

**KENTON COUNTY BOARD OF EDUCATION
BOARD MEETING – July 7, 2014 – 7:00 P.M.
Sanitation Boardroom, 1045 Eaton Drive
Ft. Wright, KY 41017**

AGENDA

I. Call to Order

- A. Call to Order** Mrs. Karen Collins, (Chairperson) and **Roll Call** Mrs. Vicki Fields, (Secretary)
- B. Moment of Silence and Pledge of Allegiance**
- C. Recognition**

**Kenton County Basic Diploma
Contract of Agreement Fulfillment**

The following students have completed the requirements set forth in a Contract of Agreement between the school, the Board of Education and students (and his or her family when the student is under the age of 18) enabling the student to earn a Kenton County School District Basic Diploma.

Andrew	Warren	Green	Dixie
Carlos		Cruz	Dixie
Desirae	Nichole	DeGolyer	Dixie
Tyler	Robert	Schuchart	Dixie
Diego	Armando	Aguiler	Dixie
Jacob	Michael	Schulte	Dixie
Shania	Dawn	Arrowood	Dixie
Adam	James	Lipman	Dixie
Tyrone	Robert Isaiah	Harris	Dixie
Robert	John Thomas	Gross	Scott
Drake	Allen	Walter	Scott
Cheyenne	Rachelle	McNulty	Scott
Sean	Patrick	Vickers	Scott
Ray	Daniel	Everett	Scott

**WOW – What Outstanding Work
Charla Drake-Oien, Teacher, Summit View Elementary
Nominated by a parent**

I would like to nominate Mrs. Charla Drake-Oien for the WOW award. Both of my children were lucky enough to have the opportunity to participate in her class for Kindergarten. I just finished writing an end of the year thank you letter to Mrs. Oien. I feel that highlighting some things that I wrote in the letter should provide you with a clear "picture" of why I am nominating her for a WOW Award.

"Thank you for:

- instilling the love of learning in both of our children.
- your belief that EVERY child is valuable.

- your creativity, your energy and your dedication to making your classroom a safe and positive environment.
- your hugs and words of encouragement, always spoken at just the right time.
- the love, guidance, and support that you have given to our children.
- challenging our children, not only academically but also socially and emotionally.
- your smile, so bright and beautiful.
- having consistent and high expectations.
- the dynamic way that you deliver lessons and encourage participation.
- having an open door policy.
- your willingness and desire to accept feedback from home.
- allowing our children to fail but never allowing them to give up.
- focusing on each child's strengths and interests.
- providing "tough love" because you know that's what's best.

Most of all, thank you for your heart. Every day our children stepped foot into your classroom we knew that they would receive the best education and the most love and encouragement possible. There will never be enough "thanks" to let you know how appreciate we are of you. We will be forever grateful that both of our children had the opportunity to begin their educational career under your guidance." Mrs. Oien is such an asset to the Kenton County School District as well as the field of education.

II. Information

A. Monthly Reports

- | | |
|--|---------------|
| a. Attendance | Enc. 1 |
| <ul style="list-style-type: none"> • Attendance Report for Months 9 and 10 • Neediest Kids of All 2013/14 End of Year Report • Kenton County Dropout Report for 2013/14 • Kenton County 2013/14 Safe Schools Suspension Summary Report • Kenton County ADA Comparison 2012/2013 – 2013/2014 | |
| b. Construction | Enc. 2 |
| c. Energy | Enc. 3 |
| d. Finance | Enc. 4 |
| e. Student Nutrition | Enc. 5 |

B. Personnel

CERTIFIED RECOMMENDATIONS:

