three (3)- and (4)-year-old preschool children and students with disabilities are not required to meet the distance specifications in Policy 06.32 to be eligible for school transportation.

PRESCHOOL TRANSPORTATION

~~The District shall provide Child Safety Restraint Systems for use by preschool students being transported on District buses in compliance with guidelines established by the National Highway Traffic Safety Administration.~~

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon midday or afternoon delivery, the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

CHILDREN IN FOSTER CARE

The Superintendent will appoint a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its foster care POC for the District. The Superintendent may appoint the District POC prior to such notice from the Cabinet.

The District will collaborate with the Cabinet when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, the Cabinet POC, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner. The arrangement and funding will be in accordance with the Cabinet's authority to use child welfare funding when required to maintain children in foster care in their school of origin when in the best interest of the student.

Eligibility for Transportation**CHILDREN IN FOSTER CARE (CONTINUED)**

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

- The Cabinet agrees to reimburse the District for the cost of such transportation;
- The District agrees to pay for the cost of such transportation; or
- The District and the Cabinet agree to share the cost of such transportation.

DEFINITIONS

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Cabinet has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time of foster care placement.¹

REFERENCES:

¹[Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care](#)

KRS 605.120

922 KAR 1:350

42 U.S.C. § 675(4)(A)

20 U.S.C. § 6311(g)(1)(E)

20 U.S.C. § 6312(c)(5)

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

EXPLANATION: THIS IS TO CLARIFY THE PROCESS FOR PARENTS TO FOLLOW TO REQUEST SPECIAL DIETARY SERVICES FOR THEIR CHILD AND OUTLINES DISTRICT RESPONSIBILITIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.1 AP.11

Food Allergies and Special Dietary Needs

The District School Nutrition Program shall provide modified menus or food preparation for students as required by their individual education plan (IEP), Section 504 plan, or health plan.

The District School Nutrition Program shall be informed of any student who is unable to consume the meals normally served at the school in which s/he is enrolled.

Nutrition Program services shall provide for substitution of food items based on child-specific medical guidance.

PARENTAL ASSISTANCE RESPONSIBILITIES

Parents ~~will be asked to~~ requesting dietary accommodations for their child shall:

1. Notify the school principal or designee of any food allergy or special dietary need related to a disabling condition or medical necessity.
2. Provide a written statement containing medical information from a ~~District-approved recognized~~ medical authority (RMA) authorized to practice within the State of Kentucky as noted in the student's IEP, 504 plan or health plan.
3. Provide updated medical information as requested by the District.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need.

SCHOOL SITE RESPONSIBILITIES

1. Inform school nutrition personnel who to notify when they receive a request from a parent or student for accommodations related to food allergies.
- ~~1.2.~~ Identify children requiring special dietary modifications
- ~~2.3.~~ ~~The Principal or designee shall r~~ Refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
- ~~3.4.~~ ~~The Principal or designee shall m~~ Make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
- ~~4.5.~~ ~~Admissions and Release Committee (ARC) chairs, Section 504 chairs, the school nurse, or the school nurse assistant, as appropriate, shall e~~ Communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.
- ~~5.6.~~ Monitor and update the IEP, Section 504 plan, or health plan as needed.

Food Allergies and Special Dietary Needs

FOOD & NUTRITION SERVICES RESPONSIBILITIES

1. Provide food item services and/or substitutions for students based on medical need. Menus will not be modified based on personal preference.
2. Provide training to school nutrition personnel on how to react to food allergies and food-related emergencies and how to modify menus.
3. Maintain special dietary information on each student identified as having special dietary needs and update this information as needed.

EXPLANATION: THE “EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)” AND MCKINNEY-VENTO ACT REQUIRE DISTRICTS TO ELIMINATE BARRIERS TO THE IMMEDIATE ADMISSION OF HOMELESS YOUTH AND FOSTER CHILDREN. THE DISTRICT IS TO WORK WITH THE LOCAL CHILD WELFARE AGENCY AND/OR OTHER AGENCIES TO OBTAIN ANY NECESSARY ENROLLMENT DOCUMENTATION AFTER THE STUDENT IS ENROLLED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.12 AP.1

Student Enrollment and Homeless/Immigration Status

IMMIGRANT STATUS

The Principal/designee shall notify school staff that a student’s right to enrollment does not depend on his/her or the parent/guardian’s immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

HOMELESS STUDENTS

The term “homeless” shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory children who are living in the previously described circumstances.

