

KSBA Procedure Service

2020 Procedure Update (#24) Checklist

District: Kenton 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 | ✓ | | | | |
| 01.3 AP.21 | ✓ | | | | |
| 03.19 AP.23 | ✓ | | | | |
| 03.21 AP.254 | ✓ | | | | |
| 06.221 AP.2 | ✓ | | | | |
| 09.14 AP.232 | ✓ | | | | |
| 09.227 AP.1 | ✓ | | | | |
| 09.33 AP.2 | | | | ✓ | |
| 09.425 AP.22 | ✓ | | | | |
| 04.32 AP.1 | ✓ | | | | |
| 05.11 AP.1 | ✓ | | | | |
| 05.11 AP.2 | ✓ | | | | |
| 05.2 AP.1 | ✓ | | | | |
| 05.41 AP.1 | ✓ | | | | |
| 05.41 AP.2 | ✓ | | | | |
| 05.411 AP.1 | ✓ | | | | |
| 5.42 AP.1 | ✓ | | | | |
| 5.43 AP.1 | ✓ | | | | |
| 05.43 AP.2 | ✓ | | | | |
| 05.45 AP.1 | ✓ | | | | |
| 05.47 AP.1 | ✓ | | | | |
| 06.13 AP.1 | ✓ | | | | |
| 6.13 AP.2 | ✓ | | | | |
| 6.14 AP.1 | ✓ | | | | |
| 06.23 AP.1 | ✓ | | | | |

| Procedure Number | Adopt as Written | Adopt with Modification* | Date of District/ Board Review | Keep Current Procedure | Delete Procedure |
|--------------------------|-------------------------------------|-------------------------------------|--------------------------------|--------------------------|--------------------------|
| 06.31 AP.1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.31 AP.2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.32 AP.1 (Draft #2) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 06.34 AP.1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 07.1 AP.1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 07.16 AP.1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 08.1114 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"/> |
| 03.123 AP.2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 03.1241 AP.2 (Draft #2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 03.1241 AP.21 (Draft #2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 03.17 AP.21 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 04.1 AP.2 (Draft #2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 04.31 AP.1 (Draft #2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 04.7 AP.2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 04.81 AP.1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 04.9 AP.1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.15 AP.2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.36 AP.2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |

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

 Superintendent's Signature

 Date

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

EXPLANATION: SB 158 AMENDS KRS 160.1594 TO PROVIDE THAT CHARTER AUTHORIZER TRAINING SHALL NOT BE REQUIRED OF ANY BOARD MEMBER UNTIL A CHARTER APPLICATION IS SUBMITTED TO THE BOARD, AND SETS THE REQUIREMENT AT SIX (6) HOURS.
FINANCIAL IMPLICATIONS: FEWER HOURS REQUIRED MAY REDUCE TRAINING COSTS

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.2

Board Vacancy Forms

FORM TO PROVIDE NOTICE THAT A VACANCY EXISTS:

Date: _____

To Whom it May Concern:

A vacancy exists on the _____ Board of Education, as of _____,¹ 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.

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

REFERENCE:

¹OAG 81-316

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 _____.

Board Vacancy Forms

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

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

_____ [and email 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:

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.

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, when the Board, or a collaborative of local school boards including the Board, receives a charter school application, any member of the Board or boards who has not received charter authorization training within twelve (12) months immediately preceding the date the application was received shall receive six (6) hours of in-service training prior to evaluating the charter application~~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.

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.

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

EXPLANATION: THIS CHANGE CLARIFIES THE QUESTION RELATING TO A POTENTIAL CANDIDATE'S EMPLOYMENT STATUS WITH THE SCHOOL DISTRICT AND MODIFIES A QUESTION ABOUT LONG RANGE BOARD GOALS TO REFLECT THAT APPOINTEES WILL SERVE LESS THAN FOUR (4) YEARS.
 FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

| | | | |
|---|-------|------------------|--|
| Name of School District: _____ | | | |
| [Division # ____ (for county school systems) or the District at large (for independent school systems)] | | | |
| Name: _____ | | Birthdate: _____ | |
| Last | First | MI | |
| Address: _____ | | | |
| Street or Box # | State | Zip Code | |
| Telephone: _____ | | | |
| Business | Home | Cell | |
| Email Address: _____ | | | |

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? Yes No
2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? Yes No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? Yes No
 If yes, please identify. _____
4. Does the School District~~city or county Board~~ where you reside presently employ you? Yes No
5. Do you have any relatives employed by the District? Yes No
 If yes, please indicate their relationship to you:
 Brother Sister Husband Wife Son Daughter Father Mother
 Other _____
6. Have you ever been a member of any local Board of Education in Kentucky? Yes No
 If so, which District _____ and when _____?
7. Do you currently hold any elective federal, state, county, or city office? Yes No
 If yes, please identify. _____
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? Yes No
 If yes, please identify. _____
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? Yes No
 If yes, please describe. _____
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. _____

Application for Board Vacancy

11. Do you serve on any county, city, or joint agency government boards? Yes No
If yes, please describe. _____

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

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

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 (12th) grade, or, if appropriate, the results of a twelfth (12th) grade equivalency examination. ~~A diploma is not acceptable.~~

High School Attended Address Dates Attended/Graduated

College/University Attended Address Dates Attended/Degree

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

Date of Employment Duties

b. _____
Previous Employer Address

Date of Employment Duties

c. _____
Previous Employer Address

Date of Employment Duties

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

EXPLANATION: SB 8 AMENDS KRS 158.070 TO CHANGE SUICIDE PREVENTION TRAINING FROM EVERY OTHER YEAR TO EVERY YEAR.
 FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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. | | 01.111 | | | ✓ | |
| Board member training hours | KRS 160.180; 702 KAR 1:115; 701 KAR 8:020 | 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, a All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs. | KRS 158.4414 | 02.31 | | | ✓ | |
| 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 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200 | 03.14/03.24 | | | ✓ | |
| Bloodborne pathogens | OSHA 29 C.F.R. 1910.1030 | 03.14/03.24 | | ✓ | | |
| Behaviors prohibited/required reporting of harassment/discrimination. | 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance | 03.162/03.262 | | ✓ | | |
| 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) School Principal training on procedures for completion of the required school security risk assessment. | KRS 158.4412 | 05.4 | | | ✓ | |
| Fire drill procedure system. | KRS 158.162 | 05.41 | | ✓ | | |
| Lockdown drill procedure system. | KRS 158.162 KRS 158.164 | 05.411 | | ✓ | | |
| Active Shooter Situations | KRS 156.095 | 03.19/03.29 | | | ✓ | |
| Severe Weather/Tornado drill procedure system. | KRS 158.162 KRS 158.163 | 05.42 | | ✓ | | |
| 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) | | ✓ | | | |

District Training Requirements

| TOPIC | LEGAL CITATION | RELATED POLICY | EMPLOYEES OR OTHERS AS DESIGNATED | | | DATE COMPLETED |
|--|---|----------------|-----------------------------------|-----|------------|----------------|
| | | | CERTIFIED | ALL | 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. [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 | | ✓ | ✓ | |

District Training Requirements

| TOPIC | LEGAL CITATION | RELATED POLICY | EMPLOYEES OR OTHERS AS DESIGNATED | | | DATE COMPLETED |
|--|--|------------------------------|-----------------------------------|-----|------------|----------------|
| | | | CERTIFIED | ALL | 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: FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) REGULATIONS REQUIRE THAT AS OF JANUARY 6, 2020 DISTRICTS ARE TO COMPLY WITH FEDERAL BUS DRIVER "CLEARINGHOUSE" RULES REQUIRING CHECKS ON APPLICANTS, ANNUAL CHECKS ON CURRENT DRIVERS, INFORMING DRIVERS OF REPORTABLE CONDUCT, AND REPORTING OF DISQUALIFYING INCIDENTS TO THE FMCSA DATABASE.
FINANCIAL IMPLICATIONS: COST OF CLEARINGHOUSE CHECKS

PERSONNEL

03.21 AP.254

Driving Record Violations and Personnel Actions

NEW/RETURNING BUS DRIVERS

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job. Driver applicants and current drivers are subject to checks of the Federal Motor Carrier Safety Administration Clearinghouse (FMCSA) and related rules as described in Policy 06.221.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence or driving while intoxicated~~of alcohol or any illegal drug.~~

CURRENT EMPLOYEES

Current bus drivers shall undergo driving records checks at intervals determined by Board policy. Those whose driving record checks reveal the following violations ~~are may be~~ subject to appropriate disciplinary action, up to and including, termination/nonrenewal.

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for DUI/DWI;
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including~~that includes either~~ DUI/DWI and reckless driving;
~~(A minor motor vehicle violation such as failing to make a full stop at a traffic signal need not be reported to the Superintendent.)~~
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165;

Driving Record Violations and Personnel Actions

CURRENT EMPLOYEES (CONTINUED)

- 11. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or
- 12. Other criminal or moving vehicle violation, as determined by Superintendent/ designee to bear a reasonable relationship to the ability of the individual to perform the job.

NOTE: 702 KAR 5:080 requires bus drivers to report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

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EXPLANATION: NEW FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) REGULATIONS FOR ALL CDL OPERATORS CALL FOR CONSENTS FROM DRIVERS SO THAT DISTRICTS CAN CONDUCT REQUIRED SEARCHES OF THE CLEARINGHOUSE DATABASE. THIS AP COVERS WRITTEN CONSENT FOR A "LIMITED" INQUIRY AND POSSIBLE CONSEQUENCES OF REFUSAL TO CONSENT TO INQUIRIES MANDATED BY THE CLEARINGHOUSE REGULATION. FINANCIAL IMPLICATIONS: COST OF CLEARINGHOUSE CHECKS

TRANSPORTATION

06.221 AP.2

Drug and Alcohol Testing Notification and General Consent
NOTIFICATION AND GENERAL CONSENT FOR LIMITED QUERIES OF THE
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)
DRUG AND ALCOHOL CLEARINGHOUSE

NOTIFICATION

The Commercial Driver's License (CDL) Drug & Alcohol Clearinghouse is a federal database containing information about CDL drivers who have violated the Federal Motor Carrier Safety Administration's (FMCSA's) drug or alcohol regulations in 49 CFR Part 382. Whether you have committed a violation or not, the District or the District's Consortium/Third Party Administer (C/TPA) (as applicable) is required to check whether the Clearinghouse has any information about you at the time of employment and annually. When conducting an annual inquiry, the District or C/TPA will request a "limited" report that only indicates whether the Clearinghouse has any information about you. Before the District or C/TPA can request a limited report, your written authorization is required, per 49 CFR 382.701(b). If a limited query reveals that the Clearinghouse has information about you, you will then be asked to log in to the Clearinghouse website within twenty-four (24) hours to grant electronic consent to obtain your full Clearinghouse record. FMCSA will not disclose detailed information without first obtaining additional specific consent from you.

CONSENT AND ACKNOWLEDGEMENT

I, _____, hereby provide consent to the District
(Employee Name - please print)

and the District's Consortium/Third Party Administer (C/TPA) to conduct pre-hiring and annual limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. This consent permits an unlimited number of such queries. My consent is valid from the date shown below until my employment with the District terminates or until I am no longer subject to the drug and alcohol testing rules in 49 CFR Part 382 for the District.

I understand that if I refuse to provide consent to conduct a limited query, or if I refuse to consent to a full query if requested by the District following a limited query, then the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. I also understand that failure to provide cooperation to allow checking of the database as required by law may be grounds for personnel action based on loss of or legal inability to utilize licensure or certification required for the position.