Sara Anderson	KCAIT/Teacher	Eff. 8/11/2014
Danielle Andrew	Kenton/Teacher	Eff. 8/11/2014
Laura Attebery	Twenhofel/Teacher	Eff. 8/11/2014
Krista Beard	Summit View Elem/Teacher	Eff. 8/11/2014
Jennifer Bernzott	Dixie/Media Specialist	Eff. 8/11/2014
Kathy Brown	Central Office/Preschool Consultant	Eff. 8/11/2014
Heather Burns	Simon Kenton/.5 Teacher	Eff. 8/11/2014
Jane Bush	Central Office/Gifted and Talented Coordinator	Eff. 8/11/2014
Tracy Carskadon	White's Tower/.5 Teacher	Eff. 8/11/2014
Yi Chen	Simon Kenton/Teacher	Eff. 8/11/2014
Nicole Claybern	Piner/Teacher	Eff. 8/11/2014
Christi Cleaver	Turkey Foot/Teacher	Eff. 8/11/2014

Courtney Cox	River Ridge/Teacher	Eff. 8/11/2014
Janice Darnell	Twenhofel/Teacher	Eff. 8/11/2014
Michele Davis	Kenton/Teacher	Eff. 8/11/2014
Donald D. Doan	NKYDC/Head Teacher	Eff. 8/11/2014
Amy Dodd	Ryland/Teacher	Eff. 8/11/2014
Amanda Doherty	Kenton/Teacher	Eff. 8/11/2014
Tracey Farrell	River Ridge/Teacher	Eff. 8/11/2014
Rodney Fisk	Central Office/Hearing Officer	Eff. 8/11/2014
Laura Fuller	Woodland/Teacher	Eff. 8/11/2014
Ashley Gore	Scott/Teacher	Eff. 8/11/2014
Joelle Gross	Ryland/Teacher	Eff. 8/11/2014
Kristen Gross	Simon Kenton/.5 Teacher	Eff. 8/11/2014
Raeanne Hall	White's Tower/Teacher	Eff. 8/11/2014
Jerrica Harris	River Ridge/Teacher	Eff. 8/11/2014
Kelly Hemmerle	Ryland/Teacher	Eff. 8/11/2014
Michael Hester	Simon Kenton/Teacher	Eff. 8/11/2014
Thaddeus Highbaugh	Dixie/Teacher	Eff. 8/11/2014
Jennah Huhn	Dixie/Teacher	Eff. 8/11/2014
Maggie Keeton	District Wide/Speech and Language Pathologist	Eff. 8/11/2014
David Kemen	Scott/Teacher	Eff. 8/11/2014
Jessica Klinedinst	Kenton/Teacher	Eff. 8/11/2014
Adrienne Kocin	Turkey Foot/Teacher	Eff. 8/11/2014
Nicole Kottmyer	Caywood/Teacher	Eff. 8/11/2014
Peggy Kreidenweis	Beechgrove/Teacher	Eff. 8/11/2014
Jennah Lalley	Dixie/Teacher	Eff. 8/11/2014
Heidi Lario	Dixie/Teacher	Eff. 8/11/2014
Ashley Leisl	Dixie/Teacher	Eff. 8/11/2014
Amanda Lewis	KCAIT/Teacher	Eff. 8/11/2014
Kasey Litzinger	Dixie/Teacher	Eff. 8/11/2014
Sheryl Martin	Central Office/Speech and Language Pathologist	Eff. 8/11/2014
Jennifer McDermott	Taylor Mill/Teacher	Eff. 8/11/2014
Jami McQuerry	Hinsdale/Teacher	Eff. 8/11/2014
Roseanna Meacham	River Ridge/Teacher	Eff. 8/11/2014
Danielle Meyer	Scott/Teacher	Eff. 8/11/2014
Erin Morris	Ryland/Teacher	Eff. 8/11/2014
Patrick Mulcahy	Beechgrove/Teacher	Eff. 8/11/2014
Teresa Nicosia	KCAIT/.5 Career and College Coordinator	Eff. 8/11/2014
Rebecca Nixon	Central Office/Director of Special Education	Eff. 7/01/2014
Aracely Norvell	Scott/Teacher	Eff. 8/11/2014
Lisa O'Connor	River Ridge/Teacher	Eff. 8/11/2014
Laurie Peace	Piner/.5 Preschool Teacher	Eff. 8/11/2014
Nicholas Rice	Beechgrove/Teacher	Eff. 8/11/2014
Sheri Raleigh-Collins	Central Office/Special Edu. Consultant	Eff. 7/01/2014
Deborah Repka	White's Tower/Teacher	Eff. 8/11/2014
Rebekah Saylor	Summit View Elementary/Teacher	Eff. 8/11/2014
Heidi Schwarz	KCAIT/Teacher	Eff. 8/11/2014
Amber Smith	Caywood/Teacher	Eff. 8/11/2014
Kelly Smith	Piner/Associate Principal	Eff. 7/01/2014
Megan Snow	Scott/Teacher	Eff. 8/11/2014
Mary Teegarden	Piner/1.0 Teacher	Eff. 8/11/2014
Brandon Tolliver	Simon Kenton/Teacher	Eff. 8/11/2014
W. Michael Tolliver	Central Office/Director of Human Resources	Eff. 7/01/2014

