

KSBA Procedure Service

2019 Procedure Update (#23) 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
01.3 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
01.3 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
01.6 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.11 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.11 AP.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.123 AP.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.162 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.19 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.223 AP.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.29 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
04.32 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.411 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.5 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.34 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.11 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.13 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.13451 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.224 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.33 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.425 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.429 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10.11 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10.5 AP.1	<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"/>

08.113 AP.11   \_\_\_\_\_

\_\_\_\_\_   \_\_\_\_\_

\*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: HB 22 AMENDS KRS 160.190 TO CHANGE THE PROCESS FOR FILLING A BOARD VACANCY FROM A PERSON APPOINTED BY THE COMMISSIONER TO A PERSON APPROVED BY A MAJORITY VOTE OF THE REMAINING MEMBERS OF THE LOCAL BOARD, TIMELINE, AND INCLUDES VACANCY ADVERTISEMENT CONDITIONS AS WELL AS AN APPLICATION PROCESS. THESE FORMS ARE TO BE USED TO PROVIDE NOTICE THAT A VACANCY EXISTS, A SAMPLE NEWSPAPER ADVERTISEMENT, THAT A VACANCY HAS BEEN FILLED, AND THAT A MEMBER IS APPOINTED.

FINANCIAL IMPLICATIONS: COST OF ADVERTISEMENT AND NOTICES

POWERS AND DUTIES OF BOARD OF EDUCATION 01.3 AP.2

**Board Vacancy Forms**

**FORM TO PROVIDE NOTICE THAT A VACANCY EXISTS:**

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Date: \_\_\_\_\_

To Whom it May Concern:

A vacancy exists on the \_\_\_\_\_ Board of Education, as of \_\_\_\_\_<sup>1</sup> in the seat [Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems)] formerly held by \_\_\_\_\_. The unexpired term for this seat is set to end on \_\_\_\_\_. The Board will proceed to appoint an individual to fill this seat for the unexpired term pursuant to KRS 160.190 and Board Policy 01.3.

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Sincerely,

\_\_\_\_\_  
Superintendent/Board Secretary

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cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601  
County Clerk  
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd., Frankfort, KY 40601  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

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**REFERENCE:**

<sup>1</sup>OAG 81-316

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**Board Vacancy Forms**

**SAMPLE NEWSPAPER ADVERTISEMENT ANNOUNCING A BOARD VACANCY**

**NOTICE OF VACANT BOARD OF EDUCATION SEAT**

The \_\_\_\_\_ Board of Education ("Board") is seeking applications for appointment to fill a vacancy on the Board representing seat [Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems)]. This appointment will be effective until the November \_\_\_\_\_ regular election (use if the next November regular election is scheduled more than one [1] year prior to end of the remaining term) or the end of the term in \_\_\_\_\_ (use if the next November regular election is scheduled one [1] year or less prior to end of remaining term).

Responsibilities include: setting policy to govern the District; hiring/evaluating the Superintendent; and levying taxes and adopting the District budget. Board members must:

- Be at least 24 years old and a Kentucky citizen for the last three years;
- Be a registered voter in the particular District of the vacancy;
- Have completed the 12th grade or have a GED certificate;
- Meet all other legal qualifications (KRS 160.180); and
- Complete required annual in-service training.

Applications are available at \_\_\_\_\_ or online at \_\_\_\_\_  
Mail applications to: Superintendent, ATTN: Board Vacancy,  
\_\_\_\_\_, KY \_\_\_\_\_.

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**Board Vacancy Forms**

**FORM TO PROVIDE NOTICE THAT VACANCY HAS BEEN FILLED BY THE BOARD:**

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Date: \_\_\_\_\_

To Whom it May Concern:

Pursuant to KRS 160.190, and Board Policy 01.3, the \_\_\_\_\_ Board of Education, by vote of the Board on \_\_\_\_\_, has appointed \_\_\_\_\_ to fill the vacancy created on \_\_\_\_\_ in the seat [Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems)] formerly held by \_\_\_\_\_.

The appointment is effective immediately. \_\_\_\_\_'s address is \_\_\_\_\_.

The term for this appointment will end on \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

County Clerk

Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd., Frankfort, KY 40601

Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

**Board Vacancy Forms**

**FORM LETTER TO NEWLY APPOINTED MEMBER, ON DISTRICT LETTERHEAD:**

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Date: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, KY

Dear Mr./Ms. \_\_\_\_\_ :

Pursuant to KRS 160.190, and Board Policy 01.3, the \_\_\_\_\_ Board of Education, by vote of the Board on \_\_\_\_\_, has appointed you to fill the vacancy created on \_\_\_\_\_ in the seat [Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems) formerly held by \_\_\_\_\_. The appointment is effective immediately. Upon being duly sworn in, you may assume the duties of the office.

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The term of this appointment is set to end \_\_\_\_\_. Pursuant to KRS 160.190, this seat will be open to election in the November \_\_\_\_\_ general election. The \_\_\_\_\_ County Clerk should be consulted for election and candidacy filing information regarding this seat.

All new local Board of Education members must receive a minimum of twelve (12) hours of in-service training annually, per KRS 160.180 and 702 KAR 1:115, on a calendar year basis. These hours shall include certain mandated topics of ethics, finance, and Superintendent evaluation, as well as on various other topics such as Board member roles and responsibilities, and the Board's role in student achievement. Additionally, per 701 KAR 8:020, local Board members are required to complete twelve (12) hours of in-service training annually in their capacity as charter school authorizers. This requirement is separate from, and in addition to, the training required by KRS 160.180, but certain hours may count towards both requirements. Depending on the date of appointment, special provisions may apply.

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The Kentucky School Boards Association (KSBA) provides local Board member in-service training and maintains the legal records relating to required Board member training completion. KSBA makes efforts to offer training courses that will meet legal requirements for both general training and charter authorizer training. KSBA will contact you soon to begin scheduling training for the current calendar year. You may contact KSBA by calling 1-800-372-2962.

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Sincerely,

\_\_\_\_\_  
Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601  
\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,  
Frankfort, KY 40601

\_\_\_\_\_  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.2

(CONTINUED)

**Board Vacancy Forms**

**RELATED PROCEDURE:**

01.3 AP.21

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**Application for Board Vacancy**

10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law?  Yes  No

If yes, please describe. \_\_\_\_\_

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11. Do you serve on any county, city, or joint agency government boards?  Yes  No

If yes, please describe. \_\_\_\_\_

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12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?

Yes  No

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13. Have you completed at least the twelfth (12<sup>th</sup>) grade or been issued a High School Equivalency Diploma?  Yes  No

Yes  No

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14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Note: Application must include a transcript evidencing completion of the twelfth (12<sup>th</sup>) grade, or, if appropriate, the results of a twelfth (12<sup>th</sup>) grade equivalency examination. A diploma is not acceptable.

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High School Attended \_\_\_\_\_ Address \_\_\_\_\_ Dates Attended/Graduated \_\_\_\_\_

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College/University Attended \_\_\_\_\_ Address \_\_\_\_\_ Dates Attended/Degree \_\_\_\_\_

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Graduate Schools Attended \_\_\_\_\_ Address \_\_\_\_\_ Dates Attended/Degree \_\_\_\_\_

15. List schools or school related activities in which you are currently involved or with which you have had previous involvement:

\_\_\_\_\_

16. Work Experience (Please provide employment history and attach current resume.)

a. Current Employer \_\_\_\_\_ Address \_\_\_\_\_

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Date of Employment \_\_\_\_\_ Duties \_\_\_\_\_

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b. Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

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Date of Employment \_\_\_\_\_ Duties \_\_\_\_\_

c. Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

Date of Employment \_\_\_\_\_ Duties \_\_\_\_\_



**Application for Board Vacancy**

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete in the next four (4) years:

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: Board members must complete annual in-service training as required by law.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application for Board Vacancy**  
**COUNTY CLERK'S CERTIFICATION**

**RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT**

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

\_\_\_\_\_ who resides at \_\_\_\_\_  
Name Address

is a resident and registered voter in \_\_\_\_\_ School District  
[Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems).]

Certified by: \_\_\_\_\_

\_\_\_\_\_ County Clerk's Office Date: \_\_\_\_\_

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

**Related Procedure:**

01.3 AP.2

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EXPLANATION: SB 230 PROVIDES THAT A PUBLIC AGENCY MAY ACCEPT OPEN RECORDS REQUESTS VIA EMAIL. ADDITIONALLY, PER THE OPEN RECORDS ACT, USERS REQUESTING RECORDS FOR COMMERCIAL PURPOSES ARE EXPECTED TO NOTIFY THE PUBLIC AGENCY OF SUCH.