GUIDELINES FOR ENROLLMENT

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student’s identity and age may include, but are not be limited to:
 - Passport
 - Military identification or immigration card
 - Baptismal certificate
 - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student’s birth
 - Any religious record authorized by a religious official
 - Recording of the student’s name and birth in a family Bible or other religious text

Student Enrollment and Homeless/Immigration Status**GUIDELINES FOR ENROLLMENT (CONTINUED)**

- Notarized statement from the parents or another relative or guardian as to the date of the student's birth
 - Prior school record indicating the date of the student's birth
 - Driver's license or learner's permit
 - Adoption record
 - Affidavit of identity and age
 - Any government document or court record reflecting the date of the student's birth
 - Oral proof when the native language of a parent or guardian is not a written language.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
 4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
 5. The District homeless student coordinator shall ~~assist homeless students~~work with the local child welfare agency, the school last attended, or other relevant agencies to obtain essential records that are not in existence so that enrollment shall not be delayed or denied.
 6. To the extent possible, the District homeless student coordinator shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the coordinator should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

EXPLANATION: CONSIDER REMOVING "SCHOOL ATHLETICS" FROM FEE WAIVER EXAMPLE TO CLARIFY WAIVERS DON'T APPLY TO EXTRACURRICULAR ACTIVITIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: 702 KAR 3:220 REQUIRES ALL DISTRICTS HAVE PROCEDURES IN PLACE FOR STUDENTS TO APPLY FOR WAIVER OF FEES. THIS DOCUMENT IS BEING SENT AS AN OPTION TO MEET THAT REQUIREMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15 AP.21

Application for Waiver of Fees

Student's Name _____			
Last Name		First Name	Middle Initial
Student's Address _____			
City		State	ZIP Code
Student's Age _____	Date of Birth _____	Sex _____	Student's Phone Number _____
School _____	Grade _____	Homeroom/Classroom _____	

Name of Parent/Guardian _____

Address of Parent/Guardian _____

Home Telephone _____ If none, number of nearest neighbor _____

In the chart below, list the Name, Birthdate, School, and Grade for **all other** children in the home:

NAME	BIRTHDATE	GRADE	SCHOOL ATTENDING

Employment Status of Parent/Guardian:

Mother: ☐ Employed ☐ Unemployed

Employer's Name _____ Address _____

Father: ☐ Employed ☐ Unemployed

Employer's Name _____ Address _____

Gross Family Income from last Income Tax Return _____

1. Is the family presently receiving or eligible to receive any type of financial aid from the Kentucky Cabinet for Health & Family Services? ☐ YES ☐ NO
2. If your child is granted free/reduced price meal status, do you grant permission for school food service personnel to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental ~~and school athletic~~ and field trip fees, etc.?
 - School administrators
 - Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the School Nutrition program. ☐ YES ☐ NO

Application for Waiver of Fees

3. If your child is eligible under the Community Eligibility Provision (CEP), do you grant permission for the FRAM coordinator to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and school athletic and field trip fees, etc.?

- School administrators
- Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the Community Eligibility Provision. ☐ YES ☐ NO

- Failure to sign this consent statement will not affect your child's eligibility or participation for the program.
- The recipient will be required to maintain confidentiality of the information.

Comments: _____

Parent/Guardian's Signature

Date

APPLICATION ☐ APPROVED ☐ DENIED _____

Central Office Designee's Signature

Date

EXPLANATION: THIS CLARIFIES THAT 702 KAR 5:030 STATES THAT THE PRINCIPAL IS RESPONSIBLE FOR A SYSTEM OF ADEQUATE SUPERVISION OF PUPILS ENTERING AND LEAVING BUSES AT SCHOOL. OTHER PERSONNEL MAY PROVIDE SUPERVISION IN OTHER AREAS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.221 AP.1

Supervision of Students

RESPONSIBILITY

Principals shall develop and implement a plansystem of supervision ~~for their schools~~ to address students as they enter and leave the bus at school.