Employee Signature

Date

RELATED POLICY:

03.27

EXPLANATION: HB 312 AMENDS KRS 159.170 AND KRS 158.140 TO ADDRESS SHARING EDUCATIONAL RECORDS INFORMATION RELATING TO CHILDREN PLACED IN FOSTER CARE BETWEEN THE CABINET, OTHER AGENCIES SERVING THE CHILD AT THE BEHEST OF THE CABINET, AND SCHOOL DISTRICTS "IN ACCORDANCE WITH" FERPA. CONSISTENT WITH THE "UNINTERRUPTED SCHOLARS ACT" WHICH AMENDED FERPA IN 2013 TO ALLOW SHARING OF EDUCATIONAL RECORDS WITH REPRESENTATIVES OF STATE WELFARE AGENCIES HAVING ACCESS TO THE AGENCY CASE PLAN AND RESPONSIBLE FOR CARING FOR SUCH CHILDREN, THIS UPDATE MODIFIES THE SUBJECT FORM WITH THE AIM OF OBTAINING CONFIRMATION FROM THE CABINET THAT CHILD PLACING OR CHILD CARE AGENCY/REPRESENTATIVES QUALIFY FOR ACCESS TO EDUCATIONAL RECORDS INFORMATION AS REPRESENTATIVES OF THE CABINET IN THE EVENT SUCH ACCESS IS NEEDED IN CONNECTION WITH PROPER TRANSFER, ENROLLMENT AND EDUCATIONAL PLACEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14 AP.232

Release of Records to State Child Welfare Agency

In order to facilitate the proper transfer, enrollment and educational placement of a child placed in foster care, authorized representatives of a child welfare agency (Cabinet for Health and Family Services) who must be authorized to access the child's case plan may be granted access to student records without parental consent if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. This form provides access to student records that may be granted on a confidential basis to a child-caring facility or child-placing agency case manager for the same purposes where Cabinet officials with authorized access as stated above certify in writing that such persons or entities are acting in a representative capacity for the Cabinet, are responsible for care of the child, and are authorized to access the child's case plan. Any persons/agencies receiving access to education records as provided above are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational needs. All applicable information in the below form must be provided/completed.

~~School district administrators may authorize release of protected student education record information to authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency for at least one (1) month. The state welfare agency representative receiving such records must be authorized to access the child's case plan. All information in the below form must be provided/completed.~~

On behalf of the _____ (agency), I am requesting access to and/or release of information in the educational records of the following student enrolled in the District:

Name of Student *School*

SPECIFIC INFORMATION REQUESTED

- | | |
|---|--|
| <input type="checkbox"/> All cumulative records | <input type="checkbox"/> Attendance record only |
| <input type="checkbox"/> Grade records only | <input type="checkbox"/> Standardized test data only |
| <input type="checkbox"/> Other: _____ | |

I understand that I and my agency are prohibited by federal law from releasing a child's education records to any individual or entity, except for those at my agency engaged in addressing that child's educational needs.

I also understand that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

By virtue of my signature, I certify:

- I am a representative/caseworker for the following state child welfare agency: _____;
- This agency is responsible under state law for care and protection of the student as provided in the court order referenced below;
- A case plan for the student has been established or is in process for the student; and
- As representative/caseworker I have the right to access such case plan.

CONTACT INFORMATION

Signature of Requesting Individual *Title* *Date*
 Telephone Number _____ Email Address _____

Release of Records to State Child Welfare Agency

CERTIFICATION REGARDING CHILD CARING OR PLACING AGENCIES (IF APPLICABLE)

On behalf of the Cabinet, I additionally confirm that the following individuals/agencies are serving the child as representatives of the Cabinet, are responsible for the care of the child, are authorized to access the child's agency case plan and that access to educational records as checked above is necessary in order to facilitate the transfer, enrollment and educational placement of the child.

Name: _____ Position: _____ Signature: _____

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(on behalf of the Kentucky Cabinet for Health and Family Services)

Date: _____

Contact Information: _____
Telephone/Address/Email Address

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Child-caring facility _____

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Name: _____ Position: _____ Signature: _____

Date: _____

Contact Information: _____
Telephone/Address/Email Address

Child placing facility case manager _____

Name: _____ Position: _____ Signature: _____

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Date: _____

Contact Information: _____
Telephone/Address/Email Address

Persons/agencies receiving access to education records as signing above acknowledge they are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational need and that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

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(THE SECTION BELOW TO BE COMPLETED BY DISTRICT RECORDS CUSTODIAN/DESIGNEE)

The District has an attested or certified original court order placing the student whose records are released under the care and protection of the requesting agency ~~for at least one (1) month~~, which order is still in effect.

The requesting individual presented appropriate credentials and identification.

Payment has been made for any copies requested.

The requesting individual was notified of the following on _____ (date):

- The request was approved not approved.
- If approved, the records will be available on _____ (date).

Signature of Records Custodian/Designee _____

Date _____

LEGAL: SB 72 AMENDS KRS 620.030 TO ADD A VICTIM OF FEMALE GENITAL MUTILATION TO
REQUIRED REPORTING.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

Child Abuse/Neglect/Dependency

MAKING AN ORAL REPORT

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

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

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

EXPLANATION: REQUIREMENTS FOR SCHOOL ACTIVITY FUNDS HAVE UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS (REDBOOK) ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WENT INTO EFFECT AUGUST 2019. SINCE REQUIRED FORMS ARE INCLUDED IN THE REDBOOK THESE FORMS ARE BEING RESCINDED. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.33 AP.2

Fundraising Project Summary and Funding Agreement

| REVENUE AMOUNT PER SPONSOR PER YEAR | % OF REVENUE TO KCS | % OF REVENUE TO SIDE EFFECTS |
|-------------------------------------|---------------------|------------------------------|
| Any amount up to \$100 | 50% | 50% |
| \$101-\$1000 | 55% | 45% |
| \$1001-\$10,000 | 60% | 40% |
| \$10,001-\$50,000 | 70% | 30% |
| \$50,001-\$100,000 | 90% | 10% |
| \$100,001 and up | 98% | 2% |

| |
|--|
| Date: |
| School: |
| Department/Sport/Club: |
| Scope of Project: |
| Anticipated Completion Date for Secured Advertising: (date that all advertisers will be secured and funding in place for project) |
| Anticipated Completion Date for Project: (date the project shall be received / completed at the school) |
| Project Budget: |
| Total Number of Sponsors: _____ Annual Total Per Sponsor/Yr: \$ _____ |
| Service Agreement(s): (if applicable) |
| Cost of Service Agreement(s): (if applicable) |
| Percentage of Funding Dollars to go to school for project: _____ |
| Percentage of Funding Dollars to go to _____ |
| Length of term: _____ months for Individual Advertising Agreement(s) |
| Warranty(s) to be transferred to KCS: (if applicable) |

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All Kenton County School District Policies and Procedures are to be strictly adhered to under the Terms and Conditions of this contract.

Company Designee _____ Date _____
 Kenton County School Board Designee _____ Date _____

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EXPLANATION: SB 8 AMENDS KRS 508.078 TO CHANGE THE DEFINITION OF TERRORISTIC THREATENING. THIS UPDATE ALSO INCLUDES A MORE COMPLETE DESCRIPTION OF CRIMINAL/JUVENILE PENALTIES.
FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICE

STUDENTS

09.425 AP.22

Assault and Threats of Violence - Notice of Penalties and Provisions

KRS 158.1559 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).~~

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:
 - a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or 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;
 - b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
 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 death or serious physical injury ~~serious bodily harm~~ among students, parents, or school personnel;
 - 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.

Assault and Threats of Violence - Notice of Penalties and Provisions

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

- 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.
- 5. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

*****POTENTIAL PENALTIES UNDER KRS 532.060 AND KRS 534.030 UPON CONVICTION*****

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than one (1) year nor more than five (5) (Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to five hundred dollars (\$500.00) (KRS 635.085); probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. 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 or her 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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PRINCIPAL'S SIGNATURE: _____

DATE: _____

Procurement Guidelines

- A. The Kenton 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 over the fiscal year. Contracts or purchases shall be awarded by competitive sealed bidding when the amounts in aggregate exceed \$30,000 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:

| | |
|--------------------------------|--|
| \$0.00-\$2,499.99 | Requires an approved <u>Requisition</u> form. |
| \$2,500.00-\$9,999.99 | Requires an approved <u>Requisition</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. |
| \$10,000.00-\$29,999.99 | Requires an approved <u>Requisition</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. |
| \$30,000 and over | Contact the Purchasing Department to proceed. |

Note: In accordance with KRS 45A.380, a Non-Competitive Determination and Finding 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 or the aggregate amount District wide does not exceed \$30,000.00. 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, or the aggregate amount does not exceed \$30,000.00.

Procurement Guidelines

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. 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, 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 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, 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.

Officials authorized to determine if the aggregate amount of any contract exceeds \$30,000.00 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 Guidelines**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 Kentucky Enquirer 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 Guidelines

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

The Kenton County School District may contract or purchase through non-competitive negotiation in accordance with KRS 45A.095 when there has been a written determination by the Superintendent or the Superintendent's designee that competition is not feasible and further determination by one (1) of the foregoing that:

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures; or
2. There is a single source within a reasonable geographical area of the product or service to be procured; or
3. A necessity is temporarily unavailable from the contracted supplier.
4. The contract is for the services of a licensed professional, such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician, provide, however that this provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services; or
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, such as fresh fruits, vegetables, fish or meat;
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 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. The contract relates to an enterprise in which the buying or selling by students is a part of the educational experience*;

Procurement Guidelines

9. The contract or purchase is for expenditures made on authorized trips outside of the boundaries of the local public agency*;
10. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids;
11. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance and unemployment insurance; or
12. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the local public agency; or
13. The contract or purchase is from a state, U. S. Government, or public agency.
14. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or lowest evaluated bid price.
15. Sealed bidding is inappropriate because the available sources of supply are limited.
16. In situations where the Board of education has properly advertised for bids and has received no bids, it may proceed to acquire the necessary supplies, services or construction by non-competitive negotiation.

*These items or services, in connection with a school activity, may be obtained by non-competitive negotiation whenever a written determination is made by the Principal. The Principal immediately shall forward a copy of any such determination to the Purchasing Department.

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.

Procurement Guidelines

- 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.
- M. Annual reports from those vested with purchasing authority as may be deemed advisable in order to insure 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.**

Alterations to Buildings and Grounds**AMENDMENTS TO THE LOCAL FACILITIES PLAN**

When there is a major change in enrollment or curriculum or a major disaster or other unforeseen occurrence that takes place during the District's planning cycle, the District may request an amendment to the District Facilities Plan. In making the request, the District shall follow the amendment process set out in the Kentucky School Facilities Planning Manual.

ALTERATIONS IN GENERAL

Any structural alteration of a building shall require the approval of the Board and appropriate state agencies.

Any alteration to a building or its grounds that significantly changes the appearance of the building or grounds shall require Board approval.

A consulting engineer, architect, or other qualified person shall review and/or approve playground equipment and/or other construction projects for safety in design and construction techniques. The finished product also shall be inspected and approved by the [Maintenance Supervisor](#) ~~of Buildings and Grounds~~ prior to use.

No building alterations shall be undertaken on District property unless the [Maintenance Supervisor](#) ~~of Buildings and Grounds ascertains~~ that alterations conform to National Fire Code standards.

APPROVAL PROCESS

Any school level group or outside agency wishing to construct or alter any part of a school building or campus shall first secure the appropriate approvals. All approvals shall be secured before any fundraising activities begin or applications for grants are submitted.

Approvals shall be secured for all changes both inside the building and any exterior improvements. All playground equipment, landscaping, painting, signage, athletic field improvements, and classroom modifications must adhere to the approval process. Contact the ~~Executive Director of Support~~ [Chief Operations Officer](#) for any clarifications.

The Principal shall approve the concept and contact the ~~Executive Director of Support~~ [Chief Operations Officer](#) for assistance with the approval process and the following levels of approval must be secured before any activities begin:

1. The Principal shall petition the SBDM Council for approval of the proposed change.
2. The SBDM Council shall review the proposal and verify that the request is fully funded and will not require any assistance from the District general fund budget or District maintenance personnel. In the event a school-related group wishes to develop an elementary school playground and cannot raise funds sufficient to complete the project, the group may submit a request for financial assistance to the Board. The Board shall consider the request on its merits and in light of budgetary conditions at the time the request is made.
3. The ~~Principal~~ [SBDM Council](#) shall petition the ~~Executive Director of Support~~ [Chief Operations Officer](#) for review and approval.
4. The ~~Executive Director of Support~~ [Chief Operations Officer](#) shall petition the Superintendent and Cabinet for approval.

Alterations to Buildings and Grounds

APPROVAL PROCESS (CONTINUED)

5. The ~~Executive Director of Support~~ **Chief** Operations **Officer** shall petition the Board for approval.
- ~~6. The Board shall adopt a resolution documenting the agreed upon facility improvement.~~
- ~~7.6.~~ The ~~Executive Director of Support~~ **Chief** Operations **Officer** shall assist with identifying all other necessary local approvals such as the local building inspector.

CERTIFICATION OF FUNDS

All organizations and individuals shall certify in writing to the Board that sufficient funds are available to carry the project to completion; that no part of the funds donated to the Board are borrowed; and that no amount is due to any person or entity thereof as a result of the following:

1. Funds donated;
2. Materials purchased; or
3. Labor utilized.

EQUIPMENT OWNED BY OUTSIDE GROUPS

Equipment owned by a school-related organization such as, but not limited to, PTA/PTO shall meet all applicable safety standards as verified by the Superintendent/designee.