FINANCIAL IMPLICATIONS: TIME ADDRESSING OPEN RECORDS REQUESTS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.6 AP.2

**Request to Examine and/or Copy District Records**

**PUBLIC ACCESS**

Records of the Board, except those specifically exempted by statute, are open to public inspection at the Office of the Superintendent. Persons desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office and of each school building, as appropriate.

**Records exempted from public access include:**

1. Records of a personal nature where public disclosure is an invasion of personal privacy.
2. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.
3. Records or negotiation of real estate transactions until such time as property has been acquired.
4. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.
5. Preliminary drafts and recommendations.
6. Student records are prohibited from being released by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.
7. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.
8. Emergency plan and diagram of a school.

**Records Requested From:**

Records Custodian: \_\_\_\_\_

District Name: \_\_\_\_\_

District Address: \_\_\_\_\_

**Records Requested By:**

Name (MUST BE PRINTED): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

**Specify in detail the record(s) requested. Attach another page, if necessary.**

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\_\_\_\_\_  
*Signature of Person Requesting Record(s)*

\_\_\_\_\_  
*Month/Day/Year*

Please attach requests made by letter, email, or FAX to this form.

**Request to Examine and/or Copy District Records**

Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requester does not pick up the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

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**NOTE:** Except when individuals designated by the Superintendent are reviewing records, an authorized school employee shall provide appropriate supervision while records are being inspected.

For Office Use Only	
Records Request received by _____	Date _____
Records Request referred to (if applicable) _____	Date _____
Records Request complied with by _____	Date _____
Records request <input type="checkbox"/> Approved <input type="checkbox"/> Not approved (explanation attached)	

EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS.  
FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.11 AP.21

**Job Vacancy Notice**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

CLASSIFICATION OF JOB TO BE POSTED: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_  
FUNDING SOURCE \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ PAY CATEGORY: \_\_\_\_\_

CHECK ONE:  FULL-TIME  PART-TIME  FLEX  TEMPORARY

IS THIS A NEW POSITION?  YES  NO

JOB REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION DEADLINE: \_\_\_\_\_

SPECIAL ADVERTISING NEED(S): \_\_\_\_\_

*(Unless otherwise noted, all certified positions shall be posted for fifteen [15] calendar days.)*

ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

*All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs or activities.**

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EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS. FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.11 AP.25

- CERTIFIED PERSONNEL -

**Recommendation for Employment**

To: Superintendent/designee  
From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE:  FULL-TIME  PART-TIME  FLEX  TEMPORARY

IS THIS AN ITINERANT POSITION  YES  NO

IS THIS APPLICANT CURRENTLY EMPLOYED BY THE DISTRICT?  YES  NO

DATE OF SBDM CONSULTATION: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

*All employment recommendations must be submitted on this form. Please return to the Superintendent/designee at the Central Office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs or activities.**

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Modification

EXPLANATION: AN AFFIDAVIT IS REQUIRED FOR USE OF PERSONAL LEAVE, EMERGENCY LEAVE, OR FOR USE OF SICK LEAVE FOR THE PURPOSE OF MOURNING A MEMBER OF THE EMPLOYEE'S IMMEDIATE FAMILY. EITHER AN AFFIDAVIT OR A CERTIFICATE OF A PHYSICIAN IS REQUIRED IF THE EMPLOYEE WAS ABSENT DUE TO PERSONAL ILLNESS OR FOR THE PURPOSE OF ATTENDING TO AN IMMEDIATE FAMILY MEMBER WHO WAS ILL.  
FINANCIAL IMPLICATIONS: COST OF NOTARY COMMISSION

DRAFT WITH DISTRICT CHANGES 7/19/19

PERSONNEL

03.123 AP.2

**Vacation and Non-Contract Day Leave Affidavit**

**Name:** \_\_\_\_\_

**Personal and Emergency Leaves**

Date(s) of Absence \_\_\_\_\_

(Check Applicable Leave)

Emergency Leave Total # of days taken this pay period \_\_\_\_\_

Personal Leave Total # of days taken this pay period \_\_\_\_\_

**Sick Leave**

Date(s) of Absence \_\_\_\_\_

Nature of Illness \_\_\_\_\_

By signing below, I solemnly swear that on the above-mentioned date(s) I was unable to perform my school duties and apply for Excused Sick Leave in compliance with Board Policy 03.4232/03.2232.

**THE FOLLOWING IS APPLICABLE TO EMPLOYEES CONTRACTED 240 OR MORE DAYS.**

**Vacation and Non-Contract Days**

Date(s) of Absence \_\_\_\_\_

(Check Applicable Leave)

Vacation Days Total # of days taken this pay period \_\_\_\_\_

Non-contract Days Total # of days taken this pay period \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Superintendent/Designee's Signature \_\_\_\_\_

Approving Leave

**PLEASE SEE REVERSE SIDE FOR SICK, PERSONAL, AND EMERGENCY LEAVE.**

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**Leave Request Form and Affidavit**

A personal affidavit is required for the use of personal leave, the use of emergency leave, and the use of sick leave\* for the purpose of mourning a member of the employee's immediate family.\* Either a personal affidavit or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member\* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member\* who is ill does not submit a supporting physician's certificate, s/he must submit a supporting personal affidavit. Requirements for use of sick leave following child birth and adoption are stated in Policies 03.1233/03.2233.

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**LEAVE AFFIDAVIT**  
**(KRS 161.152, KRS 161.154, KRS 161.155)**

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Comes the affiant, \_\_\_\_\_, after being duly sworn, and states as follows:

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I am submitting this request for the use of leave for the following purpose(s) (check applicable boxes); that the facts supporting the request for leave as indicated below are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

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- Sick leave based on personal illness Date(s): \_\_\_\_\_

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- Sick leave to attend to an immediate family member\* who was ill Date(s): \_\_\_\_\_

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- Sick leave to mourn the death of an immediate family member\* Date(s): \_\_\_\_\_

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- Personal leave in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature. Date(s): \_\_\_\_\_

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- Emergency leave in compliance with and subject to conditions set forth in Policy 03.1236/03.2236

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Bereavement  Disasters  Court/Legal  Other, specify: \_\_\_\_\_

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\_\_\_\_\_  
Affiant's Signature Date

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\_\_\_\_\_  
Affiant's Name (Print or Type)

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Notary Public: \_\_\_\_\_ County, Kentucky

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My Commission Expires: \_\_\_\_\_

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\*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

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EXPLANATION: AN AFFIDAVIT IS REQUIRED FOR USE OF PERSONAL LEAVE, EMERGENCY LEAVE, OR FOR USE OF SICK LEAVE FOR THE PURPOSE OF MOURNING A MEMBER OF THE EMPLOYEE'S IMMEDIATE FAMILY. EITHER AN AFFIDAVIT OR A CERTIFICATE OF A PHYSICIAN IS REQUIRED IF THE EMPLOYEE WAS ABSENT DUE TO PERSONAL ILLNESS OR FOR THE PURPOSE OF ATTENDING TO AN IMMEDIATE FAMILY MEMBER WHO WAS ILL.  
FINANCIAL IMPLICATIONS: COST OF NOTARY COMMISSION

PERSONNEL

03.123 AP.2

### Leave Request Form and Affidavit

**Name:** \_\_\_\_\_

#### **Personal and Emergency Leaves Request** (see next page for required affidavit)

Date(s) of Absence \_\_\_\_\_

(Check Applicable Leave)

Emergency Leave

Total # of days taken this pay period \_\_\_\_\_

Personal Leave

Total # of days taken this pay period \_\_\_\_\_

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#### **Sick Leave Request** (see next page for affidavit that may be required)

Date(s) of Absence \_\_\_\_\_

Nature of Illness \_\_\_\_\_

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By signing below, I solemnly swear that on the above mentioned date(s) I was unable to perform my school duties and apply for Excused Sick Leave in compliance with Board Policy 03.4232/03.2232.