Schools may use authorized personnel in supervisory capacities in the following areas:

1. Bus loading and unloading;
2. Meals;
3. Halls, restrooms, and playgrounds;
4. Time before and after the school day;
5. Field trips and other school activities; and
6. Other as needed~~Issues~~.

~~Prior to the opening of school each year, the Principal shall submit the plan to the Superintendent/designee for review and to the Board for its approval.~~

REFERENCE:

702 KAR 5:030

EXPLANATION: KRS 620.030 REQUIRES TEACHERS, SCHOOL ADMINISTRATORS, OR OTHER SCHOOL PERSONNEL WHO KNOW OR HAVE REASONABLE CAUSE TO BELIEVE THAT A CHILD UNDER 18 IS DEPENDENT, ABUSED OR NEGLECTED, OR IS A VICTIM OF HUMAN TRAFFICKING TO REPORT IT TO LAW ENFORCEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING AN ORAL REPORT

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, ~~or~~ abused, or is a victim of human trafficking will promptly make an oral report to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by statute (KRS 620.050).

EXPLANATION: THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICTS TO HAVE A COMPLAINT PROCESS REGARDING WEBSITE ACCESSIBILITY. THIS NEW FORM MEETS THAT REQUIREMENT.
FINANCIAL IMPLICATIONS: PRINTING COSTS

COMMUNITY RELATIONS

10.5 AP.24

Website Accessibility Complaint and Grievance Form

DATE OF COMPLAINT/GRIEVANCE: _____

COMPLAINANT NAME: _____
(Please Print)

ADDRESS: _____

EMAIL: _____

PHONE: _____

WEBSITE ADDRESS (OR LOCATION) OF ACCESSIBILITY PROBLEM: _____

DESCRIPTION OF THE PROBLEM ENCOUNTERED: _____

SOLUTION DESIRED: _____

SIGNATURE: _____

Thank you for bringing this matter to the District's attention. You may be contacted if more information is needed to process your complaint/grievance. The investigation process is typically completed within fifteen (15) working days from the date it was received.

The complaint or grievance will be investigated by the Superintendent/designee. The complainant shall be contacted no later than five (5) working days following the date the District receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the time line may only be approved by the Superintendent.
- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
- The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

A record of each complaint and grievance shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

SB 17 AMENDS KRS 158. 153 TO REQUIRE THAT BOARDS OF EDUCATION PROVIDE RELIGIOUS AND POLITICAL ORGANIZATIONS EQUAL ACCESS TO PUBLIC FORUMS ON THE SAME BASIS AS NONRELIGIOUS AND NONPOLITICAL ORGANIZATIONS.

FINANCIAL IMPLICATIONS: COSTS OF USING FACILITIES

DRAFT 5/10/17

SCHOOL FACILITIES

Community Use of School Facilities

PRIMARY PURPOSE

School facilities are for the primary purpose of meeting the educational needs of school-age youth in the district. However, with reasonable policies and procedures, the school can assist the community in meeting social, civic, recreational and cultural needs by effective utilization of school facilities. However school facilities shall not be used by members of the community or community groups for:

- Personal events (such as birthday parties, weddings, showers, engagement parties)
- Non-school related commercial purposes
- Gambling
- ~~Political events, activities or meetings including those conducted on behalf of an elected official, candidate, slate of candidates or political organizations (other than a candidate forum in which all candidates are invited to participate)~~

PRIORITY FOR USE OF SCHOOL FACILITIES

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
I - School Groups	Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts. Interscholastic activities including athletic teams, speech and debate, band competition and academic competition. Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council.	Principal/ designee	Principal/ designee	None	None required
II - School-Related Groups	District Adult/Community education programs Parent-Teacher Association/ Organization Booster Groups - academic, athletic and band 4-H Clubs Scout groups County Recreation Programs Little League and/or comparable groups including, but not limited to, YMCA Adult farmers	Superintendent/ designee	Principal/ designee	Custodial fees, if designated in contract	As specified in the contract NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. (<u>Accounting Procedures for Kentucky School Activity Funds</u>)

SCHOOL FACILITIES

Community Use of School Facilities

PRIORITY FOR USE OF SCHOOL FACILITIES (CONTINUED)

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
III - Community Interest Groups	Civic clubs Industrial groups Homemakers Farm Bureau Historical Society	Superintendent/ designee	Principal/designee	Usage and custodial fees, as designated in contract	As specified in the contract Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.
IV - Meetings of General Public	General meetings of various community groups	Superintendent/ designee	Principal/designee	Usage and custodial fees, as designated in contract	None required Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.