SIGNS

The Superintendent/designee shall grant prior approval for the erection of new signs or repainting of existing signs on school property.

Alteration/Modification Request and Agreement

PROJECT NAME: _____

This Agreement, made and entered into, by and between the _____ Board of Education, _____, Kentucky, hereinafter referred to as Board, and _____, a Kentucky Corporation, hereinafter referred to as Boosters.

WITNESSETH;

WHEREAS, the Board owns the property at _____ in _____ County, Kentucky, and

WHEREAS, the _____ program is in need of certain structural facilities for use in the program, and

WHEREAS, the Board at the present time is unable to supply the funds for said structural facilities, and

WHEREAS, the Boosters are willing to provide labor, materials and funds for the construction of such facilities, and donate same to the Board:

NOW THEREFORE, for and in consideration of the foregoing, the parties covenant and agree as follows:

- 1. The Board will prepare necessary documents and submit same for the approval of a BG-1 construction application and other necessary approval from various state agencies as may be required for the construction contemplated by the parties.
- 1. The Board will provide, at its expense, architectural services for the purpose of obtaining an approvable set of completed plans and specifications for such structures as the parties may agree to construct, and shall submit such plans and specifications for approval from the Kentucky Department of Education and the Department of Housing, Buildings, and Construction.
- 1. The Board will further provide at its expense architectural services to oversee the construction project. Architectural services will further be provided for the purpose of certifying to the Board that the contemplated project will be constructed in compliance with the plans and specifications as approved.
- 1. The Boosters will begin no work until the plans and specifications have been approved by the aforementioned state agencies and the Board has authorized the project to begin after the Boosters have shown the Board adequate resources (both monetary and donated materials) to accomplish said construction without financial liability to the Board.
- 1. The Boosters, while utilizing Board-owned property, shall operate within Board-approved policies for securing resources.
- 1. The Boosters will complete the structure in accordance with and conformance with the plans and specifications as approved.
- 1. The structure will be completed and certified for occupancy no later than _____, 2 _____.
- 1. The Boosters will provide to the Board, as the Board may deem appropriate, general liability insurance and property damage insurance in amounts not less than Five Hundred Thousand Dollars (\$500,000).
- 1. Upon completion of the structure as contemplated herein, the Boosters will release all claims of ownership, and title to the structure will vest in the Board. The Board shall have complete control of the structure.

WITNESS the hands of the parties this the ____ day of _____, _____.

ATTEST: _____ BY: _____
Secretary Chairperson, Board of Education

ATTEST: _____ BY: _____
Secretary President, Boosters Club

Maintenance

The maintenance program is designed to keep school property in good repair in order that the instructional program can be carried out efficiently, students can have a safe environment in which to work, and maintenance costs are minimized. The District's online work order is to be used for requesting repairs to buildings or grounds.

SUPERINTENDENT

The Superintendent/designee coordinates the maintenance program and approves all major projects.

PRINCIPALS

Principals shall report all needed building, equipment and grounds and/or maintenance problems to the Department of Maintenance through the District's online work order program.

EMERGENCY REPAIRS

Emergencies shall be processed by telephone with follow-up made utilizing the appropriate form.

MAINTENANCE TEAM

The maintenance plan is a team approach with team members being the Superintendent and/or designated Central Office administrators, building principals, school custodial staff, general maintenance person(s), outside service personnel, as needed, contracted maintenance/custodial agency, where applicable.

MAINTENANCE PERSONNEL

The Maintenance Supervisor shall examine the school buildings monthly to determine the need for repairs and preventive maintenance. General maintenance personnel and the Building Operations staff shall make repairs and perform minor maintenance in keeping with the responsibilities specified in their job descriptions.

AUTHORIZATION TO CALL OUTSIDE SERVICE

Superintendent/designee is authorized to call outside service agencies ~~(from a list approved by the Superintendent)~~ for minor maintenance work beyond the maintenance team's level of training and expertise.

DISPLAY OF THE AMERICAN FLAG

The Principal shall see that the Flag of the United States is properly displayed at their school in compliance with KRS 2:040. During inclement weather, the Flag shall be displayed within the school building. During inclement weather, the Flag shall be displayed within the school building.

Flags will be furnished to the schools upon request of the Principal to the Department of Buildings and Grounds. The Principal may accept flags from groups such as the American Legion or P.T.A.

The Principal shall follow appropriate procedures when disposing of worn and tattered flags. The local American Legion or Boy Scouts can assist with proper disposal.

Fire Drills**DRILLS**

The Principal shall schedule fire drills according to Policy 05.41 and shall complete Procedure 05.41 AP.2.

RESPONSIBILITIES OF PRINCIPAL/DESIGNEE

The Principal/designee shall:

0. — Plan/coordinate all drills to minimize disruption of the educational process.
0. — Provide plan of predrill and pretraining instruction, including but not limited to, warning signals and safe areas, for all staff and students.
0. — Use a distinctive fire alarm for fire drills only and an "all-clear" signal to indicate a return to the classroom.
0. — Designate an outdoor evacuation area for each classroom at least 100 feet away from the building and out of doorways.
0. — Prepare and keep on file a report on all drills and forward a copy to the Superintendent/designee, as required.
0. — Implement the following procedures when reporting fires:
 -) — Ring alarm, evacuate building, and call Fire Department.
 -) — Notify Superintendent/designee.
 -) — In conjunction with Fire Department personnel, ascertain whether or not building is safe to re-enter. Immediately notify Superintendent/designee of any damage.
 -) — Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
0. — Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

FACULTY/STAFF RESPONSIBILITIES

Faculty/staff shall:

0. — Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).
0. — Close all classroom windows and doors before leaving.
0. — Turn off all lights and gas jets in the room.
0. — Maintain order during the evacuation and arrange assistance for students with disabilities.
0. — Take roll book and check roll when the class is in its evacuation area. No person is to remain in the building during a fire drill.
0. — Report to the Principal any student who is missing.

RELATED PROCEDURE:

05.41 AP.2

Drill and/or Disaster Report

THIS FORM IS TO BE USED TO REPORT ALL FIRE, TORNADO, BOMB, LOCKDOWN, AND EARTHQUAKE DRILLS.

NAME OF SCHOOL _____ PRINCIPAL _____

Drill Actual Event

TYPE OF DRILL: Fire Tornado Earthquake Bomb Threat Lockdown

Date of Drill/Event _____ Time of Drill/Event _____

Time taken to evacuate building or to seek shelter _____

Time elapsed during drill/event, if appropriate _____

Number of students using Crutches _____ Wheelchairs _____ Other, specify _____

Was building safety ascertained? Yes No

By whom? Superintendent Law enforcement Fire Department personnel

Were students transported to another facility? Yes No

Was there a decision to dismiss school early? Yes No

COMMENTS: (Include any comments about safety or problems encountered during the drill.)

For each drill, the Principal/designee shall complete and keep on file this form and provide copy (ies) to the Superintendent/designee, as required.

Principal/designee's Signature _____ *Date* _____

THIS FORM IS TO BE USED WITH THE FOLLOWING PROCEDURES:

- 05.41 AP.1
- 05.42 AP.1
- 05.43 AP.1
- 05.47 AP.1

DRAFT TO RESCIND 5/7/2020

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.~~

Severe Weather Drills**DRILLS**

The Principal/designee shall schedule severe weather drills according to Policy 05.42 and shall complete Procedure 05.41 AP.2.

DEFINITIONS

Severe weather—Tornadoes, destructive winds, severe thunderstorms, severe snow or freezing rain shall be considered to be severe weather.

Drop procedure—an activity during which each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows.

Safe area—a designated space including an enclosed area with no windows, a basement or the lowest floor using the interior hallway or rooms, or taking shelter under sturdy furniture.

RESPONSIBILITIES OF PRINCIPAL/DESIGNEE

Implementation of the school building disaster plan shall be the responsibility of the Principal or designee. As part of the implementation process, the Principal/designee shall:

- 0. Plan/coordinate all evacuation drills to minimize disruption of the educational process.
- 0. Provide plan of predrill and pretraining instruction, including but not limited to, warning signals, the approved drop procedure, and safe areas, for all staff and students.
- 0. Assure that the school can receive and understand communications for severe weather watches and warnings.
- 0. Sound the severe weather alert signal that is different from the fire alarm and the "all-clear" signal.
- 0. Designate, mark, and post assigned and alternate safe areas as follows:
 - ↳ Students/personnel who are housed in one-story buildings, shops, and in portable buildings shall be brought into interior halls or corridors of the main buildings.
 - ↳ Students/personnel who are housed in two-story buildings should be evacuated from the top floor to interior halls of the lower floor.
 - ↳ Students/personnel shall not be placed in auditoriums, gymnasiums, cafeterias, or other large areas with a wide, free span roof or in boiler or furnace rooms.
- 0. Maintain in the Principal's office a master chart of the safe areas.
- 0. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
- 0. Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
- 0. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

Severe Weather Drills**FACULTY/STAFF RESPONSIBILITIES**

The faculty and staff shall:

0. Utilize designated safe areas during a severe weather drill or warning.
0. Instruct students in the procedures to be used during a severe weather drill, watch, or warning.
0. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
0. Require students to use one of the following positions, as appropriate:[†]
 -) Rest on knees, lean forward, cover face by crossing arms above face.
 -) Sit on floor, cross legs, cover face with folded arms.
 -) If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.
0. Remain in the assigned safety area with students until the "all clear" signal or recall signal is given.
0. Report to the Principal any student who is missing.

CUSTODIANS' RESPONSIBILITIES

When a tornado warning has been received, the Principal/designee shall notify the head custodian/designee to:

0. Turn off all gas and electrical appliances.
0. Turn off all motor-operated equipment and pilot lights to hot water heaters or stoves in furnace rooms, cafeterias, home economics rooms, and shops.

BUS DRIVERS' RESPONSIBILITIES

If the bus is en route to or from school when a severe weather warning is issued, drivers shall:

0. If available, take shelter in a substantially strong, weather proof building in the immediate vicinity.
0. Otherwise, stop the bus near a depression or cut in the road where possible and keep the students in the bus, except when a tornado or destructive winds occur, in which case lead students away from the bus and power lines and instruct them to lie flat in a ditch.

[†] Kneeling and sitting positions should be maintained for only a short period of time. If the alert must be kept for a longer time, students should be permitted to stand for a brief period and then resume kneeling or sitting positions.

RELATED PROCEDURE:

05.41 AP.2

Bomb Threat Drills/Response**DRILLS**

The Principal shall schedule one (1) bomb threat drill each trimester during the school year and shall complete Procedure 05.41 AP.2.

RESPONSIBILITIES OF PRINCIPAL/DESIGNEE

The Principal/designee shall:

0. — Plan/Coordinate all drills to minimize disruption of the educational process.
0. — Provide a plan of pre-drill and pre-training instruction, including but not limited to, warning signals, assessment of threat protocol, and designation of safe areas for all staff and students.
0. — Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
0. — Put into action the following procedures when a bomb threat has been received:
 -) — Implement assessment process to determine whether to evacuate the building.
 -) — Evacuate building if so indicated by the assessment process, and call 911/local emergency, fire department, and law enforcement personnel, as appropriate.
Make building accessible to agency representatives who respond by providing the search team with a floor plan and keys to unlock rooms.
 -) — Notify Superintendent/designee.
 -) — If the decision is made to evacuate the building, ascertain in conjunction with law enforcement officials whether or not building is safe to re-enter. Immediately notify Superintendent/designee if any damage occurs.
 -) — Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
0. — If an actual bomb is discovered on school grounds:
 -) — Immediately report the bomb by calling 911, local/state police and the fire department.
 -) — Evacuate the bomb site to at least 850 feet away; do not permit re-entry by employees or students until each device has been removed or disarmed by the bomb squad.
 -) — Remind all persons that cell phones or radios are not to be used as this may cause detonation.
0. — Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

Bomb Threat Drills/Response

FACULTY/STAFF RESPONSIBILITIES

The faculty and staff shall:

- 0. ~~Post in each room and discuss with each class rules for bomb threat evacuation, including student responsibilities. These will include directions on the designated exits, alternative exits, assigned evacuation area(s), and designated safety precautions such as a ban on cell phone or radio use during a bomb threat drill or evacuation.~~
- 0. ~~If a written bomb threat is received, the employee receiving it should preserve it for investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.~~
- 0. ~~Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.~~
- 0. ~~Scan the area noting any items that appear to be out of place, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.~~
- 0. ~~Take roll book and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person shall remain in the building during a bomb threat or bomb threat drill.~~
- 0. ~~Report to the Principal any student who is missing.~~

RELATED PROCEDURES:

05.41 AP.2

05.43 AP.2

Bomb-Threat Checklist

(Print on color-coded paper and keep at main receptionist's desk at each school and at the Central Office.)