**THE FOLLOWING IS APPLICABLE TO EMPLOYEES CONTRACTED 240 OR MORE DAYS.**

#### **Vacation and Non-Contract Days Request**

Date(s) of Absence \_\_\_\_\_

(Check Applicable Leave)

Vacation Days

Total # of days taken this pay period \_\_\_\_\_

Non-contract Days

Total # of days taken this pay period \_\_\_\_\_

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee's Signature \_\_\_\_\_

Superintendent/Designee's Signature \_\_\_\_\_

Approving Leave as Requested

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**Leave Request Form and Affidavit**

A personal affidavit is required for the use of personal leave, the use of emergency leave, and the use of sick leave for the purpose of mourning a member of the employee's immediate family. \* Either a personal affidavit or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member\* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member\* who is ill does not submit a supporting physician's certificate, s/he must submit a supporting personal affidavit. Requirements for use of sick leave following child birth and adoption are stated in Policies 03.1233/03.2233.

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**LEAVE AFFIDAVIT  
(KRS 161.152, KRS 161.154, KRS 161.155)**

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Comes the affiant \_\_\_\_\_, after being duly sworn, and states as follows:

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I am submitting this request for the use of leave for the following purpose(s) (check applicable boxes); that the facts supporting the request for leave as indicated below are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

- Sick leave based on personal illness Date(s): \_\_\_\_\_
- Sick leave to attend to an immediate family member\* who was ill Date(s): \_\_\_\_\_
- Sick leave to mourn the death of an immediate family member\* Date(s): \_\_\_\_\_
- Personal leave in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature. Date(s): \_\_\_\_\_
- Emergency leave in compliance with and subject to conditions set forth in Policy 03.1236/03.2236

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Bereavement  Disasters  Court /Legal  Other, specify: \_\_\_\_\_

\_\_\_\_\_  
Affiant's Signature Date

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\_\_\_\_\_  
Affiant's Name (Print or Type)

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Notary Public: \_\_\_\_\_ County, Kentucky

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My Commission Expires: \_\_\_\_\_

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\*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

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EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS. FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.162 AP.2

### Harassment/Discrimination Reporting Form

This form provides the opportunity for an employee to report violation(s) of Board Policy 03.162 or 03.262 and to secure an equitable and prompt resolution. This procedure shall be implemented in compliance with Board policy and shall be used to document all complaints, whether addressed informally or formally.

Employee's Name	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Employee's Address	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Employee's Home Phone Number	_____	Daytime Phone #	_____
	<i>Work Site</i>	_____	_____

#### CONFIDENTIALITY

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

#### HARASSMENT/DISCRIMINATION COMPLAINT (USE ADDITIONAL SHEETS IF NECESSARY.)

Date(s)/approximate time of the alleged incident(s): \_\_\_\_\_

Place alleged incident(s) occurred: \_\_\_\_\_

What type of harassment or discrimination was involved in the alleged incident?

sexual     racial     on the basis of national origin     on the basis of disability

limitations due to pregnancy, childbirth, or related medical conditions

other type of harassment/discrimination? If other, specify: \_\_\_\_\_

Name of person you believe is guilty of harassment or discrimination: \_\_\_\_\_

Position: \_\_\_\_\_

If the alleged behavior was directed toward another person, name that person: \_\_\_\_\_

Describe the alleged incident as clearly as possible, including such information as verbal statements (i.e. slurs, threats, other verbal or physical abuse or prohibited requests), what physical contact, if any was involved, what force, if any was used.

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses to these events: \_\_\_\_\_

**PLEASE ATTACH ANY EXHIBITS OR OTHER TANGIBLE EVIDENCE (I.E., NOTES).**

WHAT RESULTS ARE YOU SEEKING BY FILING THIS FORM? \_\_\_\_\_

\_\_\_\_\_

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PERSONNEL

03.162 AP.2  
(CONTINUED)

**Harassment/Discrimination Reporting Form**

*I agree that all information reported here is complete, accurate and true to the best of my knowledge and affirm that I honestly believe that the person named harassed or discriminated against me or another person.*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Received by*

\_\_\_\_\_  
*Date*

**NOTE:**

- Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

**[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)**

EXPLANATION: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING A SCHOOL SAFETY COORDINATOR TRAINING PROGRAM, REQUIRED TRAINING FOR PRINCIPALS TO COMPLETE SCHOOL SECURITY RISK ASSESSMENT, REQUIRED TRAINING FOR SCHOOL RESOURCE OFFICERS, AMENDS KRS 156.095 SUICIDE PREVENTION TRAINING AND ADDS REQUIRED TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.  
FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.19 AP.23

**District Training Requirements**

SCHOOL YEAR: \_\_\_\_\_

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members. Board member training hours	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.111 01.83			✓ ✓	
Certified Evaluation Training	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Superintendent training program to be completed within two (2) years of taking office	KRS 160.350	02.12			✓	
Council member training required for Principal selection	KRS 160.345	02.4244			✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management		02.3			✓	
Effective January 1, 2020, all School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	New Section of KRS <u>158</u>	<u>02.31</u>			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA	03.14/03.24			✓	
Bloodborne pathogens	29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200 OSHA	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		
Training for Supervisors of Student Teachers	16 KAR 5:040				✓	



PERSONNEL

03.19 AP.23  
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED		DATE COMPLETED
			CERTIFIED	ALL DESIGNATED	
Orientation materials for volunteers	KRS 161.048	03.6		✓	
Teacher professional development/learning	KRS 156.095	03.19	✓		
Instructional leader training	KRS 156.101	03.1912		✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29		✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned	KRS 161.044	03.5		✓	
Integrated Pest Management (7a) Certification	302 KAR 29:060	05.11		✓	
Training for designated personnel on use and management of equipment		05.4		✓	
If District owns automated external defibrillator (AEDs), training on use of such	KRS 311.667	05.4		✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)	New Section of KRS 158	05.4		✓	
School Principal training on procedures for completion of the required school security risk assessment.					
Fire drill procedure system.	KRS 158.162	05.41		✓	
Lockdown drill procedure system.	KRS 158.162	05.411		✓	
Active Shooter Situations	KRS 158.164				
Severe Weather/Tornado drill procedure system.	KRS 156.095	03.19/03.29		✓	
	KRS 158.162	05.42		✓	
	KRS 158.163				
Earthquake drill procedure system.	KRS 158.163	05.47		✓	
Annual in-service school bus driver training	702 KAR 5:030	06.23		✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818			✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓		
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication and higher order thinking.	KRS 158.6453 (SB 1)		✓		

PERSONNEL

03.19 AP.23  
(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED		DATE COMPLETED
			CERTIFIED	DESIGNATED	
Grants regarding training for state-funded community education directors	KRS 160.156			✓	
Local Board to develop and implement orientation program for adjunct instructors	KRS 161.046			✓	
Designated training for School Nutrition Program Directors and food service personnel	702 KAR 6:045 KRS 158.852 7 C.F.R. §210.31	07.1 07.16		✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓	✓	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school	KRS 156.095	08.141	✓	✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323		✓	
Confidentiality of student record information	34 C.F.R. 300.623	09.14	✓		
Student suicide prevention training: Minimum of one (1)-hour in-person, live stream, or via video recording every other year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. (teachers, principals, counselors) [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095, KRS 158.070	09.22		✓	
Training on employee reports of criminal activity	KRS 158.148, KRS 158.154, KRS 158.155, KRS 158.156, KRS 620.030	09.2211	✓		
Personnel training on restraint and seclusion and positive behavioral supports	704 KAR 7:160	09.2212	✓	✓	

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**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED		DATE COMPLETED
			CERTIFIED	DESIGNATED	
Personnel training child abuse and neglect prevention, recognition, and reporting	KRS 156.095	09.227	✓	✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports	KRS 160.445, KRS 161.166, KRS 161.185, 702 KAR 7:065	03.1161 03.2141 09.311		✓	
Training for school personnel authorized to give medication	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241		✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811		✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program	704 KAR 19:002	09.4341		✓	
Student discipline code	KRS 158.148, KRS 158.156, KRS 158.444, KRS 525.070, KRS 525.080	09.438	✓		
Intervention and response training on responding to instances of incivility.		10.21		✓	

**THIS IS NOT AN EXHAUSTIVE LIST -- CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.**

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky *Records Retention/Public School District Schedule*.

EXPLANATION: AN AFFIDAVIT IS REQUIRED FOR USE OF PERSONAL LEAVE OR FOR USE OF SICK LEAVE FOR THE PURPOSE OF MOURNING A MEMBER OF THE STAFF PERSON'S IMMEDIATE FAMILY. EITHER AN AFFIDAVIT OR A CERTIFICATE OF A PHYSICIAN IS TO BE SUBMITTED IF THE STAFF MEMBER WAS ABSENT DUE TO PERSONAL ILLNESS OR FOR THE PURPOSE OF ATTENDING TO AN IMMEDIATE FAMILY MEMBER WHO WAS ILL.  
FINANCIAL IMPLICATIONS: COST OF NOTARY COMMISSION

*Modification*

PERSONNEL

03.223 AP.2

**Leave Request Form and Affidavit**

See Procedure 03.123 AP.2/Leave **Request Form and Affidavit form**.

