

KSBA Procedure Service

2017 Procedure Update (#21) Checklist

District: Spencer County Schools

To enable KSBA to track and store your District's administrative procedures in our procedure database, please indicate below what decision you have made on the proposed new/revised procedures enclosed for your review. We will forward printed or reproducible copies of the procedures when we receive this form and update your online manual if you belong to that service.

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
02.442 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.112 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.12322 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.18 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.19 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.31 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.32 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.1 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.1312 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.1312 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.222 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.12 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.14 AP.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.15 AP.21 <i>Pulled for further review</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.221 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.227 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.4361 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10.5 AP.24	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.31 AP.21	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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*Please attach a copy of the modified policy. DO NOT RETYPE A DRAFT - simply indicate the district-initiated changes by writing in colored ink, circling, highlighting, etc.

Superintendent's Signature

Date

**Please return this completed form to KSBA at your earliest opportunity.
Please contact your KSBA Consultant IF you need KSBA to completely reprint all policy pages or to order additional new manuals, instead of just getting copies of the updated policies.**

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 biennialannual 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.

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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:			
▪ 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 Notification

ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS

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

PERSONNEL

03.112 AP.22
(CONTINUED)

ESSA Qualification Notifications

NOTIFICATION RE: TEACHER QUALIFICATIONS

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

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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.)

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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>

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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.

PERSONNEL

03.18 AP.22
(CONTINUED)

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 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.

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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)

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

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

CERTIFIED STAFF RESPONSIBILITIES

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

NEW TEACHER ORIENTATION

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

REQUIREMENT MUST BE FULFILLED

Professional development is ongoing. However the twenty-four (24) hours required by statute must be fulfilled by the third Friday of June 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.

RELATED PROCEDURES:

03.125 AP.21
03.19 AP.21

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 Director of Transportation/Central Office designee shall prepare a route map and schedule of stops for each bus in the District. These maps will show all scheduled routes traveled at any time during the day.

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 and make recommendations to the Superintendent.

NEW DRIVERS AND ROUTES

At least one week prior to the opening of school, all drivers shall receive his/her map and schedule. All 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 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. This route schedule will contain the names of the students riding the bus, grade of the students, stop number, direction, road name, house number, mileage, student crossing road, monitor needed, time AM, student loading at AM time, time PM, and student loading at PM, and school student attends. Drivers shall notify the Director of Transportation/Central Office designee of any revisions to their routes.

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 request~~ dietary accommodations for their child shall:

1. Notify the school principal 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.

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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.

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- 1-2. Identify children requiring special dietary modifications

- 2-3. ~~The Principal or designee shall~~ 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.

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- 3-4. ~~The Principal or designee shall~~ 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.

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- 4-5. ~~Admissions and Release Committee (ARC) chairs, Section 504 chairs, the school nurse, or the school nurse assistant, as appropriate, shall~~ Communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.

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- 5-6. Monitor and update the IEP, Section 504 plan, or health plan as needed.

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 KENTUCKY DEPARTMENT OF EDUCATION NO LONGER HAS A DIVISION NAMED STUDENT/FAMILY SUPPORT SERVICES AND NO LONGER REQUIRES DISTRICTS TO SEND THE DOCUMENTS AS LISTED BELOW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1312 AP.1

Application for Home/Hospital Instruction

The Home/Hospital Instruction application is incorporated by reference in 704 KAR 7:120. This application, ~~including the accompanying medical verification form and home/hospital committee decision form,~~ is available from the ~~Division of Student/Family Support Services,~~ Kentucky Department of Education [website](#).

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RELATED PROCEDURES:

08.1312 AP.21

[08.1312 AP.22](#)

08.1312 AP.23

EXPLANATION: THE HOME/HOSPITAL REVIEW COMMITTEE REPORT IS NOW INCLUDED IN THE STATE REQUIRED HOME/HOSPITAL APPLICATION. THIS FORM IS NO LONGER NEEDED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1312 AP.22

Home/Hospital Review Committee Report of Student Status

This form is to be completed by the Home/Hospital Review Committee and distributed to the student's teacher(s), as appropriate.