INSTRUCTIONS: If a recording device has been put in place and the threat is received by telephone, start the recorder immediately. Don't hang up the phone. If the caller hangs up, leave the phone off the hook. Be calm. Be courteous. Listen, do not interrupt the caller, notify colleagues of your activity by prearranged signal while caller is on the line; ask to have message repeated.

Date call received _____ Time _____

Exact words of person placing call: _____

If the threat is received via email, tell another employee to alert Central Office immediately as you record information and correspond with the sender using the questions below. **ASK** the following questions:

What time is the bomb set to explode? _____ How many devices are involved? _____ Where is each located? _____ Floor _____ Area _____

What does the bomb look like? _____ Is it Disguised Concealed/Hidden In the open?

What kind of bomb is it? _____ What will cause it to explode? _____

Why was it placed? _____ How did it get into the school? _____

Did you place the bomb (s)? Yes No If not, who did? _____

Are you a current student? Yes No Are you a former student? Yes No Where are you calling from? _____

What is your address? _____ What is your name? _____

| VOICE CHARACTERISTICS | BACKGROUND NOISE | NOTIFY THE FOLLOWING |
|---|---|--|
| <input type="checkbox"/> Male <input type="checkbox"/> Adult <input type="checkbox"/> Intoxicated <input type="checkbox"/> Loud <input type="checkbox"/> Disguised <input type="checkbox"/> Angry <input type="checkbox"/> Slow <input type="checkbox"/> Normal <input type="checkbox"/> Speech Problem (stutter, lisp) | <input type="checkbox"/> Music <input type="checkbox"/> Children <input type="checkbox"/> Conversation <input type="checkbox"/> Airplane <input type="checkbox"/> Traffic <input type="checkbox"/> Machinery <input type="checkbox"/> Television <input type="checkbox"/> Restaurant <input type="checkbox"/> Shopping Mall <input type="checkbox"/> Train <input type="checkbox"/> Office <input type="checkbox"/> Other, specify | <input type="checkbox"/> State Police <input type="checkbox"/> Local Law Enforcement/Emergency <input type="checkbox"/> Superintendent* <input type="checkbox"/> Fire Department <input type="checkbox"/> Building Principal/site administrator <input type="checkbox"/> Other, specify |

*Consultation with the Superintendent shall be required prior to dismissal for the remainder of the school day.

Additional Information _____

Signature of Person Receiving Call _____ Date _____

Crowd Control**PRINCIPAL'S RESPONSIBILITY**

~~At the beginning of each school year, the Principal shall meet with appropriate personnel to arrange for adequate crowd control before, during and after each sporting event and to develop a plan of action to be implemented.~~

- ~~0. The Principal/designee shall contact the visiting school as early as possible to discuss crowd control procedures for each game, parking sites, bleacher areas, and the loading and unloading of buses and automobiles.~~
- ~~0. Supervision of parking areas during games is advised. In addition, parking areas shall be well lighted.~~
- ~~0. In order to minimize congestion, the Principal/designee shall arrange for an adequate number of ticket takers, ticket sellers, entrances, exits, concession stands, etc.~~
- ~~0. Personnel shall secure stadium and gymnasium gates and doors prior to the scheduled opening time.~~
- ~~0. If special seating areas are to be roped off, this shall be done before the gates are opened. The Principal/designee shall provide a special seating area for the visiting school's band.~~
- ~~0. The Principal/designee shall direct ticket takers to observe spectators and to notify the Principal/designee of potential problems. Spectators are required to pay full ticket price regardless of how much time is left in the game.~~
- ~~0. No spectators are allowed onto the sidelines. Authorized persons other than players, coaches, managers and members of football "chain gangs" shall be issued and must wear VISIBLE SIDELINE PASSES.~~
- ~~0. The Principal/designee shall provide for supervision during half time to help direct the crowd, keep spectators off the playing surface and prevent loitering.~~
- ~~0. The Principal/designee shall maintain open lines of communication with administrators of the visiting school.~~
- ~~0. Team, band and pep buses shall depart as soon as possible after the game.~~
- ~~0. The Principal/designee shall arrange for and provide supervision to continue until all spectators have left, including the team bus.~~

RELATED POLICIES:

05.3
09.311
09.35

Earthquakes

DRILLS

~~The Principal shall schedule earthquake and safe area evacuation drills at least once each trimester during each school year. Two (2) of those drills shall be held during the first thirty (30) instructional days of the school year and in January. Whenever possible, first responders shall be invited to observe emergency response drills. After each drill, Procedure 05.41 AP.2 shall be completed and submitted to the Superintendent. One (1) drill shall include the procedures for when students are outside the building and an earthquake occurs.~~

RESPONSIBILITIES OF PRINCIPAL/DESIGNEE

The Principal/designee shall:

- 0. ~~Provide a plan of pre-drill and pretraining instruction, including but not limited to, warning signals and safe areas for all staff and students.~~
- 0. ~~Plan/coordinate all drills to minimize disruption of the educational process.~~
- 0. ~~Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.~~
- 0. ~~Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.~~
- 0. ~~Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.~~

FACULTY/STAFF RESPONSIBILITIES

~~Faculty/staff shall post in each room and discuss with each class rules for earthquake preparedness, including student responsibilities; maintain order during the drill or quake and arrange for the assistance of students with disabilities; and report to the Principal any student who is missing.~~

~~If indoors~~

- 0. ~~Drop and take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls.~~
- 0. ~~Stay away from windows, light fixtures, and suspended objects.~~
- 0. ~~Under no circumstances should persons rush through or outside the building, exposing themselves to falling debris, live wires, etc.~~
- 0. ~~After the tremors have ceased, evacuate the building and move all personnel to safe areas.~~

~~If outdoors~~

- 0. ~~As appropriate, move away from building.~~
- 0. ~~Avoid utility poles and over-head wires.~~
- 0. ~~Do not enter any building that has sustained damage until competent personnel have examined the building and declared it safe.~~
- 0. ~~Before students and staff are permitted to re-enter a building, the building must be checked for structural soundness, including but not limited to, the integrity of electrical wiring, heating and fuel systems, and water distribution system.~~

SCHOOL FACILITIES

05.47 AP.1
(CONTINUED)

Earthquakes

RELATED PROCEDURE:

05.41 AP.2

Fuel and Equipment

PURCHASING FUEL AND PARTS

The purchase of fuel, motor oil, transmission fluid, antifreeze, and selected bus parts shall be determined by the Board's bidding policy (04.32) and related procedures. The designated vendor will furnish, install, and maintain, as appropriate, pumps and related equipment for gasoline and diesel fuel.

TANKS TO BE FILLED

Drivers shall keep their bus fuel tank at least half full at all times. Spare buses shall be filled with fuel and cleaned by the driver when the bus is returned to the garage.

PROCEDURES FOR ACQUIRING

Drivers will fuel their buses at the Board's fuel pump(s), as designated. ~~They shall keep a monthly log of all fuel used and submit this form to the Director of Transportation/Central Office designee on the last working day of the calendar month.~~

Drivers will secure their motor oil, transmission fluid, and antifreeze at the bus garage or other facility, as designated. Drivers are required to check all fluid levels daily and are responsible for putting oil into their buses. A mechanic, upon request of the driver, will fill buses with antifreeze and transmission fluid.

When buses are to be fueled away from the Board's fuel pump(s), the following procedures shall be observed:

1. No students shall be on board the bus while it is being fueled.
2. The driver shall turn off the engine and remain by fuel pump until fueling is complete.
3. Smoking shall be prohibited at the fueling station at all times.
4. The driver shall record the necessary information (bus number, mileage, number of gallons).

REPLACEMENT OF PARTS

All replacement of parts will be done by a mechanic.

EMERGENCY PROCEDURES

In case of mechanical trouble, the driver will call from a cell phone (or radio) the bus garage or the Director of Transportation/Central Office designee for instructions. In the event it becomes necessary for the driver to pay for a bus charge(s), including for fuel, s/he shall get a receipt for the payment and turn it in to the Transportation Director/Central Office designee for approval and reimbursement of expenses. The bus number, odometer reading, and number of gallons, if applicable, shall be recorded on the receipt.

TRANSPORTATION

06.13 AP.1
(CONTINUED)

Fuel and Equipment

OUT-OF-DISTRICT TRIPS

Upon approval of the Director of Transportation/Central Office designee, a Board credit card may be furnished to drivers making out-of-District trips. These cards are to be used to purchase fuel and/or to pay for minor repairs. In the event it becomes necessary for the driver to pay cash for a bus charge(s), s/he shall get a receipt for the payment and turn it in to the Transportation Director/Central Office designee for approval and reimbursement of expenses. In emergency situations, the Superintendent may authorize payment prior to Board approval.

RELATED PROCEDURES:

03.125 AP.21
04.31 AP.2
04.32 AP.1
06.13 AP.2

TRANSPORTATION _____

06.13 AP.2

(CONTINUED)

Bus Maintenance and Fuel Forms

DRIVER'S WORK REQUEST FORM

Bus Number: _____ Date: _____

Work Required: _____

Mechanic's Report: _____

Driver's Signature: _____

Mechanic's Signature: _____ Date: _____

DRAFT TO INCLUDE WITH UPDATE 4/30/2020

| TRANSPORTATION

06.14 AP.1

Authority for Use of Buses

| Refer to the procedures coded to Policy 09.36 for [school-related student](#) ~~field~~ trip approval and transportation needs.

Bus Driver Training

Training for all Kenton County School bus drivers shall meet all requirements established by Kentucky Administrative Regulations.

PROSPECTIVE DRIVERS

All prospective school bus drivers shall receive a minimum of twenty (20) hours of classroom and driving instruction. Prospective drivers shall be employed as ~~itinerant~~ substitute drivers during the training period.

NEWLY EMPLOYED DRIVERS

Newly employed school bus drivers shall receive a minimum of six (6) additional hours of prescribed driving training under the direct supervision of a Driver Trainer. These drivers shall be evaluated after the first thirty (30) days of employment.

~~ANNUAL EVALUATION~~

~~All full-time school bus drivers shall be evaluated to determine if there are any deficiencies in performance that may require additional training. All other drivers shall receive a review of driver responsibilities and skills annually.~~

MAINTENANCE OF CERTIFICATION

School bus drivers shall receive at least eight (8) hours of in-service training annually in order to maintain their driver certification.

RELATED PROCEDURE:

06.2 AP.2

Bus Scheduling and Routing**SCHEDULING AND ROUTING**

The Director of Transportation/Central Office designee shall prepare a route map and schedule of stops for each bus in the District. Routes shall be established to insure minimal time on the bus for each pupil. Special routing of buses shall be arranged to provide appropriate transportation for special education pupils as needed.

When establishing bus stops, consideration for economy shall be limited only by requirements for safety, reasonable efficiency and convenient service to pupils. Bus stops shall be marked appropriately for ease of recognition and shall be located in areas which permit students optimal safety while walking to, waiting for, and unloading of the bus.

EXTENSION OF BUS ROUTES

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

NEW DRIVERS AND ROUTES

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

TRANSPORTATION SCHEDULE~~NOTIFICATION TO PARENTS~~

A transportation schedule will be made available to schools annually prior to the first day of school ~~for students and shall provide information to assist school personnel in answering student and parent questions~~ concerning bus assignments, locations of bus stops, and pick-up times for each stop.

DRIVER TO FINALIZE SCHEDULE

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. This route schedule will contain the names of the students riding the bus, the name of the road(s) on which the bus is routed, each stop's number, the time of the stop, the grade of the pupil, and the school the pupil attends. Drivers shall notify the Director of Transportation/Central Office designee of any revisions to their routes.

Eligibility for Transportation

STUDENTS WITH DISABILITIES

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

CAREER AND TECHNICAL/POST-SECONDARY STUDENTS

High school students attending an area career and technical school, ~~or~~ extension center, or college/university are eligible to be transported from the high school to the career and technical school, extension center, or college/university as long as the course work or program is a career pathway established by the District. District transportation services are not provided to students taking elective dual credit classes. Transportation will be provided by the District in accordance with state regulations.