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EXPLANATION: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING A SCHOOL SAFETY COORDINATOR TRAINING PROGRAM, REQUIRED TRAINING FOR PRINCIPALS TO COMPLETE SCHOOL SECURITY RISK ASSESSMENT, REQUIRED TRAINING FOR SCHOOL RESOURCE OFFICERS, AMENDS KRS 156.095 SUICIDE PREVENTION TRAINING AND ADDS REQUIRED TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.  
FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.29 AP.23

- CLASSIFIED EMPLOYEES -

**District Training Requirements**

See existing Procedure 03.19 AP.23.

EXPLANATION: HB 26 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$30,000.  
 FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

FISCAL MANAGEMENT

04.32 AP.1

**Procurement**

- A. The Spencer County Board of Education has adopted KRS 45A – Model Procurement as the legal procurement form for the District. Under KRS 45A the District is responsible to make purchases utilizing our Small Purchase Procedure, Competitive Sealed Bidding, Competitive Negotiations, or by using Non-Competitive Negotiations.

The Small Purchase Procedure shall be followed for purchases which do not exceed in aggregate ~~\$30,000.00~~~~20,000.00~~ over the fiscal year. Contracts or purchases shall be awarded by competitive sealed bidding when the amounts in aggregate exceed ~~\$30,000.00~~~~20,000.00~~ over the fiscal year with the Board of Education approving the lowest and/or best bid, except as otherwise provided by KRS 45A.370, KRS 45A.375, and KRS 45A.380, and KRS 45A.385; or when other governmental contracts exist including but not limited to Cooperative, Local Governmental, State, and/or Federal Contracts for the desired goods or services. Monetary limits on non-bid items are as follows:

<b>\$0.00-\$999.99</b>	Requires an approved <u>Purchase Order</u> form.
<b>\$1,000.00-\$9,999.99</b>	Requires an approved <u>Purchase Order</u> form and <u>Small Purchase Determination and Finding</u> form, with three (3) phone quotes or three (3) prices from competitive catalogs unless approved by the Purchasing Department.
<b>\$10,000.00-\$129,999.99</b>	Requires an approved <u>Purchase Order</u> form and <u>Small Purchase Determination and Finding</u> form, with three (3) written quotations from competitive vendors or suppliers unless approved by the Purchasing Department.
<b>\$230,000 and over</b>	Contact the Purchasing Department to proceed.
Note: In accordance with KRS 45A.380, a <u>Non-Competitive Determination and Finding</u> form may be used where applicable.	

Principals may purchase in the instances and in the manner provided for by administrative procedures for small purchases, and by non-competitive negotiation in connection with the purchase of items for resale as provided herein. Each Principal is vested with the authority to utilize the small purchase procedure in connection with purchases from their school's activity funds when a purchase does not exceed ~~\$30,000.00~~~~20,000.00~~ or the aggregate amount District wide does not exceed ~~\$30,000.00~~~~20,000.00~~. Principals may also utilize non-competitive negotiation procedures for the purchase of proprietary items for resale, upon their finding and determination that the items to be purchased are proprietary items for resale.

The Director of School Food Services is vested with authority to contract for perishables purchased on a weekly or more frequent basis by non-competitive negotiation. Each Director is vested with the authority for his division under small purchase procedures when a purchase does not exceed ~~\$30,000.00~~~~20,000.00~~, or the aggregate amount does not exceed ~~\$30,000.00~~~~20,000.00~~.

**Procurement**

The intent of the purchasing procedures is to establish a framework so that purchasing activities for the School District are carried out in a prudent and economical manner. Fundamentally, the objective is to purchase supplies and equipment from the qualified vendor who submits the lowest or best bid for products or services that are equal or better than the specifications in the bid documents. The supplier who may be awarded the bid need not be the lowest bidder, but rather the best evaluated bidder for the quality, service, and quantity of items as specified.

The following are general interpretations of KRS 45A – Model Procurement, which are to be considered in carrying out the purchases for the School District:

**B. Small Purchase**

The Small Purchase Procedure may be used in connection with purchase of supplies, services or construction when the aggregate amount of the contract during a fiscal year does not exceed ~~\$30,000.00~~~~20,000.00~~. When practicable, price quotations shall be obtained from several reputable sources before purchases are made. Documentation of oral and written quotations shall be maintained.

Aggregate Amount: “Aggregate amount” of a contract shall refer to the total dollar amount during a fiscal year in connection with items of a like nature, function and use, the need for which can be reasonably determined at the beginning of the fiscal year. (Items need not be included in an aggregate amount, if the need for such items could not reasonably be established in advance.) If the total dollar amount exceeds ~~\$30,000.00~~~~20,000.00~~, general procurement procedures, rather than small purchase procedures, shall be used for the purchase of such items.

Determination that the “aggregate amount” does not exceed ~~\$30,000.00~~~~20,000.00~~ shall be made in writing; shall include the written findings upon which the determination is made; and shall be kept in the file relating to the contract. This written determination is only required when items of a like nature, function and use are purchased, the need for which can reasonably be determined at the beginning of the fiscal year. Supplies, equipment or services normally supplied as unit cannot be artificially divided for the sole purpose of using small purchase procedures.

Supplies, equipment or services to be provided over a period of time at the same unit price shall be considered a single purchase contract. If the amount of the purchase contract exceeds ~~\$30,000.00~~~~20,000.00~~, other procedures shall be utilized.

Supplies, services or construction, the need for which cannot be reasonably established in advance, or which were unavailable because of a failure of delivery, may be obtained utilizing the small purchase procedure, if the price, at the time of awarding contract, does not exceed ~~\$30,000.00~~~~20,000.00~~.

Officials authorized to determine if the aggregate amount of any contract exceeds ~~\$30,000.00~~~~20,000.00~~ shall make such decisions in good faith and shall not use small purchase procedures to circumvent the general requirements of the Model Procurement Code.

**Procurement****C. Competitive Sealed Bidding**

**Invitations to Bid:** Competitive Sealed Bidding shall fully comply with KRS 45A.365. All invitations for competitive sealed bids shall state whether the award shall be made on the basis of the lowest bid price or the lowest evaluated bid price. If the latter is used, the objective measurable criteria to be utilized shall be set forth in the invitation for bids. The "evaluated bid price" shall mean the dollar amount of a bid after bid price adjustments, pursuant to objective measurable criteria which affect the economy and effectiveness in the operation or use of the product, such as reliability, maintainability, useful life, residual value, and time of delivery, performance, or completion. In order to utilize "objective measurable criteria" in connection with bids where the award is to be made on the basis of the lowest evaluated bid price, the invitation to bid shall include the weight to be given to various qualities or items in the product or service to be furnished, together with the method of evaluation so that the evaluation of bids may be determined with reasonable mathematical certainty and, where appropriate, criteria may be utilized which are otherwise subjective, such as taste and appearance.

**Advertisement for Bids:** All notice of invitations for bids shall be either published under the legal section of the Spencer Magnet or posted on the Internet. Adequate public notice (not less than seven (7) days before the date set for the opening of the bids) shall be given.

**D. Competitive Negotiations**

When the purchasing officer determines in writing that the use of competitive sealed bidding is not practicable, and except as provided in KRS 45A.095 and KRS 45A.100, a contract may be awarded by competitive negotiation.

1. Adequate public notice of the request for proposals shall be given in the same manner and circumstances as provided in KRS 45A.080 (3).
2. Contracts other than contracts for projects utilizing an alternative project delivery method under KRS 45A.180 may be competitively negotiated when it is determined in writing by the purchasing officer that the bids received by competitive sealed bidding either are unreasonable as to all or part of the requirements, or were not independently reached in open competition, and for which each competitive bidder has been notified of the intention to negotiate and is given reasonable opportunity to negotiate.
3. Contracts for projects utilizing an alternative project delivery method shall be processed in accordance with KRS 45A.180.
4. The request for proposals shall indicate the relative importance of price and other evaluation factors.
5. Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the Commonwealth, taking into consideration price and the evaluation factors set forth in the request for proposals.