Date: _____

To: Classroom Teacher(s)

From: Home/Hospital Review Committee

_____, Chairperson

Re:

Student's Name

Student's Status:

- ☐ Student's application for enrollment in the Home/Hospital Instruction Program was denied for the following reason(s): _____
- ☐ Student has been accepted into the Home/Hospital Instruction Program. The effective date of enrollment is _____.
Beginning with the date given above, do not count the student absent from your class. The student is responsible for any assignments prior to the date of enrollment in the Home/Hospital Instruction program.
- ☐ Student was withdrawn from the Home/Hospital Instruction Program. The effective date of withdrawal is _____.
Include the student in your attendance records beginning with the next day of instruction following this date. The student is responsible for any assignments after the date of withdrawal from the Home/Hospital Instruction Program.
Withdrawal Code _____
- ☐ Student is expected to return to school as of _____ and will be withdrawn from the Home/Hospital Instruction program as of that date.
- ☐ Student is expected to return to school for partial days as of _____ for a period of approximately _____. During this time, the student will remain enrolled in the Home/Hospital Instruction Program. Do not include the student in your attendance records.
- ☐ After a six (6) months' review by the Home/Hospital Review Committee, the student's assignment to the Home/Hospital Instruction Program has been extended to _____

Remarks: _____

EXPLANATION: THE "EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)" REQUIRES DISTRICTS TO NOTIFY PARENTS OF THEIR RIGHT TO REQUEST AND RECEIVE INFORMATION REGARDING STATE OR DISTRICT ASSESSMENT POLICIES.
FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICES

CURRICULUM AND INSTRUCTION

08.222 AP.21

ESSA Assessment Notification

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ANNUAL NOTIFICATION - OPTION TO REQUEST ASSESSMENT INFORMATION

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

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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 addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State or District. If you would like to request this information, please contact _____ by phone at _____ or by e-mail at _____.

Sincerely,

Principal/designee

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: THE BOARD MAY DESIGNATE A STUDENT'S ADDRESS AS DIRECTORY INFORMATION UNDER FERPA; HOWEVER, UNDER THE MCKINNEY-VENTO ACT, INFORMATION REGARDING A STUDENT'S LIVING SITUATION IS NOT CONSIDERED DIRECTORY INFORMATION. AS A RESULT, INFORMATION ABOUT A STUDENT'S LIVING SITUATION MUST BE PROVIDED THE SAME PROTECTIONS AS OTHER NON-DIRECTORY, PERSONALLY IDENTIFIABLE INFORMATION (PII) CONTAINED IN STUDENT EDUCATION RECORDS UNDER FERPA.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14 AP.12

Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

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Date

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for . Following is a list of items that the District considers

Student's Name

student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

Student Directory Information Listing	
<p>Section I Release to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education (Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p> <p>CHOOSE ONE OF THE OPTIONS BELOW: <input type="checkbox"/> Option 1: The District MAY NOT RELEASE ANY information listed below. <input type="checkbox"/> Option 2: The District MAY RELEASE ONLY the information checked below.</p> <p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p> <div> <input type="checkbox"/> Student's name <input type="checkbox"/> Student's address <input type="checkbox"/> Student's school email address <input type="checkbox"/> Student's telephone number <input type="checkbox"/> Student's date and place of birth <input type="checkbox"/> Student's major field of study <input type="checkbox"/> Information about the student's participation in officially recognized activities and sports </div>	<p>Section II Armed Forces Recruiters & Institutions of Higher Education (Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p> <p>CHOOSE one of the Options below: <input type="checkbox"/> Option 1: The District MAY NOT RELEASE ANY information listed below. <input type="checkbox"/> Option 2: The District MAY RELEASE ONLY the information below.</p> <div> <input type="checkbox"/> Student's weight and height (if a member of an athletic team) <input type="checkbox"/> Student's dates of attendance <input type="checkbox"/> Degrees, honors and awards the student has received <input type="checkbox"/> Student's photograph/picture <input type="checkbox"/> Most recent educational institution attended by the student <input type="checkbox"/> Grade level </div>
<p>NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.</p>	

Parent/Student 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

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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 shall 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 ~~substance~~ 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: HB 253 CREATES A NEW SECTION OF KRS 620 WHICH WILL REQUIRE A SCHOOL TO PROVIDE THE CABINET ACCESS TO A CHILD SUBJECT TO AN INVESTIGATION WITHOUT PARENTAL CONSENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4361 AP.21

Record of Student Arrest at School

This form shall be kept in the school office, and a duplicate copy shall be forwarded to the Central Office.