DISTANCE LIMITATIONS

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

PRESCHOOL TRANSPORTATION

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

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

CHILDREN IN FOSTER CARE

The Superintendent will designate a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services, Department for Community Based Services ("the Department") in writing that the Department has designated its foster care point of contact for the District. The Superintendent may designate the Foster Care Liaison prior to such notice from the Department.

The District will collaborate with the Department when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District Foster Care Liaison may invite appropriate District officials, the Department point of contact, the foster parents, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner in accordance with the Department's authority to use child welfare funding. The Department, in consultation with the District, shall make the determination on whether the child shall remain enrolled in the school of origin based on the best interest of the child, weighing the promotion of educational stability as a primary factor.

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

If the Department finds it is in the best interest of a child to remain in the school of origin upon placement of the child in a new school district, reasonable transportation shall be offered from the location of placement to the school of origin in which the child is enrolled for any regularly scheduled school day. Such may result in additional transportation costs to a foster parent, child placing agency, child care facility, or the District. The District will provide transportation if necessary to maintain a child in the school of origin if the Department agrees to reimburse the District for the cost of such transportation. Transportation costs incurred shall be reimbursed by the Department on request. Alternatively, the District may agree to pay the cost of such transportation or the District and the Department may agree to share the cost.

DEFINITIONS

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

“School of origin” means the public school in which a child was enrolled immediately prior to placement in foster care.

“Best interest of the child” takes into consideration the following factors including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child’s attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school’s climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.¹

REFERENCES:

¹KRS 199.802
KRS 605.120
922 KAR 1:350
42 U.S.C. § 675(4)(A)
20 U.S.C. § 6311(g)(1)(E)
20 U.S.C. § 6312(c)(5)
P. L. 114-95, (Every Student Succeeds Act of 2015)

Conduct on Bus

RULES OF CONDUCT

Specific rules of conduct on school buses can be found in the Student Code of Conduct and [Expected Behavior](#)~~/or in the student handbook.~~

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ENFORCEMENT

Bus drivers will assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal. The Principal may withhold bus-riding privileges (consistent with Board Policy 06.34) if the pupil continues to disobey the rules. If withholding of bus-riding privileges becomes necessary, the Principal shall notify the parents and inform the appropriate Central Office personnel.

School and Community Nutrition Program Including Meal Charges**PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
 - a. The purchase of land.
 - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT

Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.

~~OPERATION MANUAL~~

~~For complete information and operational procedures concerning Kenton County's food service program, please refer to the *Food Services Operation Handbook*.~~

TEAMWORK ESSENTIAL

The Principal shall have the overall responsibility for the food service program in each school. However, there shall be close cooperation among the Principal, the Director of the Division of School Food Service, the Cafeteria Manager, teachers, staff, parents and students.

PRINCIPAL'S RESPONSIBILITIES

1. Serve as team leader.
2. Monitor the program to ensure compliance with federal and state food service guidelines.
3. Approve the scheduling of special events held in the cafeteria.
4. Prepare an appropriate serving schedule.

School and Community Nutrition Program Including Meal Charges

DIRECTOR'S RESPONSIBILITIES

1. Ensure that planned menus meet the requirements of a reimbursable meal under the "Offer vs. Serve" Meal Pattern.
2. Establish standards for efficient and sanitary preparation and serving of food.
3. Develop specifications for food and supplies.
4. Determine amounts of food and supplies to be purchased and initiate the bidding process.
5. Arrange for distribution and storage of food and supplies.
6. Assist the Principal and Cafeteria Manager in encouraging maximum student participation in the food service program.
7. Aid in the evaluation of Cafeteria Managers.
8. Plan and provide training for food service employees.

DIVISION OF FOOD SERVICES ADMINISTRATIVE RESPONSIBILITIES

1. Be responsible for the total food service program of the Kenton County Public Schools.
2. Supply necessary forms for all records and reports of the food service program.
3. Supervise the bidding, delivery and utilization of, as well as payment for, all foods, food products, operational supplies (including small equipment), government commodities, and replacement of equipment.
4. Pay all invoices which have been properly completed and signed by the Cafeteria Manager.
5. Visit each school food service program regularly.
6. Make recommendations concerning employment of all personnel in the food service program.
7. Approve payroll records and authorize the payroll department to make payment of salaries to food service personnel.
8. As required by the Kentucky Department of Education, Division of School Food Services, file one (1) claim for Federal reimbursement, based on claims of all schools.
9. Prepare a monthly financial statement for each school food service program.
10. Conduct training and in-service programs for food service personnel as necessary.
11. Work with the Principal and other administrative staff members in order to offer the best possible food service program to the students of Kenton County.
12. Determine eligibility of students for free and reduced price meals.

CRITERIA FOR A MODEL MEAL COUNT SYSTEM

1. Guidance, including written detailed instructions on the operation of the meal count system, shall be developed and provided to appropriate personnel.
2. Personnel involved in the meal count system shall be knowledgeable about and shall adequately perform their duties and responsibilities.

School and Community Nutrition Program Including Meal Charges**CRITERIA FOR A MODEL MEAL COUNT SYSTEM (CONTINUED)**

3. Applications shall be approved in a timely manner and in accordance with regulations.
4. Category determinations shall be accurately recorded on the roster and maintained throughout the year.
5. The Bon Appetit Computer roster and the master roster shall accurately reflect each student's eligibility for free, reduced or paid meals.
6. Reimbursable meals shall be clearly identifiable.
7. Meals shall be correctly counted at the point of service (POS) and recorded by category.
8. The cash collection system for reimbursable meals and other sales ensures that appropriate amounts of cash shall be collected and recorded for each sale category.
9. A cash reconciliation system shall be used that includes the following provisos:
 - a. Determination on a daily basis whether cash collected reconciles with meal counts as recorded;
 - b. Documenting all differences; and
 - c. Ensuring that corrective action shall be taken when needed.
10. A system shall be in place to safeguard cash and student numbers from loss, theft or misuse.
11. Reports of daily meals and cash collected shall be complete and shall be compiled for claim and reimbursement.
12. Edit checks for individual schools shall be implemented to identify potential problems in the meal count system.
13. Periodic monitoring and technical assistance shall be provided for each school to ensure compliance with the approved meal count system.

MEAL CHARGES

The Kenton County School District allows limited meal charges to cover the situation of a student losing or forgetting meal money. This service is not designed or intended to provide a credit service for continuous charging and collection of student meals. Under no circumstances can a-la-carte items be charged. Students that have outstanding meal charges are not allowed to buy any a-la-carte items.

If a student incurs three meal charges, reasonable attempts will be made to notify parents/guardians by phone or email and US mail. ~~It is very important that you do not ignore charge notes that are mailed home.~~ If a child incurs charges exceeding \$50 during Kenton County tenure, charges will be turned over to [the Board Attorney](#) a collection agency. ~~If there is a problem paying the charge or you feel that the charge is in error, please call the cafeteria manager to discuss it immediately.~~

School and Community Nutrition Program Including Meal Charges**MEAL CHARGES (CONTINUED)**

If ~~you are~~ applying for free or reduced lunch benefits, ~~families~~ you are responsible for all ~~breakfast and lunches costs~~ until ~~meal benefits have your form has~~ been approved. If ~~the student your child~~ has transferred into Kenton County from another district and ~~received meal benefits, families are responsible for providing documentation was previously on free or reduced lunch, please bring a letter~~ verifying ~~eligibility at that from~~ the previous school ~~district. Documentation from the previous school district~~ which will allow Kenton County to extend the same benefits without a delay.

Parents/Guardians are expected to pay for student meals on the day the meal is purchased or in advance with cash, check, or on-line with a debit or credit card. ~~The on-line payment system, Mypaymentsplus can be found by going directly to www.mypaymentsplus.com. Online payments can be a big advantage to students and parents because the students do not have to handle cash. Parents that set up online payment accounts are also able to check meal balances, student purchases, receive email low balance warnings and have an auto-replenish option.~~

REFERENCES:

702 KAR 6:090
7 C.F.R. 245.6

SUPPORT SERVICES

Food Service Employees

EMPLOYEE IN-SERVICE

In order to meet the requirements of the Kentucky Department of Education, Division of School and Community Nutrition, an in-service shall be conducted yearly during August for all food service employees. Subjects covered shall be chosen to meet the Division of School and Community Nutrition in-service requirements.

NEW EMPLOYEES

All new employees shall receive seven (7)~~eight (8)~~ hours of Level 1, Division of School and Community Nutrition training within forty (40) working days, as required by the Kentucky Department of Education.

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Preschool Education

ENROLLMENT

Parents/guardians enrolling their child(ren) in preschool shall follow Board policy and state and federal laws and regulations.

ELIGIBILITY

Children who reside in the District, qualify for [at risk based on household income guidelines](#) ~~free lunch~~, and are four (4) years old by August 1 are eligible to enroll in preschool.

Children who reside in the District and meet eligibility criteria as having a disability are eligible to enroll in preschool as of their third birthday.

SERVICES PROVIDED

Preschool classes are located in several District elementary schools and are offered at no cost to parents if students qualify for free lunch.

Preschool classes are held Monday through Thursday and children attend half-day sessions (morning or afternoon). Each classroom provides a ~~low~~ student to teacher ratio [meeting state guidelines](#).

All children are provided a meal.

TRANSPORTATION

Bus transportation is provided for all students enrolled in preschool.

HOME VISITS

Preschool staff shall make two (2) home visits each year.

CHILDREN WITH DISABILITIES

The following related services are available to assist children with disabilities:

- Occupational Therapy
- Physical Therapy
- Speech Therapy
- Nursing Services
- Psychological Services

CURRICULUM

The preschool curriculum is developmentally appropriate and tailored to meet individual needs. The curriculum shall address the following needs:

- Intellectual
- Social/Emotional
- Physical
- Communication
- Self-Care

[Big Day for PreK](#) ~~High scope~~ curriculum shall have/be:

- Hand on/Active Exploration
- Child Oriented
- Emphasis on Language Development and Social Interactions

Parent involvement is encouraged.

EXPLANATION: REQUIREMENTS FOR 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 WENT INTO EFFECT AUGUST 2019.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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STUDENTS

Crowdfunding Guidelines

DEFINITION

Crowdfunding [is considered a fundraiser and](#) describes the practice of funding a project or venture by raising many small donations of money from a large number of people, typically via the internet. It can be used to fundraise for a wide variety of projects initiated by faculty, staff, and administrators of the District. All crowdfunding in the District requires [following fundraising and reporting requirements, and](#) that the following conditions be met:

REQUIREMENTS

- Applicants must be employees of the District to raise funds in the school/District's name. Campaigns shall be in the name of the local school, not a District employee.
- Approvals: All projects must be approved in advance. School-wide projects shall be approved by the Board; other projects shall be approved by the Principal or a Superintendent/designee. To document these approvals, use [Fundraiser and Crowdfunding Approval Form F-SA-2A](#) ~~& Crowdfunding Approval~~. Without prior approval, the school or District name may not be used on any crowdfunding site to solicit donations.
- When setting up a request on one of the cash donation sites, the school must receive donations by check. Bank account transfer of any type is not permitted.
- Donations may be solicited for numerous purposes. If a student organization solicits the donations, the funds shall be deposited into the school's activity fund. If the funds are solicited for general school purpose the funds should be deposited into the school's district activity fund. Funds may not be solicited for the school's hospitality account.
- All non-monetary items including supplies and equipment obtained become the property of the District and all inventory [and donation](#) procedures apply. All proceeds must be used for the stated purpose.
- All website postings must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). Accordingly, the posting of images on a crowdfunding page is limited to pictures of the classroom, the teacher and photos of students where the students are not identifiable (i.e. their hands, photos from behind the student, etc.) unless the employee has obtained written consent from the parents of all identifiable students.
- Crowdfunding fee/terms platforms vary. The following crowdfunding websites best meet education funding goals and should be considered first for a campaign: DonorsChoose.org, AdoptAClassroom.org, and ClassWish.org.

STUDENTS

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(CONTINUED)

Crowdfunding Guidelines

REQUIREMENTS (CONTINUED)

- Terms of Fundraisers: “All or Nothing” (AON) – if the amount requested is not reached, the project does not get funded. Be aware of and document options under the AON terms “Keep It All” (KIA) – school receives any funds raised even if the goal is not reached.
- The teacher/sponsor is responsible for preparing a written report at the end of the project term disclosing the amount of funding received, value of property received, number of donors, exact location of items received, and date the webpage(s) were discontinued, [and completing all fund-raising forms](#).
- All documentation regarding the project shall be retained in the school files.
- Please refer to the KDE document, *Accounting Procedures for School Activity Funds*, which includes the forms and process required for approval of fundraising projects.