**Procurement**

6. Written or oral discussions shall be conducted with all responsible offerors who submit proposals determined in writing to be reasonably susceptible of being selected for award. Discussions shall not disclose any information derived from proposals submitted by competing offerors. Discussions need not be conducted:
  - a. With respect to prices, where the prices are fixed by law or administrative regulation, except that consideration shall be given to competitive terms and conditions;
  - b. Where time of delivery or performance will not permit discussions; or
  - c. Where it can be clearly demonstrated and documented from the existence of adequate competition or prior experience with the particular supply, service, or construction item, that acceptance of an initial offer without discussion would result in fair and reasonable best value procurement, and the request for proposals notifies all offerors of the possibility that award may be made on the basis of the initial offers.

**E. Non-Competitive Negotiations**

Conditions, including emergencies, and procedures under which purchases may be made by means other than competitive sealed bids.

Purchasing officers are authorized to acquire goods, services, or construction through noncompetitive negotiation under the following circumstances, providing a written determination is made that competitive bidding is not feasible. At least one (1) of the following conditions shall be met:

1. An emergency has been determined.

An emergency condition is a situation that creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, and equipment failures. The existence of such a condition creates an immediate and serious need to supplies, services, or construction that cannot be met through normal procurement procedures and the lack of which would seriously threaten (a) the functioning of the District; (b) the preservative or protection of property; (c) the health or safety of any person. When such conditions exist, the Superintendent and designated purchasing agents are authorized to purchase through noncompetitive negotiation. The determination of an emergency and the details of the procurement shall be stated in writing and reported to the Board at its next regular meeting.

2. The product or service to be procured is available from a single source.
3. A necessity is temporarily unavailable from the contracted supplier.

When a particular necessity is temporarily unavailable from the contract supplier and the purchasing officer makes a written determination to that effect, the purchasing officer has the authority to treat such items as a single source of services or products and has authority to proceed to procure the same by noncompetitive negotiation.

**Procurement**

## 4. Contracts for services.

The District may contract for the services of licensed professionals such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; technicians such as plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician; printers for special projects. This provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services.

Noncompetitive negotiations for services of licensed professionals shall occur only when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.

## 5. The contract is for the purchase of perishable items purchased with funds other than school nutrition service funds on a weekly or more frequent basis.

Perishables" are those items that are subject to natural decay and deterioration if not put to their intended use within a reasonable time and include such items as fresh fruits and vegetables, meats and fish. Perishables do not include dried, canned, or frozen food products that are normally purchased less frequently than by the week. Items that may be classed as perishables, but which readily lend themselves to competitive bidding, shall be obtained only by competitive bidding. Such items include milk and bread.

Purchase of such items with school nutrition service funds shall be done consistent with methods authorized by federal regulation (7 C.F.R. §3016.36).

6. The contract or purchase is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible.
7. The contract is for proprietary items for resale.
8. Items for resale include printed documents; stocks and inventories for school bookstores; candies; soft drinks, and, all other items that are sold to students and to the general public. Supplies that must be processed prior to resale such as food purchases for the lunchroom are not included as items for resale.
9. The contract or purchase relates to an enterprise in which the buying or selling by students is a part of the educational experience.
10. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the service area of the agency.
11. The contract or purchase is for purchase of supplies that are sold at public auction or by receiving sealed bids.
12. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment insurance.
13. The contract or purchase is for a sale of supplies at reduced prices that will afford a purchase at savings to the school district.
14. The contract or purchase is from a state, U.S. Government, or other public agency.
15. The contract or purchase is from a state, U.S. Government, or other public agency price contract.

**Procurement**

16. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or the lowest evaluated bid price.
  17. Sealed bidding is inappropriate because the available sources of supply are limited.
  18. The bid prices received through sealed bidding are unresponsive or unreasonable.
- F. Reverse Auction
- Competitive bidding or competitive negotiation for goods and leases may include use of a reverse auction, which is to be conducted as provided in KRS 45A.365 (competitive sealed bidding) or KRS 45A.370 (competitive negotiation).
- G. Rejection of bids, consideration of alternate bids, and waiver of informalities in offers.
- The conditions for bidding shall be applicable to and incorporated in all invitations for bids. Failure to comply with such conditions shall be cause for rejection of the bid. The Board or its designee retains the right to waive any informalities in offer.
- H. Confidentiality of technical data and trade secrets information submitted by actual and prospective bidders or offerors.
- Technical data and trade secrets information submitted by actual and prospective bidders are exceptions to the open records requirements and shall be rated confidentially.
- I. Partial, progressive and multiple awards.
- The District purchasing officer is authorized, when feasible, to advertise for bids as a discount from a price list or catalog. The conditions shall state that multiple awards may be made. When such multiple awards are made, purchases at the contract discount may be made from such price lists or catalogs without further negotiation. However, any changes in the price list exceeding ten percent (10%) during the period of the contract shall disqualify such items from purchase.
- J. Supervision of store rooms and inventories, including determination of appropriate stock levels, and the management, transfer, sale or other disposal of government-owned property shall be the responsibility of the purchasing officer of the district.
- K. Definitions and classes of contractual services and procedures for acquiring them.
- The District may obtain the services of various classes of professionals, technicians, and artists by noncompetitive negotiation when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.
- L. Procedures for the verification and auditing of local public agency procurement records.
- The Superintendent shall maintain sufficient records for the Board to verify all purchasing agreements and purchases made through such agreements. Financial records of all transactions related to the purchase of goods and services for the District or individual schools are subject to an annual financial audit.

**Procurement**

- M. Annual reports from those vested with purchasing authority as may be deemed advisable in order to ensure that the requirements of this policy are complied with.
1. Each staff member authorized to approve purchase orders shall:
    - a. Keep a copy of all purchase orders issued.
    - b. Maintain a log to include the name of the vendor from which products or services were obtained.
    - c. Record the purpose of the product or service.
    - d. Record how the decision was made to purchase from the vendor (bid, negotiation, single source, state price contract, etc.)
    - e. List other vendors contacted and their cost for the product or service
  2. All Board policies and District procedures pertaining to procurement, whether promulgated under KRS 45A.345 to 45A.460 or otherwise, shall be maintained in the District Central Office and shall be available to the public upon request at a cost not to exceed the cost of reproduction.
- N. Except as permitted by law, every invitation for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.

EXPLANATION: SCHOOLS ARE REQUIRED TO CONDUCT BUILDING LOCKDOWNS. THIS POINTER IS USED TO DOCUMENT SUCH IN 05.41 AP.2.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

\$05.411 AP.1

**Building Lockdowns**

**DRILLS**

Lockdown drills are to be conducted according to Policy 05.411 and documented under Procedure 05.41 AP.2.

EXPLANATION: SBI REQUIRES SECURITY MEASURES TO BE IMPLEMENTED AS SOON AS PRACTICABLE BUT NO LATER THAN JULY 1, 2022. THE MAIN ENTRANCE OF EACH SCHOOL TO HAVE ELECTRONICALLY LOCKING DOORS, A CAMERA, AND AN INTERCOM SYSTEM, CLASSROOM DOORS TO BE EQUIPPED WITH HARDWARE THAT ALLOWS THE DOOR TO BE LOCKED FROM THE OUTSIDE BUT OPENED FROM THE INSIDE, AND OTHER SAFETY PROVISIONS.  
FINANCIAL IMPLICATIONS: COST TO UPGRADE EXISTING FACILITIES

SCHOOL FACILITIES

05.5 AP.1

**Building Security**

In order to ~~address~~ ensure reasonable security of District property the following ~~practices (Items 1-3) procedures shall be implemented~~ are required in all schools and shall be implemented as soon as practicable but no later than July 1, 2022):

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1. ~~Controlling~~ access to the main entrance of the school with electronically locking doors, a camera, and an intercom system. ~~Only these~~ No other entrances designated by the Principal shall be left open to outside access during the school day.

Windows and outside doors will be properly secured after the close of the school day.

2. ~~Classroom doors are to be equipped with hardware that allows the door to be locked from the outside but opened from the inside.~~ Classroom doors are to remain closed and locked during instructional time.

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3. ~~Classroom doors with windows are to be equipped with material to quickly cover the window during a building lockdown.~~

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~~2-4.~~ The number of keys or other means of access to outside doors will be issued only to those persons required to enter the building after hours on a regular basis.

~~3-5.~~ Outside security lights will be placed in strategic locations.

~~4-6.~~ Inside lighting, in corridors, administrative areas, and other strategic locations, will be turned on when custodians complete their schedule.

~~5-7.~~ The work schedules of custodians will be arranged to have them work in the building as late as possible.