Chelsea Vallandingham	Turkey Foot/Teacher	Eff. 8/11/2014
Daniel Williamson	KCAIT/Teacher	Eff. 8/11/2014
Laura Wagers	Dixie/Teacher	Eff. 8/11/2014
Ashlee Webster	Summit View Middle/Teacher	Eff. 8/11/2014
Cary Wolking	Summit View Elementary/Teacher	Eff. 8/11/2014
Jessica Wolsing	Piner/Teacher	Eff. 8/11/2014
Rachel Yates	River Ridge/Teacher	Eff. 8/11/2014

CLASSIFIED RECOMMENDATIONS:

Charles Atchley	Central Office/HVAC Technician	Eff. 7/01/2014
Cheryl Bergman	Simon Kenton/Cafeteria Worker	Eff. 8/11/2014
Eugene Berwanger	River Ridge/Non Instruct. Assist.	Eff. 8/11/2014
Derek Bosse	Dixie/Instructional Assistant	Eff. 8/11/2014
Tara Bradford	White's Tower/Cafeteria Worker	Eff. 8/11/2014
Gregory Bremer	Dixie/Building Operations Support	Eff. 7/01/2014
Jackie Brown	Simon Kenton/Building Operations Support	Eff. 7/01/2014
Timothy Brown	Dixie/Building Operations Support	Eff. 7/01/2014
Sharon Browning	Dixie/Cafeteria Worker	Eff. 8/11/2014
Zane Clayton	Turkey Foot/Building Operations Support	Eff. 7/01/2014
Laura Clephane	Scott/Instructional Assistant	Eff. 8/11/2014
Shonda Cobb	Central Office/Clerk	Eff. 7/01/2014
Rita Derington	Transportation/Full Time Sub Driver	Eff. 8/11/2014
Pamela Duncan	Beechgrove/Instructional Assistant	Eff. 8/11/2014
Tina Evans	Scott/Secretary	Eff. 8/11/2014
Nadia Greer	River Ridge/Non Instruc. Assist.	Eff. 8/11/2014
Sarah Huelsman	River Ridge/Cafeteria Worker	Eff. 8/11/2014
Deanna Ledonne-True	Simon Kenton/Instructional Assistant	Eff. 8/11/2014
Kimberly Lentz	Transportation/Full Time Sub Driver	Eff. 8/11/2014
Amber Lynn	Simon Kenton/Building Operations Support	Eff. 7/01/2014
Jeremy Moore	Dixie/Instructional Assistant	Eff. 8/11/2014
Amanda Noss	Scott/Instructional Assistant	Eff. 8/11/2014
Karen Paolucci	Dixie/Instructional Assistant	Eff. 8/11/2014
Mary Ponzer	Hinsdale/Cafeteria Worker	Eff. 8/11/2014
Joseph Rakes	White's Tower/Building Operations Support 4 hrs.	
	Transportation/Building Operations Support 2 hrs.	Eff. 7/01/2014
Terrah Scheper	Woodland/Instructional Assistant	Eff. 8/11/2014
Jacob Smalley	River Ridge/Building Operations Support	Eff. 7/01/2014
Matthew Stancheck	Dixie/Building Operations Support	Eff. 7/01/2014
Joseph Zimmerer	Beechgrove/Building Operations Support	Eff. 7/01/2014
Susan Zurborg	River Ridge/Cafeteria Worker	Eff. 8/11/2014