Leave Request Form

Complete this form at least thirty (30) days prior to the start of your leave.
 A leave is defined as an absence, paid or unpaid, of more than five (5) consecutive days.

| Part I: Employee Information | | | | |
|--|--|--|--------------|--------|
| Name: | | | Employee #: | |
| Preferred Phone #: | | Preferred Email: | | |
| School/Location: | | Position: | | |
| Supervisor: | Do you currently carry our medical insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| # of hours contracted to work per day: | | # of days contracted to work per week: | | |
| Part II: Leave of Absence Information | | | | |
| Anticipated Leave Start Date: | | Anticipated Leave Return Date: | | |
| Type of Leave Requested (place a check next to requested type of leave the one that applies) | | | | |
| FMLA Defined (up to 12 weeks) | | Applicable Board Policy | | |
| <input type="checkbox"/> | Sick Leave – serious health condition for self, birth/adoption | 03.1232/03.2232 | | |
| <input type="checkbox"/> | Sick Leave – serious health condition for family member | 03.1232/03.2232 | | |
| <input type="checkbox"/> | Sick Leave – to care for a covered service member | 03.1232/03.2232 | | |
| <input type="checkbox"/> | Qualifying Exigency – military family leave | 03.12322/03.22322 | | |
| Non-FMLA Defined (remainder of school year) | | Applicable Board Policy | | |
| <input type="checkbox"/> | Maternity/Paternity Leave – birth/adoption | 03.1233/03.2233 | | |
| <input type="checkbox"/> | Extended Disability Leave | 03.1234/03.2234 | | |
| <input type="checkbox"/> | Educational/Professional Leave | 03.1235/03.2235 | | |
| <input type="checkbox"/> | Military/Disaster Services Leave | 03.1238/03.2238 | | |
| <input type="checkbox"/> | Political Leave | 03.1239 | | |
| Other | | Applicable Board Policy | | |
| <input type="checkbox"/> | Workers' Compensation | 03.1241/03.2241 | | |
| <input type="checkbox"/> | Other | List Policy: | | |
| Please fill in the type and number of days you will be using during your leave of absence. | | | | |
| Sick | Donated Sick | Personal | Non-Contract | Unpaid |
| | | | | |
| Note: | | | | |
| <ul style="list-style-type: none"> • Paid sick leave shall be used in accordance with Board Policy 03.1233/03.2233 - Maternity/Paternity Leave; immediately following the birth or adoption of a child or children • Employees are required to use all paid leave days, if available, for all other forms of FMLA Defined Sick Leave, except that the employee may request to reserve up to ten (10) days of sick leave and three (3) days of personal leave • The use of Non-Contract days is optional for all forms of FMLA Defined Leave | | | | |

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Leave Request Form

| | |
|--|--|
| Part III: For Certified Employees Only | |
| Requested Substitute's Name: (must be an active substitute in the district) | |
| Note: | |
| <ul style="list-style-type: none"> • A certified substitute must be used for absences of more than ten (10) consecutive days • A certified substitute is someone that has a teaching certificate or SOE • Emergency substitutes do not have a teaching certificate, cannot be paid long term wages (absences for more than ten (10) consecutive days) and are not eligible to fulfill a long-term absence | |
| Part IV: Employee Responsibilities (please read and initial each) | |
| <input type="checkbox"/> | I will abide by all applicable board policies, state and federal regulations governing a leave of absence. |
| <input type="checkbox"/> | I understand that my benefits, including health insurance, will be terminated once I am in an unpaid status or at the end of twelve (12) weeks if eligible for FMLA. I may be eligible for COBRA and should contact the District's Benefits Specialist at 859-957-2604 for more information . |
| <input type="checkbox"/> | I understand that I must notify Human Resources if the start date or end date of my leave changes. |
| <input type="checkbox"/> | I must notify Human Resources prior to ^{upon} returning from any leave of absence to determine if/when I may return to work , and, if applicable, provide a return to work note from my doctor. |
| <input type="checkbox"/> | It is my responsibility to keep all contact information (email, mail and phone) current while on a leave of absence. |
| <input type="checkbox"/> | I am aware unpaid days may ^{will} negatively affect my annual retirement service credit* and annual pay increases**. *Contact your retirement system for more information. ** If I do not work 140 days of my annual contract, I will not receive an annual step increase. |
| <input type="checkbox"/> | In the event I am incapacitated or not of sound mind to communicate my leave of absence intentions with a member of the District, I proved the following individual permission to speak to, and provide information on my behalf with, Human Resources: Name of Individual: _____ Relationship: _____ |
| Part V: Signature | |
| Employee Signature: | Date: |
| Printed Name: | |
| Part V: District Approval/Denial (Office Use Only) | |
| Approved or Denied (List Denial Reason(s)): | |
| Date: | |
| Superintendent/designee Signature: | Date: |

Send completed form to Human Resources by email at HR@kenton.kyschools.us or fax at 859.957.2673

Workers' Compensation

The following procedures shall apply to all District personnel who sustain a work-related injury.

REPORTING GUIDELINES AND TREATMENT

1. Employee's injury reported to school nurse, administrator or supervisor as soon as reasonably possible after the injury;
2. Employee completes Workers' Compensation First Report of Injury or Illness form, Medical Waiver and Consent form, and Workers' Compensation Election Letter;
3. School nurse, administrator or supervisor completes the Supervisor's Accident Investigation Report;
4. Upon completion of all aforementioned forms, forms shall be sent immediately, but no later than three (3) calendar days, after the injury, by email to Human Resources at hr@kenton.kyschools.us or fax to Human Resources at 859-957-2673;
 - a. Failure to submit forms within three (3) days of injury may prevent an employee from being eligible for workers' compensation benefits
5. School nurse, administrator or supervisor shall contact the Human Resources department to notify injury occurred and to verify forms have been received;
6. Initial treatment may include one (1) or more of the following:
 - a. District personnel may treat minor injuries on-site;
 - b. Employees who sustain minor to moderate injuries that are not treatable by District personnel may go to the District's approved treatment facility
 - i. Current provider is St. Elizabeth Business Health, located at 4123 Olympic Blvd., Erlanger, KY 41018; phone number is 859-301-2999
 - c. Employee may elect to be treated by a medical professional other than the District's approved treatment facility, but must contact the District's workers' compensation provider for pre-authorization
 - i. Current provider is KEMI (Kentucky Employers' Mutual Insurance); KEMI phone number is 1-859-425-7800
 - d. For emergency and/or life-threatening injuries, 911 should be called and employee may be transported to the appropriate medical facility as determined by first responders

MANDATORY DRUG AND ALCOHOL TESTING

Any employee involved in a work-related injury and requiring off-site treatment must submit to a drug and alcohol screen upon arrival at the District's approved treatment facility. Refusal to test will be treated as a positive test and will be treated as insubordination for failure to adhere to Board Policy 03.23251 and administrative procedures 03.14 and 03.24 AP 1.

Workers' Compensation

POST INJURY AND RETURN TO WORK

If the evaluating medical professional determines the employee cannot return to work or can only work with medical restrictions, the employee must report this information to Human Resources along with supporting medical documentation. Human Resources will determine if work restrictions can be accommodated and communicate necessary information to the employee's supervisor. Any changes in work status, including restrictions, shall be provided to Human Resources with supporting medical documentation. No employee shall return to work until authorized to return by Human Resources.

Every effort should be made to schedule follow-up doctor appointments and/or physical therapy arising from a work-related injury during non-work time. If it is necessary to schedule an appointment during work hours, the employee shall use sick or personal time to avoid loss of pay.

Workers' Compensation Election Form

Name: _____

Date of Injury: _____

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Compensation for employees who are unable to perform any work duties due to a qualified workers' compensation injury are as follows:

- Days 1 – 7, including weekends:
 - May use accrued sick day(s); or
 - Day without pay
- Days 8 – 14, including weekends:
 - Workers' Compensation benefits; or
 - Accrued sick day(s)
- Day 15 and beyond, including weekends:
 - Workers' Compensation benefits continue and are retroactive to day 1; sick day(s) adjusted accordingly; or
 - Accrued sick day(s)

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Initial one of the following two compensation options:

I voluntarily elect to receive worker's compensation benefits and understand the following provisions of this election:

- Workers' Compensation benefits are calculated by the District's Workers' Compensation provider at two-thirds (2/3) of the injured employee's weekly wage based on one (1) year's prior wages from the date of injury.
- Any day(s) in which I receive workers' compensation benefits will not accrue towards service time with my state retirement system.
- No voluntary deductions will be withheld from my workers' compensation benefits and I must contact the District's Finance department to make voluntary benefit premium payments.
- Payment of benefits will be issued directly to the injured employee by the workers' compensation provider.

I voluntarily elect to use accrued sick leave instead of receiving workers' compensation benefits and understand the following provisions of this election:

- Employees have the ability to change this election to receive workers' compensation benefits instead of using accrued sick leave during the workers' compensation leave.
- Should workers' compensation benefits be received on a day(s) accrued sick leave was used, the employee must pay the District the amount received from the benefits provider.
- Accrued sick leave used during a qualified workers' compensation claim will count towards retirement service credit and voluntary benefit premiums will be collected through the standard payroll process.

Employee Signature **Date**

Notice of Employee Separation

NOTICE OF EMPLOYEE RESIGNATION

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TO: Superintendent
Attention: Human Resources Department
Kenton County School District
1055 Eaton Dr
Ft. Wright, KY 41017

I, _____, hereby resign my position(s) as
(Print Name)

(List All Positions Being Resigned)

at _____
(Location)

The purpose of my resignation is: _____

My last day worked will be: _____
(Date)

Signature: _____ Date: _____
(Employee Signature) (Today's Date)

My contact information after my resignation date will be (Required to receive final W2 and important documents):

Address: _____
(Street)

Address: _____
(City) (State) (Zip)

Phone: _____

Personal E-mail: _____

Human Resources Use Only

Accepted by: _____ Date: _____
(HR Team Member)

Notice of Employee Separation
NOTICE OF EMPLOYEE RETIREMENT

TO: Superintendent
Attention: Human Resources Department
Kenton County School District
1055 Eaton Dr
Ft. Wright, KY 41017

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I, _____, hereby resign my position(s) as
(Print Name)

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(List All Positions Being Resigned)

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at _____
(Location)

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The purpose of my resignation is RETIREMENT. I filed all required paperwork with the following retirement system:

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_____ TRS (Teacher Retirement System) _____ KRS (Kentucky Retirement System)

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on _____
(Date Paperwork Filed)

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My last day worked will be: _____
(Date)

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My first day of retirement will be: _____
(Date - Consult with your retirement system to determine this date.)