FOOD SERVICE

Eligible groups may contract for meals to be served in school dining areas. Use of kitchen equipment requires the presence of a School Food Service employee.

PUBLIC ELECTIONS

School facilities may be used for public elections without charge.

LONG TERM USE

It is the intent of this procedure that eligible groups, other than school groups or school-related groups, may only contract for after-hour use of facilities for events that are of a limited duration. Contracts for after-hour use of District facilities for regularly scheduled, recurring events shall be limited to a term of three (3) months.

SPECIAL/EMERGENCY USE

Special/emergency use of facilities may be approved by the Superintendent/designee with explanation made to the Board at its next regular meeting.

SB 17 AMENDS KRS 158.153 TO REQUIRE THAT BOARDS OF EDUCATION PROVIDE RELIGIOUS AND POLITICAL ORGANIZATIONS EQUAL ACCESS TO PUBLIC FORUMS ON THE SAME BASIS AS NONRELIGIOUS AND NONPOLITICAL ORGANIZATIONS.

FINANCIAL IMPLICATIONS: COSTS OF USING FACILITIES

DRAFT 5/8/17

SCHOOL FACILITIES

05.31 AP.21

Building Use Form

Name of School Requested

Using Organization

Requested Facility (gym cafeteria,
auditorium, athletic field, etc.)

Date and Time to be Used

Date Request Made

Date Request Granted

Number of People Using Facility

Contact Person

Purpose of Meeting

COMMENTS AND/OR OTHER AGREEMENTS:

I, _____, agree to be in charge of those persons present and to assume the responsibility for their conduct. Also, I agree to pay for any and all damages that are incurred as a result of misuse, destructive or negligent acts.

Signature

- The Principal has the authority not to allow use of the gym and/or other facilities or to terminate its use if all obligations are not satisfied by the group.
- A representative of the school system employed in the building must be present and paid an hourly rate as calculated each year.
- The Board of Education will charge a utility fee of \$20.00 per hour. The Board of Education will charge a fee of \$50.00 per hour for athletic field lighting.
- School facilities shall not be used by members of the community or community groups for personal events, commercial purposes, or gambling, ~~religious worship services or political events, activities or meetings including those conducted on behalf of an elected official, candidate, slate of candidates or political organizations (other than a candidate forum in which all candidates are invited to participate).~~
- Drugs/Alcohol or tobacco products including alternative nicotine products and vapor products are not permitted in schools or on school premises.

Building Use Form

- Approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity.

SB 17 AMENDS KRS 158.153 TO REQUIRE THAT BOARDS OF EDUCATION PROVIDE RELIGIOUS AND POLITICAL ORGANIZATIONS EQUAL ACCESS TO PUBLIC FORUMS ON THE SAME BASIS AS NONRELIGIOUS AND NONPOLITICAL ORGANIZATIONS.

FINANCIAL IMPLICATIONS: COSTS OF USING FACILITIES

DRAFT 5/8/17

SCHOOL FACILITIES

05.31 AP.22

Reporting Form for Employee Extra Pay

SCHOOL _____

ACTIVITY/ORGANIZATION _____

DESTINATION _____

(Bus Drivers)

DATE FACILITY USED _____

SCHOOL EMPLOYEE TO BE PAID _____

**Facility/Activity
(Check one)**

Athletic Field _____

Gym _____

Auditorium _____

Cafeteria _____

Bus _____

Admissions _____

SIGNATURE _____ SIGNATURE _____

(Employee)

(Principal)

COST CALCULATION FOR THIS AGREEMENT:

Hours Paid _____ X \$ _____ = \$ _____
(rate of pay)

Utility Fee _____ X \$ 20.00 per hour = \$ _____

Mileage Fee _____ X \$ 1.30 per mile = \$ _____

Athletic Field Lighting _____ X \$ 50.00 per hour = \$ _____

TOTAL DUE \$ _____

ACTIVITIES LEGEND

PAY TO BOARD

EMPLOYEE PAY (less deductions)

Building Supervisor

Cafeteria Workers*

Bus Drivers

Admissions Employees

SCHEDULE TO BE CALCULATED EACH YEAR

The difference in the amount due the Board and employee pay is to cover the cost of matching social security, retirement, unemployment tax and worker's compensation.