CERTIFIED RESIGNATIONS:

Rachel Bea	Ryland/Teacher	Eff. 6/30/2014
Emily Borkowski	Caywood/Teacher	Eff. 6/04/2014
Jennifer Butler	Woodland/Teacher	Eff. 6/04/2014
Travis Caudill	Twenhofel/Assistant Principal	Eff. 7/01/2014
Stacey Guthrie	Summit View Middle/Guidance Counselor	Eff. 6/30/2014
Kathleen Gutzwiller	Summit View Middle/Assistant Principal	Eff. 6/30/2014
Jennifer Hodson	Simon Kenton/Teacher	Eff. 6/30/2014
Emily Plummer	Twenhofel/Teacher	Eff. 6/30/2014
Heather Reist	Twenhofel/Teacher	Eff. 6/04/2014
Carol Scarigelli	Simon Kenton/Teacher	Eff. 6/04/2014

Dwight Smith (rev)	Piner/.5 Asst. Principal	Eff. 6/03/2014
Diana Taliaferro	Scott/Teacher	Eff. 6/04/2014
Emily Urlage	Kenton/Teacher	Eff. 6/04/2014
Emily Weatherford	Simon Kenton/Teacher	Eff. 6/30/2014
Stacey Weaver	Dixie/Teacher	Eff. 6/04/2014

CERTIFIED RETIREMENT:

Catherine Cool	Ryland/Teacher	Eff. 12/1/2014
J. Maureen Motsinger	Scott/Teacher	Eff. 8/01/2014

CLASSIFIED RESIGNATION:

Michelle Brown	Kenton/Secretary	Eff. 6/30/2014
Jenny Melching	Hinsdale/Secretary	Eff. 6/30/2014
Teresa Milburn	Dixie/Instructional Assistant	Eff. 6/04/2014
Shellie Perry	Taylor Mill/Cafeteria Worker	Eff. 6/04/2014
Andrea Tekulve	Beechgrove/Secretary	Eff. 7/01/2014

CLASSIFIED RETIREMENTS:

James Bogart	Transportation/Bus Driver	Eff. 7/01/2014
Robert Wehr	Transportation/Bus Garage Manager	Eff. 6/01/2014

CERTIFIED CHANGE OF ASSIGNMENTS:

Susan Bentle	Fr: Central Office/Director of Finance 230 days To: Central Office/Director of Finance and Treasurer 230 days	Eff. 7/01/2014
Ryan Burch	Fr: Summit View Middle/Media Specialist To: Woodland/Media Specialist	Eff. 8/11/2014
Tiffany Burris	Fr: Simon Kenton/Teacher 187 day To: Simon Kenton/Freshman Coordinator 192 days	Eff. 8/11/2014
Sara Callahan	Fr: Summit View Elementary/Assistant Principal 230 days To: Ryland/Principal 230 days	Eff. 7/01/2014
Clay Dawson	Fr: KCAIT/Teacher 187 days To: Central Office/Head Teacher Diversion Program 192 days	Eff. 7/01/2014
Denise Gadd-Schmiade	Fr: White's Tower/Assistant Principal 230 days To: Twenhofel/Assistant Principal 230 days	Eff. 8/11/2014
Jennifer Helmick	Fr: Kenton/Teacher To: White's Tower/Teacher	Eff. 8/11/2014
Allyson Hurtt	Fr: Dixie/Teacher To: Turkey Foot/Teacher	Eff. 8/11/2014
Karra McDonnell	Fr: Hinsdale/Teacher .9 To: Hinsdale/Teacher 1.0	Eff. 8/11/2014
Sarah Neikirk	Fr: Ft. Wright/Teacher To: River Ridge/Teacher	Eff. 8/11/2014
Shannon Ponder	Fr: White's Tower/Teacher To: Caywood/Teacher	Eff. 8/11/2014
Heather Rabe	Fr: Ft. Wright/Teacher 187 days To: Beechgrove/Assistant Principal 220 days	Eff. 7/01/2014
Rebecca Saylor	Fr: Twenhofel/Teacher To: Summit View Elementary/Teacher	Eff. 8/11/2014
Shannon Stahl	Fr: White's Tower/Teacher To: River Ridge/Teacher	Eff. 8/11/2014
Genna Stammer	Fr: Ft. Wright/Teacher To: River Ridge/Teacher	Eff. 8/11/2014