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Signature: _____ Date: _____
(Employee Signature) (Today's Date)

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My contact information after my resignation date will be (Required to receive final W2 and important documents):

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Address: _____
(Street)

Address: _____
(City) (State) (Zip)

Phone: _____

Personal E-mail: _____

Human Resources Use Only

Accepted by: _____ Date: _____
(HR Team Member)

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Budget Planning Timeline

| Month | Due Dates/Event | Date Completed |
|---|--|----------------|
| END OF 1ST SCHOOL MONTH | Each school site administrator records that school's official student enrollment for the current school year. | |
| OCTOBER | 15 - The Superintendent/ designee projects the enrollment for the next five (5) years for each school site and gives that enrollment figure to the school's administrator. Each site administrator, under the direction of the school council in SBDM schools, shall conduct a needs assessment of program and support services, facility, and maintenance. | |
| NOVEMBER | 15 - School needs assessment presented to the Superintendent. | |
| DECEMBER | 1 - The Superintendent/ designee completes the District needs assessment and presents a summary report to the Board. 31 - Superintendent presents to the Board revenue projections for the District for the ensuing year. | |
| JANUARY | 15 - Superintendent/ designee presents draft District budget plan, including estimated salary increases, to the Board. Board reviews District priorities along with the educational plan/needs assessment for the District. *31 - Board reviews draft budget plan and establishes budget parameters for the ensuing school year. | |
| MARCH | *1 - District Board provides tentative notice of allocations to school councils. 2 - Based on the educational plan/needs assessment developed earlier, the site administrator begins work with parent and teacher groups on development of the school budget. | |
| APRIL | 1 - School council adopts school working budget and presents to the Finance Officer Superintendent . 15 - Superintendent and/or council members present school council budgets to the Board for review. | |
| MAY | *1 - District Board provides final notice of allocations to school councils. *15 - Superintendent/ designee notifies certified staff of any reduction(s) in responsibilities no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever comes first. *30 - Board adopts tentative working budget, including salary schedules. | |
| JUNE | 30 - By this date, each school/school council shall make an annual report at a public meeting of the Board describing the school's progress in meeting the educational goals set forth in KRS 158.6451 and District goals established by the Board. (KRS 160.345) | |
| JULY | *1 - Board sets tax rates. (Date may vary, depending when tax rates are certified by the Chief State School Officer per KRS 160.470.) Board must levy rates and send them to KDE within 30 days of receiving assessment data. 25 - Annual financial report and balance sheet submitted electronically to KDE. | |
| AUGUST | *1 - Board sets tax rates. (Date may vary, depending when tax rates are certified by the Chief State School Officer per KRS 160.470.) Board must levy rates and send them to KDE within 30 days of receiving assessment data. | |
| SEPTEMBER | *15 - Staffing allocations to school councils are adjusted if changes in enrollment occur. *30 - Board adopts a working budget to be submitted electronically to KDE. | |
| *Board action required by statute and/or regulation | | |

Authority to Encumber and Expend funds**SCHOOL PURCHASING**

1. Funds for expenditures authorized by the approved budget are to be made available to each Principal and School Council who will advise staff of the available appropriation.
2. Principal/School Council shall budget the allocations available to the school. Purchases made from these allocations shall be authorized on District requisition forms.
3. Requisitions are to be completed by the department head or teacher and sent to the Principal/designee for approval.
4. If the requisition is approved by the Principal/designee, it is then forwarded to the school's financial secretary or the appropriate~~Purchasing Department at the~~ Central Office personnel to enter into the District's financial software as a requisition.
5. The requisition is reviewed at the Central Office to ensure compliance with KRS 45A. Once compliance has been verified the requisition is converted into a board purchase order.
6. Unless otherwise specified, copies of the purchase order shall be forwarded to the vendor, the accounts payable office, and to the secretary of the school that initiated the purchase.
7. When the order arrives, the school secretary verifies the items received against the items listed on the purchase order, makes notations of any discrepancies on the purchase order copy, and forwards the notated purchase order copy along with any applicable packing slips to the accounts payable department to be matched against the invoice.
8. The District Finance Officer clears the invoice for payment and charges the expenditure to the appropriate school account. The Superintendent/designee shall send a budget update to each school at least once each quarter.
9. All requisitions for the current fiscal year must be approved by the Principal/designee and entered into the District's financial software or delivered to the Purchasing Department by April 30~~March 31~~.
10. All invoices for the current fiscal year must be presented to the Finance Department designee by as soon as possible~~June 30~~.

Authority to Encumber and Expend Funds**DISTRICT PURCHASING**

1. Expenditures authorized in the approved budget are made available to authorized Central Office personnel who make purchases.
2. Requisitions shall be completed and sent to the Superintendent/designee for review to ensure compliance with KRS 45A prior to approval.
3. Once compliance has been verified the requisition is converted into a Board purchase order.
4. If approved, the order is placed, copies of the purchase order are distributed, as appropriate, and a record of the purchase is completed.
5. When the order arrives, the employee that initiated the request verifies the items received against the items listed on the purchase order, makes notations of any discrepancies on the purchase order copy, and forwards the notated purchase order copy along with any applicable packing slips to the accounts payable department to be matched against the invoice.
6. The District Finance Officer/[designee](#) clears the invoice for payment and charges the expenditure to the appropriate school account.
7. All requisitions for the current fiscal year must be approved by the [DirectorPrincipal](#)/designee and [entered into the District's financial software of](#) delivered to the Purchasing Department by [April 30](#)~~March 31~~.
8. All invoices for the current fiscal year must be presented to the Finance Department designee by [as soon as possible](#)~~June 30~~.

Fixed AssetsI. WHO IS RESPONSIBLE?

- A. Management personnel (i.e. Principals and department managers) are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. Accountability includes inventory control and maintenance of all equipment in their immediate area of responsibility.
- B. Responsibility lies with every individual utilizing District assets/equipment for the performance of his/her duties.
- C. All personnel are responsible to adhere to the following procedures in the procurement, movement, and disposition of all District equipment.

II. FIXED ASSETS

- A. Definition: This property is governed by audit requirements associated with control, accounting, and disposal. A fixed asset is defined as real property costing \$5,000 or more (and all workstations, laptops and monitors) and has a useful life of more than one (1) year and theft-sensitive items that may be identified by the Board.
- B. Acquisition of Assets
 1. All fixed assets will be purchased using the purchase order system. Object codes relative to fixed assets are **07XX series**. Material will be shipped to and received at the appropriate location.
 2. Exceptions to the above procedures are those fixed assets received by donation (gifts) from organizations or private individuals. The Principal or department manager will report these assets in writing to the Coordinator of Fixed Assets. Upon receipt the property will be identified, tagged, and included on the appropriate inventory. If necessary, a fixed asset tag will be delivered to a location and affixed to the property. The correspondence will include item description, make, model, serial number, and estimated cost. **(use form KCBE-FA3.)**
- C. Receiving Fixed Assets
 1. A copy of all purchase orders will be forwarded to the appropriate receiving location for action. When a fixed asset arrives at the location the following steps will be accomplished:
 - a) Packing Slip will be matched to a copy of appropriate purchase order.
 - b) Asset(s) will be opened and verified for quantity and condition.
 - c) **AGreen** copy of the purchase order will be signed, dated, and forwarded to Central Office Accounts Payable for payment processing.

Fixed Assets Property Procedures

2. The Coordinator of Fixed Assets will be furnished a copy of the purchase order by the representative from the Accounts Payable Office. The Fixed Assets Coordinator will go to the receiving site and affix a bar code and record appropriate information, i.e. serial number, etc. Once completed the appropriate suspense record in the fixed asset system will be updated and posted. All computer equipment will be centrally received by the technology department and delivered to the appropriate site with bar code sticker affixed and all information recorded. Form **KCBE-FA4** is to be used for this.
 3. When purchasing a fixed asset item through the school activity account, forward a copy of the purchase order and invoice showing the date received and notated "Fixed Asset", to the Coordinator of Fixed Assets.
- D. Fixed Assets Transaction: Administrative Services will not delete, add or adjust without written proof/explanation.
1. Transfer of all fixed assets will be coordinated with the appropriate Central Office Staff. A transfer document (**KCBE-FA1**) will be provided authorizing the transfer of fixed assets between locations. Examples of these transfers are:
 - a) Transfer of equipment from school site/department to Central Office for sale/disposal.
 - b) Transfer of equipment from one site to another.
 - c) Transfer of equipment from one room to another in the same location.
 2. Return of property to vendors for exchange, repair, or credit will be accomplished using form **KCBE-FA2**. All returned property **MUST** be reported to the Coordinator for Fixed Assets.
 3. Disposal: location personnel **WILL NOT** dispose of fixed assets. All property will be returned/picked up by District personnel **ONLY** for disposal. Any property that is disposed of without following procedures will be in direct violation of District Policy. Fixed assets will be disposed of in one of the following manners through the Central Office Staff:
 - a) Conduct of a public sale.
 - b) Donated to another appropriate agency.
 - c) Returned to Grant Agency
 4. All property being held for a sale will be transferred to location code **999 (Support Services/Maintenance)**. This location will contain all assets being held at a central District location. It will provide visibility of all assets available for sale/disposal. At such time as determined by the Board of Education a public sale or bid of assets will be conducted. Upon completion of the sale a signed inventory list will be provided to the Coordinator of Fixed Assets for final retirement of property records.

Fixed Assets~~Property Procedures~~

- E. Movement, repair, and disposal of technology equipment will be coordinated by the District technology personnel only. All technology equipment being held centrally for replacement, repair, or disposal will be transferred to location code **998** and maintained until final disposition. All movement and disposal of technology equipment will be reported to Coordinator of Fixed Assets using **KCBE-FA1**.
- F. When equipment is returned for repair the **KCBE-FA2** is required. The receipt will provide visibility of equipment in the hands of a repair shop.
- G. A temporary loan is any equipment assigned to an employee of the District for off-site District use. Board property may not be loaned to employees or any other persons for personal use. All temporary loans must be documents. Principals and department heads are required to have personnel under their area of responsibility “check out” equipment to provide visibility of District assets. At a minimum, the asset tag number, description, and serial number (if applicable) must be recorded as well as the name, address, and signature of the “borrowing” employee on all property loaned outside the District facilities.

III. INVENTORY PROCEDURES

- ~~A. Inventory verification will be accomplished annually on all fixed assets by appropriate personnel. Results of these inventories will be reconciled, coordinated, and reported as required by the Finance Officer to the Superintendent and School Board.~~
- B.A. Inventory validation will occur at every location every year. Annually inventory reports will be distributed. Each responsible individual—i.e., school Principals and department managers, will have 30 days to complete their inventory validation. Each location will receive two (2) copies of its master inventory. Upon completion of the validation the responsible individual will annotate changes, sign, date, and return one (1) copy of their inventory to the Fixed Asset Coordinator. No adjustments to fixed asset records will be accomplished without supporting documentation.
- B. Each responsible individual may conduct their actual reconciliation, as they deem appropriate with their personnel. Any questions and/or assistance required should be directed to the Coordinator of Fixed Assets.
- C. Inventory verification will be accomplished every three (3) years annually on all fixed assets by Coordinator of Fixed Assets appropriate personnel. Results of these inventories will be reconciled, coordinated, and reported as required by the Finance Officer to the Superintendent and School Board.

Fixed Asset Transfers

Date of transfer: _____

KCBE-FA1

| Asset # (Bar Code) | Action Code (see 1 below) | Asset Description | Serial Number | From | | To | | Disposal Code (see 2 below) | Comments |
|-----------------------|------------------------------|-------------------|---------------|----------|-------|----------|-------|--------------------------------|----------|
| | | | | Location | Room# | Location | Room# | | |
| | | | | | | | | | |
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(1) Action Codes:

- A – Add
- T – Transfer
- D – Delete (documentation to support removal from inventory must be attached: i.e. police report, etc.)

Released by: _____ Date _____
 Administrator

Location: _____

(2) Disposal Codes

- 999 – Support Services/Maintenance
- 998 – Technology

Received By: _____ Date _____
 Administrator

Location: _____

Forward Copies: Original to Fixed Asset Coordinator; First Copy to Receiving Location; Second Copy to Releasing Location

Fixed Asset Return/Repair Authorization Form

KCBE-FA2

Return to:

Vendor Name: _____ Vendor Number: _____

Vendor Address: _____ City/State: _____ Zip: _____

P.O. Number: _____ School: _____ Date: _____

Check one: Exchange Credit Repair Requested by: _____

Reason for Exchange, Return, or Repair: _____

Items for Exchange, Return, or Repair:

| Quantity | Bar Code No. (if affixed) | Serial No. (if applicable) | Description | Price |
|---------------|------------------------------|-------------------------------|-------------|-------|
| | | | | |
| | | | | |
| | | | | |
| Total Credit: | | | | |

Return Authorization No. _____ Return Receipt No. _____ Item Picked Up By: _____

Authorized by: _____ Date: _____

Forward Copy: Original to Fixed Assets Coordinator; First Copy to remain with Authorizer

Fixed Asset Donation Form

KCBE-FA3

| Action (Bar Code) | Date of Gift | Description | Make or Manufacturer | Value at Date of Acquisition | Serial Number | Location |
|-------------------------|-----------------|-------------|-------------------------|---------------------------------|---------------|----------|
| | | | | | | |
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Donor's Name: _____

Address: _____

Reason for Donation: _____

Accepted by Superintendent/Designee: _____

Forward Copy: Original to Fixed Assets Coordinator

Retain copy for files

Management of Financial Records

Active financial records are under the management of the Finance Officer.