~~6-8.~~ Money shall not be left in classrooms or school offices overnight.

~~7-9.~~ Principals will see that bank deposits are made daily and night deposits are utilized when feasible.

~~8-10.~~ The local police and/or sheriff will be requested to place the school buildings on their security rounds.

**ADDITIONAL SECURITY MEASURES**

With approval of the Board, the Superintendent may direct the installation of a security system and/or the employment of security personnel.

EXPLANATION: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.34 AP.2

### **Bus Driver's Report of Student Conduct**

**For behavior that requires a student to be removed from the bus, also complete Form 09.425 AP.21.**

Date: \_\_\_\_\_ To: \_\_\_\_\_  
*Principal's Name*

**Student's Name** \_\_\_\_\_  
*Last Name First Name Middle Initial*  
**School** \_\_\_\_\_ **Bus Number** \_\_\_\_\_ **Trip Number, if applicable** \_\_\_\_\_

**STATEMENT OF MISCONDUCT:** The student named above has violated the following rule or standard of conduct and has demonstrated the behavior described below, which constitutes cause for discipline including, but not limited to, suspension of bus-riding privileges.

- |   |   |
|---|---|
| <input type="checkbox"/> Violation of safety procedures | <input type="checkbox"/> Tobacco/ <del>Alternative Nicotine</del> -Vapor <del>Product</del> - <del>Nicotine</del> Use |
| <input type="checkbox"/> Destruction of property        | <input type="checkbox"/> Eating/Drinking/Littering  |
| <input type="checkbox"/> Fighting/Pushing/Tripping      | <input type="checkbox"/> Rude/Discourteous/Annoying behavior  |
| <input type="checkbox"/> Excessive mischief             | <input type="checkbox"/> Unacceptable language  |
| <input type="checkbox"/> Graffiti/Defacing the bus      | <input type="checkbox"/> Other _____  |

Incident reported by: \_\_\_\_\_ on \_\_\_\_\_ at approximately \_\_\_  AM  PM

Incident investigated by: \_\_\_\_\_ on \_\_\_\_\_ at approximately \_\_\_  AM  PM

\_\_\_\_\_  
*Bus Driver's Signature*

\_\_\_\_\_  
*Date*

**DISCIPLINARY ACTION TAKEN:**

\_\_\_\_\_  
The above disciplinary action shall begin on \_\_\_\_\_

\_\_\_\_\_  
The above disciplinary action shall end on \_\_\_\_\_

\_\_\_\_\_  
*Principal/designee's Signature*

\_\_\_\_\_  
*Date*

#### **PARENTAL NOTIFICATION**

This report informs you of student misconduct on the bus. We encourage you to discuss the problem with the student and solve it before further disciplinary action is required. Students whose bus-riding privileges have been withheld shall not be eligible to transfer to another bus.

EXPLANATION: KDE SCHOOL NUTRITION ADVISES THAT PER 7 CFR 210.14(F) LOCAL BOARDS OF EDUCATION ARE TO SET ADULT MEAL PRICES ANNUALLY ACCORDING TO THE FNS FORMULA.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11 AP.1

### **Free and Reduced-Price Meals**

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, federal and state policies and regulations must be followed.

#### **DEFINITION**

For purposes of this administrative procedure, "authorized school official" means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education who are authorized by applicable law and regulation to process information or act in connection with the matter described.

#### **STUDENTS**

To implement required policies and regulations, these procedures will be followed for student participants:

1. Free and reduced-price meals will be granted on the basis of need as determined by state and federal guidelines.
2. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year. If applicable, an application form for free and reduced-price meals will accompany the letter. Applications will be kept on file through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. If school personnel have knowledge of a student who is in need of free or reduced-price meals but does not have the parents' cooperation to submit an application, an application shall be submitted in the student's name by an authorized school official.
4. The parents shall be notified that the child has been certified eligible to receive free/reduced price meals.
5. After reviewing the application for free and reduced-price meals, the eligibility of each student shall be determined by an authorized school official.
6. Written notification of approval or denial of the application shall be provided to the parents.
7. If the parent or guardian is dissatisfied with the above decision regarding free and reduced-price meals, an appeal may be made to an authorized school official.
8. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent or designee.

#### **ADULTS**

All school personnel regularly assigned to a school may have access to meals served in the school food service program. The cost of the meal shall be determined by the Board. Charges for adult meals shall be as follows:



**Free and Reduced-Price Meals**

**ADULTS (CONTINUED)**

1. Those adults who are assigned to work full or part-time in the school food service program and whose salaries are paid entirely from food service funds may at the discretion of the District receive meals at no cost.
2. All other District employees ~~who do not provide a service in the operation and administration of the school food service program~~ and all other adults shall pay the full adult meal price according to the following formula in FNS Instruction 782-5, Rev. 1.
  - a. Adult meal price formula for Pricing Sites: The minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of Federal cash and donated food assistance (entitlement and bonus) for full price meals.
  - b. Adult meal price formula for Non-Pricing Sites: The minimum adult payment should reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).
3. It is required that the school food service program cost out their meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.
- 2.4. The cost of the adult meal price must be determined annually by the Board according to the current federal requirements for establishing adult meal pricing.

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EXPLANATION: HB 26 AMENDS KRS 424.260 AND KRS 45A.385 INCREASING THE MAXIMUM FOR SMALL PURCHASE TO \$30,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

SUPPORT SERVICES

07.13 AP.1

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

#### **LIKE ITEMS IN EXCESS OF ~~\$30,000~~\$20,000**

If the total amount of purchases for like items is ~~\$30,000~~\$20,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid through or in accordance with a schedule determined by the local educational cooperative and/or local vendor prequalification's throughout the year.

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#### **BID SPECIFICATIONS**

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

#### **PERISHABLES**

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

#### **EMERGENCY PURCHASES**

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

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

#### **RECORDS MANAGEMENT**

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

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

#### **RELATED PROCEDURE:**

04.32 AP.1

EXPLANATION: REVISIONS TO 704 KAR 3:365 REQUIRES A COMPLAINT PROCESS FOR ANY PROGRAMS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) OF 1965 AS AMENDED BY THE EVERY STUDENT SUCCEEDS ACT (ESSA).  
FINANCIAL IMPLICATIONS: POSSIBLE EXPENSE ATTRIBUTABLE TO RESPONDING TO ADDITIONAL COMPLAINTS

CURRICULUM AND INSTRUCTION

08.13451 AP.1

### **Federal Programs/Title I Violation Complaint Procedure**

The Every Student Succeeds Act requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A and the Elementary and Secondary Education Act (ESEA) as amended by ESSA in the administration of the Federal Programs.

- 1) The complaint must be in writing and addressed to the District Federal Programs/Title I Coordinator. The complaint must contain the following:
  - The name of the complainant and the contact information;
  - The nature of the complaint (the specific violation of the administration of the Title I, Part A or Federal Program).
- 2) The Federal Programs/Title I Coordinator must maintain a complaint log. The log must include the following:
  - The name of the complainant;
  - The receipt date of the complaint;
  - The log-in number assigned to the complaint for tracking purposes;
  - The name of the staff to whom the complaint will be referred (if applicable);
  - The date of the response to the complaint.
- 3) The Federal Programs/Title I Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
- 4) The Federal Programs/Title I Coordinator must maintain a copy of the complaint, log, and response on file in the District office.
- 5) After the complainant has received a response from the Federal Programs/Title I Coordinator, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with 704 KAR 3:365.

EXPLANATION: REVISIONS TO 702 KAR 1:160 INCLUDE MEDICATIONS TO BE ADMINISTERED PURSUANT TO A STUDENT'S SEIZURE ACTION PLAN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: HB 172 (2013) AMENDED KRS 158.836 TO PERMIT SCHOOLS TO STOCK EPINEPHRINE FOR STUDENTS BELIEVED TO BE HAVING A LIFE-THREATENING ALLERGIC OR ANAPHYLACTIC REACTION. REVISIONS TO POLICY ALIGN THE LANGUAGE TO THE STATUTE. CONSULT WITH YOUR BOARD ATTORNEY ON THE ADVISABILITY OF LEAVING THIS LANGUAGE IN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224 AP.1

### **Emergency Medical Care Procedures**

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

#### **EMERGENCY INFORMATION**

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address and date of birth.
2. Parents' names, addresses and home, work and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number "emergency" contact (person other than parent/guardian) to reach, if necessary.
5. Unusual medical problems, if any.