Student's Name _____			
_____	_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
_____	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Student's Age _____	Date of Birth _____	Student's Phone Number _____	
School _____	Grade _____	Teacher/Classroom _____	
Date of Arrest _____			

LAW ENFORCEMENT AGENCY: (Check one)

☐ City Police ☐ County Sheriff ☐ Kentucky State Police ☐ Other: _____

ARRESTING OFFICER: _____

NATURE OF THE OFFENSE CHARGED: _____

ISSUING AUTHORITY OF ARREST WARRANT: _____

PLACE OF CUSTODY: _____

PARENTS NOTIFIED BY: _____ at: _____ on _____

Employee

Time

Date

NOTE: If a student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent and shall provide the cabinet access to a child subject to an investigation without parental consent.

PARENT/GUARDIAN NOTIFIED: _____

Principal/Designee's Signature

Date

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.

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Application and Permit for Use

SPENCER COUNTY PUBLIC SCHOOLS
207 WEST MAIN STREET
TAYLORSVILLE, KY 40071
(502) 477-3250 (502) 477-3259

Date of Application: _____
 Date of requested: _____ Number of Hrs. Needed: _____
 Time to be opened: _____ Ending time: _____

Use of building/description of activities (Please Specify): _____

Description of equipment, apparatus, animals, etc., which will be brought into the school's building or upon the school's grounds: _____

As an authorized representative of the applicant, the undersigned agrees to use the above named school facilities in accordance with the policies of the Spencer County Board of Education.

Organization: _____ Phone: _____

Telephone: _____ Group Name: _____

Representative's Name(s): _____

Signature of person in charge of the group: _____

SCHOOL BUILDING/FACILITIES

Taylorsville Elementary _____
 Spencer County Elementary _____
 Spencer County Middle School _____
 Spencer County High School _____
 Classroom(s) _____

\$10.00 per hour/per room

Gym \$14.00 per hour

Auditorium \$50.00 per hour _____

Custodian Flat Hourly Rate \$24.00

Other _____

CAFETERIA/KITCHEN

Taylorsville Elementary _____
 Spencer County Elementary _____
 Spencer County Middle School _____
 Spencer County High School _____

MUST HAVE FOOD SERVICE PERSONNEL**WHEN USING KITCHEN**

Kitchen: (\$50 per hour/non-school function)

Dining Area: (\$14 per hour/non-school function)

Café Worker Flat Hourly Rate \$24.00

A four (4) hour minimum will be charged for custodians and/or café workers for events occurring on a weekend or any other non-scheduled work day.

Application and Permit for Use

TO BE FILLED OUT BY SCHOOL OFFICE

Approved/Disapproved: _____
NAME TITLE

Note: ~~Non Profit g~~Groups not requiring a custodian-use must clean up area used. ~~or will be charged for future use.~~ If the Director of Facilities determines additional clean-up is necessary to make the space acceptable for student use, the group will be charged for the cost of the clean-up.

***Applicant has been given Liability Waiver/Information Sheet: _____**

****Make Checks payable to Spencer County Schools**

BOARD POLICY – MUST HAVE SCHOOL EMPLOYEE AT ALL EVENTS

Liability Waiver

The _____ do hereby hold the Superintendent, Principal, school staff member,
(Name of Organization, Group, Individual, Etc.)

Spencer County Board of Education, board members, and council members individually and collectively harmless from any loss or damage to persons or property resulting from the use of and entrance to the facility and/or grounds, and equipment or vehicles being used in _____

(Name of Organization, Group, Individual, Etc.)

The _____ do hereby assume all responsibility including liability for loss or
(Name of Organization, Group, Individual, Etc.)

damage to persons or property resulting from the use of and entrance to the facility and/or grounds, and equipment or vehicles being used in: _____

(Name of Activity.)