***When cafeteria workers are being paid, two (2) sets of forms must be completed:**

1. One form for utility costs submitted to Board of Education accompanied by check or cash.
2. Second form for employee paid-submitted to School Cafeteria Account accompanied by cash or check.

PROCEDURE FOR SUBMITTING MONEY, REPORTING FORMS, BUILDING USE FORMS, AND TIME SHEET TO BOARD OFFICE:

1. Money, Reporting Form, Building Use Forms and timesheets must be submitted together to the Finance Department, Accounts Receivable. Submit Reporting form in duplicate.
2. The above is to be submitted to Accounts Receivable no later than the 25th of the month.

Building Use Form PD Center**POLICIES: AGREEMENT FOR USE OF PD CENTER MEETING ROOMS
HENDERSON COUNTY SCHOOLS
HENDERSON, KY 42420**

This lease/rental agreement is between Henderson County Schools (the owner) and _____

_____, the leaser/renter, to use on _____,
(Name of the requesting organization/group)

_____ in the amount of \$ _____
(Specific date requested) (Rental fee, if applicable)

which allows for access between the hours of _____
(Please include time for set-up and clean-up)

Purpose of this activity (please be specific): _____

1. Henderson County Schools supported groups have first priority. Henderson County School organizations and activities include, but are not limited to: Board meetings, Principal meetings, District committees, FRYSC activities and meetings, department meetings, school sponsored activities and meetings, and professional development activities. Non-Henderson County School groups will be considered as "outside groups".
2. Henderson County School groups may reserve meeting space up to one (1) year in advance. The PD Center staff reserves the right to re-locate any group as needed. Henderson County School supported groups have first priority to meeting space. Outside groups may reserve meeting space, up to three (3) months in advance, with the approval of Henderson County Schools.
3. Use of the facilities is limited to educational and/or business meeting related to education, youth development, literacy, family strengthening, and community partnerships. Private parties, family reunions, receptions, showers, dances, ~~political functions (exception: use as official polling place)~~ etc., are examples of events that are not allowed. Regardless of the unique qualifier for the individual group/organization, Henderson County Schools serve all people regardless of race, color, age, sex, religion, disability, or national origin. The responsible person for the meeting is expected to meet any specific needs for those in attendance.
4. A \$100.00 "Facility Deposit" is required no less than thirty (30) days prior to the planned event for all profit and non-profit groups wishing to utilize the PD Center facilities. If the space is left in satisfactory condition, the deposit will be returned to the renter. If the deposit is not presented to the PD Center staff, the meeting space will not be held for the requested date. No-shows, without cancellation fourteen (14) days prior to the meeting, will forfeit the return of the deposit.
5. Rental fees are assessed to those groups who are not considered to be a "Henderson County Schools sponsored activity" at the following rates:

Up to 10 people in the group:	\$25.00 for up to 4 hours \$50 for over 4 hours*
10-25 people in the group:	\$50.00 for up to 4 hours \$100.00 for over 4 hours*
25-50 people in the group:	\$75.00 for up to 4 hours \$150.00 for over 4 hours*
Over 50 people in the group:	\$100 for up to 4 hours \$200 for over 4 hours*
Use of the Kitchen:	Additional \$25.00 per use/day
(*- in a 24 hour time frame, or any one day)	