#### **MEDICAL EMERGENCY PROCEDURES**

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the child's parent or other authorized person(s) listed on the school emergency card to:
  - a) Inform parent or authorized contact that the child is not able to remain at school.
  - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
  - c) Advise the contact that s/he may want to contact a health care practitioner regarding the child's condition.
3. Take care of child until parent, health care practitioner or ambulance arrives.
4. Use emergency ambulance service if needed.
5. Administer medication in accordance with District policy and procedure when ordered by the student's personal health care practitioner.
6. Keep the student in a first aid area if s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/guardian/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with contagious diseases, including AIDS, according to state guidelines.
11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.

**Emergency Medical Care Procedures****SUPPLIES/PERSONNEL**

1. Each school shall have an approved first aid kit and designated first aid area.
2. At least two (2) adult employees in each school shall have completed and been certified in a standard first aid course, including but not limited to, CPR.
3. Each school shall maintain epinephrine in a minimum of two (2) locations in the school, including but not limited to the school office and the school cafeteria for administration to students ~~or staff~~ who may have a life-threatening allergic reaction but have no written individual health plan in place, and shall have at least two (2) employees in addition to the school nurse trained to administer epinephrine by auto-injector.
4. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders, including seizure action plans, shall have on duty during the school day or during any school-related activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student's seizure action plan, as prescribed by the student's health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
5. The parent or guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student's treating physician, which shall be kept on file in the office of the school nurse or school administrator.
6. Any school personnel or volunteers responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

**DOCUMENTATION**

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

**RELATED POLICIES:**

09.224; 09.2241

STUDENTS

09.224 AP.1  
(CONTINUED)

**Emergency Medical Care Procedures**

**RELATED PROCEDURES:**

09.224 AP.21; 09.2241 AP.21; 09.2241 AP.22; 09.2241 AP.23

EXPLANATION: REQUIREMENTS FOR BOOSTER CLUBS AND SCHOOL ACTIVITY FUNDS HAVE BEEN UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS (REDBOOK) ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WILL GO INTO EFFECT AUGUST 2019. SINCE REQUIRED FORMS ARE INCLUDED IN REDBOOK THOSE SAME FORMS ARE NOT NECESSARY TO BE INCLUDED IN THE PROCEDURE MANUAL.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.33 AP.21

**Fund-Raising Activities-Proposal**

Please refer to the KDE document, *Accounting Procedures for School Activity Funds*, which includes the forms and process required for approval of fund-raising projects.

All sales representatives who wish to participate in a school fund-raising program shall complete the following form and submit it to the Superintendent/designee for approval.

Name/Address of Business Firm \_\_\_\_\_

Representative's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Description of Items\* (Attach brochures, etc., if applicable.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Program \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company registered with Better Business Bureau?  YES  NO

Pricing (Attach price list, if applicable.)

Wholesale price of items \_\_\_\_\_

Retail price of items \_\_\_\_\_

School Profit \_\_\_\_\_

\* Items shall not include coupons from other businesses as incentives for purchase.

\_\_\_\_\_  
Sales Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent/designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

EXPLANATIONS: THE STUDENT SAFETY AND RESILIENCY ACT OF 2019 (SB 1) CREATES A NEW SECTION OF KRS 158 REQUIRING THE PRINCIPAL TO PROVIDE WRITTEN NOTICE TO ALL STUDENTS, PARENTS, AND GUARDIANS OF STUDENTS WITHIN TEN (10) DAYS OF THE FIRST INSTRUCTIONAL DAY OF EACH SCHOOL YEAR OF THE PROVISION OF KRS 508.078 AND POTENTIAL PENALTIES UNDER KRS 532.060 AND KRS 534.030 UPON CONVICTION.  
FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICE  
STUDENTS

09.425 AP.22

### **Assault and Threats of Violence - Notice of Penalties and Provisions**

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

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#### **KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)**

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

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a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

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b) Makes false statements by any means, including by electronic communication, for the purpose of:

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1. Causing evacuation of a school building, school property, or school sanctioned activity;

2. Causing cancellation of school classes or school sanctioned activity; or

3. Creating fear of serious bodily harm among students, parents, or school personnel;

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**Assault and Threats of Violence - Notice of Penalties and Provisions**

**KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE) (CONTINUED)**

- c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
- 2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- 3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- 4. Terroristic threatening in the second degree is a Class D felony.

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PRINCIPAL'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EXPLANATION: SB 1 CREATES A NEW SECTION OF KRS 158 THAT REQUIRES DISTRICTS TO HAVE THREAT ASSESSMENT TEAM PROCEDURES TO IDENTIFY AND RESPOND TO STUDENTS EXHIBITING BEHAVIOR THAT INDICATES A POTENTIAL THREAT TO SCHOOL SAFETY OR SECURITY.

FINANCIAL IMPLICATIONS: HIRING AND TRAINING OF TEAM MEMBERS

STUDENTS

09.429 AP.1

### Threat Assessment Team Procedures

The following procedures cover threat assessment teams in conjunction with any District-selected threat assessment guidelines and forms, to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security.

#### THREAT ASSESSMENT TEAM PLANNING AND PREPARATION

The following actions are recommended prior to undertaking a threat assessment:

1. Guidelines and forms to facilitate threat assessments undertaken by a threat assessment team will be developed or utilized by or with the assistance of the District School Safety Coordinator (SSC) to assist teams in defining behaviors that will indicate if and when a threat assessment is advisable.
2. The SSC job functions will include providing input and assisting teams in assessing identified potential threats and determining appropriate responses to the threats. Under the supervision of the Principal and Superintendent/designee, the District SSC will recommend, arrange for, or provide training for the team.
3. The Superintendent/designee shall determine if and when a parent or guardian will be notified that their student has been identified by a team as exhibiting behavior that indicates a potential threat to school safety or school security and that needs to be assessed by the team.
4. The team's activities will include notification, as appropriate considering relevant circumstances, to a potential target of behavior deemed to present a substantiated potential threat.

#### IDENTIFICATION OF A POTENTIAL THREAT

The threat assessment team, utilizing available data and exercising reasonable discretion to assess student behavior, shall identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security. The process shall not use a profile of characteristics to identify a threat, and should be calculated to take into consideration behaviors, statements, or other communications to identify a potential threat to school safety and school security as follows:

1. Any team member receiving information indicating a potential threat to school safety and school security shall notify:
  - a. The District SSC;
  - b. The rest of the team; and
  - c. The team for any additional schools of the District potentially involved in the identified threat.
2. The District SSC shall appropriately notify any other District SSC for other school Districts identified in the threat or during the threat assessment process, as well as the leader of any non-public school identified in a threat or during the threat assessment process.

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**Threat Assessment Team Procedures**

**ASSESSMENT OF A POTENTIAL THREAT**

Upon identification of a potential threat, the team shall undertake the threat assessment;

1. In accordance with Board policy;
2. Informed by guidelines and applicable forms as described above; and
3. Giving consideration to applicable circumstances regarding the identified student and the behaviors giving rise to his/her identification.

**POST-ASSESSMENT RESPONSE**

The team shall consider all information gathered during the assessment to determine the type of response that is appropriate to address school safety and school security, and to address the needs of students identified during assessment of the threat. The team shall document the response it takes, as well as all communication from the team and other school staff with students identified during the threat assessment and their parents or guardians relating to the assessment and any resulting response.

**ONGOING REVIEW OF THREAT ASSESSMENT PROCESS**

The District SSC and the Superintendent shall review the work of each threat assessment team of the District, and make efforts to improve the work of all teams, and adherence to Board policy goals, and legal requirements.

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EXPLANATION: SB 230 PROVIDES THAT A PUBLIC AGENCY MAY ACCEPT OPEN RECORDS REQUESTS VIA EMAIL. ADDITIONALLY, PER THE OPEN RECORDS ACT, USERS REQUESTING RECORDS FOR COMMERCIAL PURPOSES ARE EXPECTED TO NOTIFY THE PUBLIC AGENCY OF SUCH.

FINANCIAL IMPLICATIONS: TIME ADDRESSING OPEN RECORDS REQUESTS

COMMUNITY RELATIONS

10.11 AP.21

**Public Records Notice**

**To be posted at the main entrance of the Central Office and of each school building, as appropriate.**

**RULES/REGULATIONS FOR INSPECTION**

Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Spencer County Board of Education are open for inspection.

Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the Central Office and of each school building. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form. The official custodian may require:

- a) Written application, signed by the applicant and with his/her name printed legibly on the application, describing the records to be inspected. The written application shall be hand delivered, mailed, or sent via facsimile to the public agency;
- b) Facsimile transmission of the written application; or
- c) Email of the application.