The _____ do hereby provide the following assurances regarding the use
(Name of Organization, Group, Individual, Etc.)

of specified rental property:

1. Cause the facilities to be used in a safe manner without damage or injury to any property or person.
2. Hold the Superintendent, Principal, Spencer County Board of Education, Board members, and council members individually and collectively harmless from any loss or damage to persons or property resulting from its use.
3. Abide by all rules and regulations governing the use of school buildings and facilities.
4. Permit supervision of the facilities during use by the building custodian or person designated by the Principal and to pay the cost of cleaning.
5. If kitchen facilities are to be used, food service personnel employed by the Board of Education will be used to supervise the activities and will agree to pay the cost of cleanup.
6. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.
7. To pay rental fees as designated by Director of Operations.

Under certain circumstances specified in District policy and/or procedure, the renting organization is required to provide liability insurance consisting of an insurance rider for the following amounts:

- 1) Insurance liability waiver of **one million dollars** with Spencer County Schools as additional insured.

The rider shall be for the time period of use of the building. You can obtain riders of this nature from your present insurance agency or perhaps one of the local insurance agencies in Spencer County.

The rider shall be given to the Spencer County Board along with the application. Please have the insurance agents name, address, and phone number on the waiver attachment.

Applicant agrees by the submission of this application that if it is accepted the following will be done:

Insurance Company _____

Phone _____

**All applications must be signed by a resident of Spencer County or responsible member of the organization, eligible to affix signature in the name of the organization, group, individual, etc.*

Applicant: _____

Approved by: _____

Address: _____

(Director of **Facilities**)

Telephone: _____

Date: _____

Date: _____

Officer in Charge: _____

Signature _____

Position _____

Application must be approved by Director of **Operations/Facilities, and a copy forwarded to the Building Principal.*

Nondiscrimination Policy Statement

The Spencer County School District does not discriminate on the basis of sex in the educational programs or activities that it operates and is required by TITLE IX of the educational Amendments of 1972 (P.L. 92-138), to discriminate in such a manner. Further, the school district does not discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities as required by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), nor does the school district discriminate in any of the educational programs or activities it operates, on the basis of race, color, national origin, religion, marital status, which is required by Title VI, Civil Rights Act of 1964, the Age Discrimination Act of 1974.

The Director of Pupil Personnel for the Spencer County School District, Main Street, 207 West Main St., Taylorsville, Kentucky 40071 (502) 477-3250, has been designated to coordinate Spencer County's efforts and carry out its responsibilities under Title IX, Title VI, and Section 504.

EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION**DAMAGE TO FACILITY AND EQUIPMENT:**

1. In the event of damage to building or equipment by groups using the building, the Principal shall immediately send a report to the Superintendent and to the responsible person of the group using the facility. Settlement, agreeable to the Board of Education, shall be prerequisite to additional use by the community group. Party using facility shall be responsible for any damage incurred.
2. Disregard of the policies governing the use of school buildings and facilities shall result in the refusal of the Board of Education to grant the offending organization or group further use of them.

CARE AND USE:

1. No property or equipment may be placed in the school or on school property that is hazardous or potentially hazardous.
2. No furniture or equipment shall be moved without authorization of the Principal.

UNAUTHORIZED USES:

1. The use of intoxicating liquor or harmful drugs, the carrying of firearms, deadly weapons or explosives, smoking in any areas, and the sale of un-approved food items shall be prohibited on school premises. (KRS 438.050, KRS 437.095, KRS 437-012C, Board Policy 05.31 – 05.3)
2. Unauthorized personnel shall not enter any boiler room or tamper with any mechanical ventilation, or heating equipment, nor shall the cafeteria or cafeteria equipment be used without a staff member present.
3. The Board of Education does not permit the use of any facility beyond 12:00 midnight unless prior approval has been obtained from the Superintendent or his designee. However, this time limit does not include cleanup time by the organization.
4. Smoking is not permitted in the school buildings of Spencer County Schools. (Federal Regulations)

Nondiscrimination Policy Statement

SECURITY:

The District shall furnish adequate security for the events.

PRESENCE OF AN EMPLOYEE DURING USE:

No school building shall be opened for use by groups when normally closed without the presence of an employee designated by the Director of Operations. The employee shall in no way be responsible for the conduct of persons present.