~~1. Current financial records that are designated as “permanent” shall include, but not be limited to:~~

- | | |
|------------------------------------|--------------------------------|
| Annual Financial Report | Annual Audit Report |
| Annual Approved Budget | Funds Ledger |
| Bond Record File | |

~~After audit the Finance Officer shall file those financial records designated as permanent in an approved space in the Central Office.~~

~~2. Current financial records that are designated as “indefinite” shall include, but not be limited to:~~

- | | |
|---|-----------------------------------|
| Budget Draft/Proposal | Budget Work Papers |
| Cancelled Bonds and Coupons | Bid Files Successful |
| Contracts and Service Agreements | Payroll Personnel File |
| Assets/Equipment Inventory File | |

~~The retention period for indefinite records is defined by the explanation found in the Disposition Instructions column of the Records Retention Schedule, Public School District.~~

~~3. The District may dispose of certain financial records marked as “destroy after audit” in the Disposition Instruction, which indicates that such records shall only be destroyed after the retention period has expired and an official audit has been performed.~~

~~For complete information about retention and disposal of school/District financial records, consult the Records Retention Schedule, Public School District, which may be accessed online at:~~

~~<http://kdla.ky.gov/records/recretentionschedules/Documents/Local%20Records%20Schedules/PublicSchoolDistrictRecordsRetentionSchedule.pdf>~~

Audits

BOARD ACCOUNTS

All accounts under Board control shall be audited annually by an approved CPA/CPA firm. The following procedures will be implemented:

1. The Finance Officer~~Board~~ shall request audit proposals or an audit agreement containing criteria set forth by appropriate state agencies.
2. The Finance Officer~~Superintendent~~ shall review the proposals/agreement and through competitive or noncompetitive negotiations recommend for Board approval a CPA/CPA firm to conduct the audit. The recommendation shall include a cost estimate.
3. The CPA/CPA firm shall meet requirements imposed by the State Committee for School District Audits (Committee) and the contract with the CPA/CPA firm shall be subject to approval by the Committee.

The Board may request to meet with the auditor prior to the audit to discuss expectations.

4. The CPA/CPA firm shall conduct the audit as soon as possible after the close of the fiscal year. Copies of the audit report shall be sent to Board members prior to the auditor's presentation of the report to the full Board.

Unless the CPA/CPA firm obtains authorization from the State Committee for School District Audits for a later date, the audit report shall be presented to the Board on or before the December~~at the October~~ meeting.

5. Following presentation of the audit report, the Superintendent/designee shall present to the Board for its approval, internal control strategies to respond to significant deficiencies and material weaknesses identified in writing by the auditor. In addition, a timeline for taking action and reporting progress back to the Board shall be established.
6. A written report is made to the Chief State School Officer of any audit exceptions and the progress made to correct them.
7. Copies of the audit report shall be distributed to Board members and to appropriate state agencies by the date in November designated by KDE (unless an extension has been granted at District request). The audit report shall be accompanied by a management letter from the auditor to the Superintendent and other documents required by the State Committee for School District Audits. File copies are placed in the office of the Finance Officer~~Principal(s)~~ and in the office of the Superintendent and shall be open for public inspection.

An exit conference shall be held between the auditing staff and District staff, ~~with two (2) Board members in attendance.~~

8. When funding is available, a request is made to the state for reimbursement.

STUDENTS

Student Fees Forms

ACTIVITY GROUPS AND SPORT TEAMS – REQUEST TO CHARGE A STUDENT FEE ~~COST FORM~~
ONE (1) FORM PER GROUP/TEAM ~~KENTON COUNTY SCHOOL DISTRICT~~

School ~~Name~~: _____

Activity Group/Sport Team: _____

Sponsor/Coach: _____

Fees for Rrequired individual consumable extra-curricular/co-curricular items that will be returned to the sponsor/coach for surplus at the conclusion of the activity/sport season.

| Quantity | Description | Unit Price | Line Total |
|----------|-------------|------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

Fees for Rrequired other individual extra curricular/co-curricular items ~~fees~~.

| Quantity | Description | Unit Price | Line Total |
|----------|-------------|------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Total student fee required to participate in this activity group/sport team: \$ _____

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Athletic Director/Activity Sponsor~~Coordinator~~ Approval Signature: _____
Date: _____

Principal Approval Signature: _____ Date: _____

SBDM Council Approval Date: _____ (Date reflected in SBDM minutes.)

Student Engagement Coordinator Approval Signature: _____ Date: _____

Board Approval – Meeting Date: _____

Total individual student fee required to participate in this trip: \$ _____

Teacher/sponsor/coach and Principal have plans to cover fees for students who have an approved Application for Waiver of Fees Form (09.15 AP.21) on file at the school.

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Teacher/Sponsor/Coach ~~Athletic~~ ~~Director/Activity~~ ~~Coordinator~~ Approval Signature:
_____ Date: _____

Principal Approval Signature: _____ Date: _____

SBDM Council Approval Date: _____ (Date reflected in SBDM minutes.)

Assistant Superintendent ~~Student~~ ~~Engagement~~ ~~Coordinator~~ Approval Signature:
_____ Date: _____

Board Approval – Meeting Date: _____

School-Related Student Trip Forms

This form is to be used when students take any trip off campus for school purposes.

School: _____ Grade(s): _____ Class/Activity Group/Team: _____

Teacher/Sponsor/Coach: _____ Cell Phone Number: _____

Destination Venue, Location and State: _____

Trip Location Contact Person: _____ Phone Number: _____

Teachers: _____ # Students: _____ # Chaperones: _____ Adult/Student Ratio: _____

| Date(s) & Times | | Cost | Transportation |
|--|--|---|--|
| Departure Date: _____ Time: _____ AM/PM | | Total Cost: \$ _____ Funding Source: _____ | <input type="checkbox"/> District Bus <input type="checkbox"/> Charter Bus |
| Return Date: _____ Time: _____ AM/PM | | Fee to be assessed to students: \$ _____ <i>Attach Student Activity Cost Form 09.15 AP.2</i> | Approved Bid – Company Name <input type="checkbox"/> Other: _____ <i>Attach a copy of Charter Bus Contract</i> |
| Meals | At school prior to departure <input type="checkbox"/> | Student Packed <input type="checkbox"/> | Location where packed lunches will be consumed: _____ |
| | Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop) | School Cafeteria Packed <input type="checkbox"/> | |
| Over Night | Date: _____ | Lodging: _____ | |
| | Date: _____ | Lodging: _____ | |

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Trip Purpose and Core Content/learning targets: _____

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: _____

School Nurse Initials: _____ for verification that medications administrator listed above received training.

Due Date: _____ to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. **(Teacher/Sponsor/Coach must initial below)**

- _____ I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- _____ I have attached an anticipated Trip Itinerary
- _____ I have evaluated the trip site for potential hazards/special requirements
- _____ Funds have been secured for indigent students
- _____ If needed, background checks for chaperone approval have been initiated
- _____ Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending): _____

Teacher/Sponsor/Coach Signature: _____ Date: _____

School-Related Student Trip Request Form

APPROVAL SIGNATURES REQUIRED

CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

Principal: _____ Date: _____

Required for all trips

Superintendent/Designee: _____ Date: _____

Overnight Trips

Board of Education: _____ Meeting Date: _____

Submit forms to Superintendent/Designee for review and submission to the Board for approval.

Includes a Student Fee

Travel outside the Tri-State area of KY, OH, IN

Common Carrier Transportation Reason for using a Charter Bus/Plane: _____

All field trip forms requiring Board approval must be completed and submitted to the Superintendent/designee ten (10) days prior to the Board meeting. Incomplete or late forms cannot be accepted and may result in trip cancellation.

UPON APPROVAL, THIS FORM WILL BE RETURNED FOR FINAL PREPARATIONS

- Provide a copy of this approved form to the bookkeeper and request Purchase Orders for all expenses
 - Make reservation with the venue
 - Make transportation arrangements
 - Send out completed principal approved Parent Permission Forms.
 - Confirm receipt of Parent Permission Forms & authenticate signatures. Send reminders, if needed.
 - Collect fees using the Multiple Receipt Form and turn funds into the Bookkeeper daily.
 - Confirm parents requesting to chaperone are on the approved list and begin assignment of chaperones to students. Parents of students who require emergency and/or routine medications should be invited to chaperone if they are on the approved list.
 - Consult with Cafeteria Manager on lunch arrangements, including number of students that will be out of the building if lunch is not provided through the Cafeteria.
 - Two weeks prior to the trip date, submit a student roster and all-completed parent permission slips to the School Nurse for medications and/or specific adaptations approval. Confirm that trained medical person will attend. Cost for nursing, if applicable, shall be arranged and paid by the school.
- School Nurse Signature: _____ Date: _____

ON THE DAY OF THE TRIP

- Provide chaperone orientation (video, etc.)
- Provide office with a list of chaperones & cell numbers
- Take student medications in original labeled bottle
- Take parent permission slips with you on the trip
- Give office copies of all parent permission slips (Retain for one (1) year).
- Post attendance prior to leaving
- Take student lunches (if applicable)
- Take classroom emergency kit
- Take required payments

STUDENTS

09.36 AP.2
(CONTINUED)

School-Related Student Trip Parent Permission Form

Student: _____ Trip Destination/Location: _____

School: _____ Class/Activity/Team: _____

| Times | | Cost | Transportation |
|-----------------------|--|---|--|
| Departure Date: _____ | | Student Fee: \$ _____ | District Bus <input type="checkbox"/> |
| Time: _____ AM/PM | | Adult Fee: \$ _____ | Charter Bus <input type="checkbox"/> |
| Return Date: _____ | | Due Date: _____ | Other <input type="checkbox"/> _____ |
| Time: _____ AM/PM | | | |
| Meals | At school prior to departure <input type="checkbox"/> | Student Packed <input type="checkbox"/> | School Cafeteria Packed <input type="checkbox"/> |
| | Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop) | Name & Location: _____ | Name & Location: _____ |
| Over Night | Date: _____ | Lodging: _____ | |
| | Date: _____ | Lodging: _____ | |

Teacher/Sponsor/Coach Signature _____

Principal Signature _____

My Child, _____ has permission to participate in this school trip.

All District and school policies shall be followed on this trip including: chaperone assignments for both day and overnight trips, adult/student ratios, transportation guidelines, and behavior expectations/dress codes as outlined in the District's Code of Expected Behavior and Conduct.

If the Board determines that world, national, or local events pose a potential threat to student safety, student trips shall be cancelled. In such a cancellation, the Board shall not authorize the use of District or building funds to reimburse any expenses not covered by cancellation insurance. All losses will be assumed by the parent/guardian. Please initial to indicate that you have read and understand the conditions of this clause. _____ (Parent/guardian Initials)

If checked, it is recommended that the parent/guardian secure cancellation insurance. Information attached.

Should there develop a medical emergency that requires attention beyond first aid, every attempt will be made to contact the parent or guardian via the numbers listed below. However, in circumstances where timing is critical and/or communication problems develop, a student's life could be threatened by lack of medical attention. In order to avoid circumstances of this nature, please complete the following statement:

In cases of a medical emergency, as deemed by a physician and according to the procedures described above, I, as the parent/legal guardian, do hereby give my consent for the administration of medical treatment, including dental, medicines, inoculation, and/or surgical procedures deemed necessary to my child's health and safety.

Home Phone: _____ Address: _____

Mom (work): _____ (cell): _____ Dad (work): _____ (cell): _____

Family Doctor: _____ Phone: _____ Hospitalization Card #: _____

Name of Medical Insurance Carrier: _____

Allergies and/or reactions to drugs: _____

Medications currently taking: _____

Medications needed on this trip: _____

Who will be administering these medications? _____

Parent/Guardian Signature: _____

ALL MEDICATIONS NEEDED ON THIS TRIP REQUIRE A KENTON COUNTY ADMINISTRATION OF MEDICATION FORM TO BE ON FILE AT THE SCHOOL.

Failure to provide complete, signed form will exclude the student from participating. Phone permission will not be accepted. Please review the student and chaperone tips on the back of this form with your student.

(OFFICE USE – NURSE INITIALS – For Review of Completed Parent Signed Permission Slip _____)

School-Related Student Trip Parent Permission Form**STUDENT TIPS:**

- Be focused on education during classroom trips
- Be focused on the team during activity/athletic trips
- Listen to adults
- Stay with your assigned group
- Use sidewalks
- Walk on left facing traffic
- Obey signals and use crosswalks
- No valuables/electronic devices
- Make sure cell phones are turned off – same as in school
- Use good manners, follow all rules and respect all
- Stay seated and quiet on buses
- Follow six pillars of expected behavior on buses

CHAPERONE TIPS:

- Allow time to have required background check prior to the trip as all chaperones must be pre-approved to participate in school trips
- No siblings may participate
- Follow the provided agenda
- Stay with your assigned group at all times
- Maintain a head count of your student group getting off and on buses
- Spread out among students
- Medical and other issues are confidential
- No smoking
- Report on time to arranged meeting places
- Monitor restroom visits
- Follow all rules of the site
- Supervise students
- Observe traffic signals and use crosswalks
- Monitor bus behavior
- Set cell phone to vibrate and limit cell phone use to emergency only
- Be aware of hazards
- Support teacher by supporting assignments that need to be completed