Building Use Form PD Center

6. Renter agrees to pay for any losses or damages to the premises and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, or furnishings in, on, or about the premises which are damaged or destroyed through the willful or negligent act or acts of the part of the renter, its employees, agent, invitee, guests, or assigns. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment or replacement. All repairs will be arranged for by Henderson County Schools.
7. The individual signing this lease in behalf of the renter does hereby and personally guarantee that he/she has full authority to act in behalf of the renter in the execution of this lease agreement.
8. The owner (Henderson County Schools or the Board of Education) assumes no risk. The renter releases the owner of any and all liability for damages, injury, or loss to any person, goods, merchandise, or machines from any cause whatsoever. Further, the renter hereby covenants to indemnify and save harmless said owner from any damage, injury, or loss from any cause, whosoever, arising in or out of said party of the renter's use or occupancy of the building or premises, including any goods, merchandise, fees for attorneys and litigation, machines, etc. left on the premises.
9. No sign, poster, advertisement, notice, or other attachment shall be inscribed, painted, or affixed on any part of the outside or inside of the building, except door glass. Do not tape, pin, nail, or tack anything on walls, facings, or wooden doors. Tape can be used on glass of doors only. No decorations can be attached to walls, facings, pictures, or doors. Easels are available upon prior request.
10. Renter furnishes all equipment and program materials, as well as their own table covers, eating utensils, paper products, cleaning items, towels, dish cloths, food condiments, etc. PD Center supplies in building are not to be used unless otherwise specified. Garbage bags will be furnished. Trash should be placed in the appropriate receptacles.
11. Renter is responsible for the set up of the facility. Renter is not to pull, drag or scoot tables, chairs, or furniture. Please pick up chairs and tables when they need to be moved. Please clean up after your group, removing all trash from the floors, tables, and counters. ROOM SHOULD BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND.
12. No alcoholic beverages or illegal drugs, etc., are allowed on the premises. Use of tobacco including alternative nicotine products and vapor products is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property, including stadiums/athletic fields.
13. Henderson County Schools staff will have reasonable access to the premises during the term of this lease agreement. Rental/use of the facility will not interfere with any District activity or disrupt the operation of the school. Limited parking during school hours is available. There is no parking permitted in the bus lane or child pick up area.
14. Policies are subject to change at any time without written notice.
15. In all cases of disagreement arising herein, the statutes and laws of the Commonwealth of Kentucky shall govern. And, the renter further states that he/she does not intend to, and will not, use said premises for any other purpose that will constitute any violation of city, county, state, or federal laws. Will not allow immoral or illegal activity and shall observe fire and safety regulations.
16. Meeting space policy questions can be directed to the Professional Development Center by contacting Marilyn Schwallier at _____.
17. The leaser/renter agrees to be responsible for any cleanup costs incurred by the owner as a result of the room(s) being left in unacceptable condition. The owner will bill the leaser/renter for these cleanup costs, with payment expected within thirty (30) days of the billing. Any damage to the meeting space(s) or facility shall be in accordance with the statement #6 of this agreement. Proof of liability insurance shall be attached to the PD Center Agreement.

Building Use Form PD Center

18. Reservations will be kept by the Henderson County School PD Center staff. Forms are available at the PD Center and available on the Henderson County Schools web page - <http://www.henderson.kyschools.us/>.
19. Scheduling will be done on a first come, first serve basis, with any Henderson County Schools supported program receiving priority.
20. Requests for use of facilities should be submitted on this form, which may be requested from the PD Center during business hours or accessed through the above listed web page. Telephone requests will be held for a maximum of two (2) working days pending receipt of the signed reservation form. If a for-profit group will be utilizing the facilities, a check for the appropriate rental fees is expected prior to the start of the planned event.
21. Refund of payment will be considered, if the planned event is cancelled a minimum of fourteen (14) days prior the planned usage. If Henderson County Schools are cancelled due to weather or emergency (not a day planned in the calendar) then the staff will work with the leaser/renter to reschedule an event.
22. By signing this agreement, the responsible party acknowledges and agrees that this organization does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin. Shall complete a statement of compliance with the non-discrimination policy of the Henderson County Schools.
23. Approval of the request for use of the PD meeting rooms does not signify District sponsorship, endorsement, or approval of an organization or activity.

Name of rental group/organization: _____

By: _____ Date: _____
(Signature required)

Address _____ City _____ State _____ Zip _____

Phone _____

Received by: _____ Approved by: _____

Key # _____ issued

Facility Deposit Receipt # _____
This check made payable to "Henderson County Schools"Rental Fee (if applicable) Receipt # _____
This check made payable to "Henderson County Schools"

Building Use Form PD Center

**STATEMENT OF COMPLIANCE IN
NONDISCRIMINATING CONDUCT OF
NON-HENDERSON COUNTY SCHOOLS SPONSORED GROUPS**

This is to certify that

(Organization/Group Name)

does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin.

Signed:

President

Address

Date

Equal Educational and Employment Institution