OFFICER IN CHARGE:

Groups using school facilities will provide adequate supervision of the event and will designate an officer of the organization who will be in charge of the event.

SCHEDULING OF FACILITIES:

No school facilities shall be used unless the use is scheduled through the Principal of the school. Normally, school facilities will not be scheduled unless the group applies three (3) days in advance.

Nondiscrimination Policy Statement

Dear Applicant for Rental of School Property,

The liability insurance waiver shall consist of an insurance rider for the following amount:

Insurance liability waiver of **one million dollars** with Spencer County Schools as additional insured.

The rider shall be for the time period of use of the building. You can obtain riders of this nature from your present insurance agency or perhaps one of the local insurance agencies in Spencer County.

The rider shall be given to the Spencer County Board along with the applications, Please have the insurance agents name, address, and phone number on the waiver attachment.

Thank you

Community Inspection Report

GROUP NAME: _____

DATE OF USE: _____

HOURS:

FROM: _____ To: _____

AREAS USED:

CLEAN/ACCEPTABLE FOR NEXT DAY STUDENT USE

CAFETERIA _____

YES**NO**

ROOM # _____

RESTROOMS _____

OTHER _____

INSPECTED BY: _____

DATE: _____ TIME: _____

***TURN REPORT INTO THE SUPERINTENDENT/DESIGNEE THE MORNING OF THE FOLLOWING SCHOOL DAY.**

School Event Facility Usage Procedures

- 1) This form **MUST** be filled out at least one **WEEK** before any event.
- 2) This form must be emailed or printed and turned into the daytime school custodian.
- 3) If you choose **NOT** to clean the facilities yourself after the event, custodial services are required. **Note: Custodial services require a fee.**
- 4) If you choose to clean the facilities yourself, then you must contact the daytime custodian for cleaning supplies.
- 5) During and after event, building doors must be locked and secure at all times. **(DO NOT PROP DOORS OPEN)**
- 6) All lights must be turned off when leaving the building.

ATTENTION: If this form is not filled out and submitted to custodian, the HVAC (heating, ventilation, & Air-condition/Cooling) will be in unoccupied mode during your event.

School Name: _____

Date of Event: _____

Start Time: _____

End Time: _____

Person Responsible: _____

Group Name: _____

I am requesting Custodial services: _____

I am declining Custodial services: _____

Areas/locations occupied during event

Please list below all areas of event such as hallways room NUMBERS and restrooms:

For Custodian Use Only

Inspected By: _____

Date: _____

Inclement Weather**CLOSING SCHOOLS**

In view of the fact that the health and safety of children are a priority in this District, schools will not be in session when it is considered unsafe for buses to travel on the streets and roads of the District.

DECISION MADE

The Superintendent, after consultation with the Director of Transportation and other staff members, shall make the decision to open or close schools during inclement weather.

SYSTEM OF NOTIFICATION

The Superintendent/designee shall notify the management team by 5:45 AM if schools are to be closed due to inclement weather. Building Principals may institute a calling system for members of their staff, if feasible.

~~Radio station(s) and~~ T.V. station(s) will be notified by 6:00 AM if schools will not be in session. Stations are requested to broadcast the school closing announcement as often as possible between 6:00 and 8:00 AM.

PARENTS, STUDENT, STAFF NOTIFICATION

Inclement weather information will be published in the local paper. Parents, students, bus drivers, food service personnel, and other staff members shall be advised listen to ~~radio~~/T.V. stations if there is any question about school being in session during inclement weather.

WEATHER EMERGENCY/SCHOOL IN SESSION

When weather emergencies such as snow storms, ice storms, tornadoes, etc., make it necessary to dismiss school during the school day, the following procedure will be followed:

1. The Superintendent shall notify all Principals and Central Office Staff.
2. The Director of Transportation shall notify the bus garage.
3. The bus drivers shall be called by the Central Office.
4. ~~Radio~~ TV stations shall be notified and requested to make the announcement and repeat it at intervals for one (1) hour.
5. Drivers should be available for unexpected schedule changes.

Review/Revised:5/18/1998