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Completed application forms should be submitted to the Board's official custodian of public records, at the following address:

Spencer County Board of Education  
207 W. Main St.  
Taylorsville, KY 40071

An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.

Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

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COMMUNITY RELATIONS

10.11 AP.21  
(CONTINUED)

**Public Records Notice**

Persons who live outside the area and who wish to request copies of public records should contact the person listed above.

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*Designated Representative*

---

*Date*

EXPLANATION: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING ALL VISITORS TO REPORT TO THE FRONT OFFICE OF THE BUILDING, PROVIDE VALID IDENTIFICATION, AND STATE THE PURPOSE OF THE VISIT; AND BE PROVIDED A VISITOR'S BADGE TO BE VISIBLY DISPLAYED ON A VISITOR'S OUTER GARMENT.

FINANCIAL IMPLICATIONS: COSTS OF VISITOR BADGES

COMMUNITY RELATIONS

10.5 AP.1

### **Visitors to the Schools**

#### **REPORT TO FRONT OFFICE**

As soon as practicable but no later than July 1, 2022, all visitors to the school are to report to the front office of the building, provide valid identification, and state the purpose of the visit. The school shall provide a visitor's badge to be visibly displayed on a visitor's outer garment.

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#### **CLASSROOM VISITATION**

Requests for classroom observation by parents, educators, or other local citizens with legitimate interests shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

#### **SPECIAL INVITATION**

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

#### **OBSERVATION BY OUTSIDE AGENCIES**

These procedures are established for the purposes of observation only.

NOTE: Unless an outside provider has been sought out and contracted for a needed service by the District, no private therapy or service shall be provided to a student during the school day, within a District School.

The following information/documentation is required by the District before a private, outside therapist/service provider can observe its private client within a District School. Information must be sent to the Director of Special Education (special education students) or to the Director of Health and Family Resource Youth Service Center (FRYSC) Services (regular education students):

- Background check clearance on file with District Schools Central Office;
- Individual liability insurance certificate or worker's compensation insurance certificate;
- A copy of credentials in the form of certification/license for the purpose of the observation; and
- A signed release (form can be requested from the school) by the parent/guardian noting that the therapist/outside service provider has been given permission to observe their child during the school day.

Once this information is received, the therapist/service provider may be allowed to come and observe the identified student as follows:

**Visitors to the Schools**

**OBSERVATION BY OUTSIDE AGENCIES (CONTINUED)**

- At a time/day designated and assigned by the Principal/designee (to cause as little disruption to the class or school/learning environment as possible);
- The therapist is to observe only during these designated times, in an education setting (or activity such as lunch or social gathering) and only if confidentiality of other students/parents and disruption of the educational process in these settings can be adequately addressed by the Principal/designee;
- At any time the school or District needs to cancel an appointment or not allow an outside agency/therapist/service provider to return to the school setting, the outside agency will be notified; and
- The outside service providers **MUST** provide a photo I.D. as well as sign in and out at the school office any time they are on school property during a school day.

Modification

DRAFT TO INCLUDE WITH 2019 UPDATE 12/20/18  
SCHOOL FACILITIES

05.31 AP.21

**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~~ \$29.00 \_\_\_\_\_

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**



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.**

SCHOOL FACILITIES

05.31 AP.21  
(CONTINUED)

**Application and Permit for Use**

**TO BE FILLED OUT BY SCHOOL OFFICE**

Approved/Disapproved: \_\_\_\_\_  
NAME TITLE

**Note: Groups not requiring a custodian must clean up area used. 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 for 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 Maintenance/Facilities 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 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)

SCHOOL FACILITIES

05.31 AP.21  
(CONTINUED)

**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 Maintenance Facilities 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

SCHOOL FACILITIES

05.31 AP.21  
(CONTINUED)

**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:** \_\_\_\_\_



## Memorial for Deceased Students and Staff

### DEFINITIONS

Temporary Memorials: Short term, can be given away as a gift or donation. Examples include: message on a poster/banner, artwork, memory book, writing an individual or group letter, candlelight vigil, short term memorial site (collection of balloons, flowers, stuffed animals, and photos).

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Commemorative Events and/or Items: Recognition at an event or an event in honor of the deceased, as initiated by students. Examples include: positive campaigns such as acts of kindness, awareness campaigns, balloon release, sports/club recognition, student led prayer.

Living Memorials: A memorial event, sponsorship, scholarships, or items with educational significance that honor the student/staff member. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.). Activities cannot be held during the school day, and advertisement of events must occur outside the school day.

Permanent Memorials: A permanent marker or structure commemorating the deceased. Examples include: monument, permanent artwork, engraved stone or brick, permanent plaques, trees, shrubs, gardens, benches, dedication of a space (e.g. library, gym, field), pages in a yearbook, parking space or marker in the parking lot, memorials on desks or lockers.

Crisis Response Team (CRT): An appointed group of staff members who develop and execute District-wide procedures for the handling of mental health needs in the recovery phase of a crisis situation needing grief support. District and school level crisis response team members will come to an agreement for memorials. Example members: school psychologist, school counselor, principal, superintendent, public relations, family resource/youth service center director.

Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member or a significant group of the school population and usually involves serious emotional, psychological and/or physical injury or death.

Impact: The magnitude of the potential loss or seriousness of the crisis.

### GENERAL STATEMENT

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorial activities expressed at school need to be coordinated and approved through the Crisis Response Team (CRT), as well as building administration. The CRT will assist families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that building administration should have a certain amount of discretion in these situations to make professional judgments -- in consultation with the Superintendent and CRT -- to best meet the overall needs of students, staff, parents and the community as a whole.

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### Memorials

Temporary memorials, as approved by the Crisis Response Team, may be displayed within the school building or on school grounds until the day of the funeral, or within one (1) week following the death, whichever comes first. The place of the temporary memorial display will be approved by the Crisis Response Team and school administrators. After the memorial is removed, the items will be given to the family by designated District officials.

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## Memorial for Deceased Students and Staff

### Memorials (continued)

Allowable temporary memorials are referenced in the definition above or can be approved by the Crisis Response Team. Temporary memorials cannot alter District-owned property, including lockers and desks. All temporary memorial activities must occur under the direct supervision of the Crisis Response Team members. Memorials may not include the retirement, alteration, or discontinued use of school property.

Other recommended memorial activities include:

Commemorative Events and/or Items: Recognition at an event or an event in honor of the deceased, as initiated by students. Activities cannot be held during the school day, and may be sponsored by a class, club, or activity in which the deceased student or staff member participated. Advertisement of events must occur outside the school day. Event is to be held within the school year of the student/staff's death. Any items related to the commemorative event will be given to the family at the conclusion of the event, by designated District officials. Examples include: positive campaigns such as acts of kindness, awareness campaigns, sports/club recognition, student led prayer. In a situation where informal events or gatherings such as a candlelight vigil, etc., which are not school sponsored, occur on District grounds, it is requested that the school administration be notified.

Graduation Recognition: The graduation ceremony is reserved for the celebration of scholastic achievement and the anticipation of future opportunities available to all of the graduates of Spencer County Schools. One (1) vase of white flowers with blue and gold colors, with a marker that states, "Class of (year) remembers," representing all deceased members of a graduating class and any staff members will be present.

If the student earned their high school diploma prior to death, and their name will be in the final printed version of the program, their name will not be read aloud. Students and family members will be informed of the name in the program prior to the graduation ceremony.

Approved existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; District staff and/or finances may only be used to maintain current memorials as part of regular maintenance processes and/or to ensure safe conditions. The District reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall wellbeing of students.

### PROHIBITED MEMORIAL ACTIVITIES

Permanent memorials at any school affiliated locations is prohibited. Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from District co-curricular events or contests cannot be donated to agencies for memorialization. Utilizing formal all-school or school-wide events, including commencement, homecoming festivities, prom, sporting events, assemblies, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day.

School signage, intercom, and/or parent/school wide notification system will not be used to post messages about the deceased student or staff member.

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**Memorial for Deceased Students and Staff**

**PROHIBITED MEMORIAL ACTIVITIES (CONTINUED)**

District facilities are designed to support learning; therefore, changes to facilities that interfere with that purpose or detract from the District's educational mission cannot be permitted.

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Formal, school-wide recognition of anniversary dates will not occur.

If the death of a student or staff member occurred in a public location accessible by community members, such as a crash site, District staff will not provide memorial monitoring.