Ann Wentworth	Fr: Summit View Middle/Teacher	
	To: Woodland/Teacher	Eff. 8/11/2014

CLASSIFIED CHANGE OF ASSIGNMENTS:

Dottie Brooksbank	Fr: Transportation/Bus Driver 6.5 hrs.	
	To: Transportation/Bus Driver 7.5 hrs.	Eff. 8/11/2014
Laura Bruemmer	Fr: Hinsdale/Cafeteria Worker 3 hrs.	
	To: Woodland/Cafeteria Worker 4 hrs	Eff. 8/11/2014
Drew Courtney	Fr: Beechgrove/Building Operations Support 2 hrs.	
	Turkey Foot/Building Operations Support 6 hrs.	
	To: Simon Kenton/Building Operations Support 8 hrs.	Eff. 6/03/2014
Dustin Cowan	Fr: Transportation/Bus Driver 6 hrs.	
	To: Transportation/Bus Driver 7.5 hrs.	Eff. 8/11/2014
Ann Dalton	Fr: Woodland/Instructional Assistant 185 days	
	To: Ryland/Instructional Assistant 170 days	Eff. 8/11/2014
Aimee Duncan	Fr: Woodland/Cafeteria Worker 5 hrs.	
	To: Woodland/Cafeteria Worker 4.5 hrs.	Eff. 8/11/2014
Dewayne Durr	Fr: Transportation/Bus Driver 7 hrs.	
	To: Transportation/Bus Driver 7 hrs. plus Driver Trainer	Eff. 8/11/2014
Kathy Duwel	Fr: Kenton/Cafeteria Worker 4 hrs.	
	To: Kenton/Cafeteria Worker 4.5 hrs.	Eff. 1/13/2014
Timothy Foster	Fr: Transportation/Full Time Sub Driver 4 hrs.	
	To: Transportation/Bus Driver 6 hrs.	Eff. 8/11/2014
Frederick Garnett	Fr: Transportation/Full Time Sub Driver 4 hrs.	
	To: Transportation/Bus Driver 5.5 hrs.	Eff. 8/11/2014
Jeff Gaunce	Fr: Transportation/Full Time Sub Driver 4 hrs.	
	To: Transportation/Bus Driver 6 hrs.	Eff. 8/11/2014
Debbie Gilbert	Fr: C.O/Student Assistance Coordinator	
	To: C.O/District Mental Health Coord. 7.5 hrs. 190 days	Eff. 8/11/2014
Danielle Kelly	Fr: Piner/Cafeteria Worker 5 hrs.	
	To: Piner/Building Operations Support 4 hrs.	
	Beechgrove/Building Operations Support 4 hrs.	Eff. 7/1/2014
Melissa Lemming	Fr: Ryland/Instructional Assistant 6 hrs.	
	To: Ryland/Secretary 8 hrs. 197 days plus 10 days	Eff. 8/11/2014
Kristi Mills	Fr: River Ridge/Non Instructional Assistant 3 hrs.	
	To: River Ridge/Secretary 6 hrs. 197 days	Eff. 8/11/2014
Kim Morgan	Fr: Transportation/Bus Driver 7.25 hrs.	
	To: Transportation/Bus Driver 6.5 hrs.	Eff. 8/11/2014
Danita Pickett	Fr: Transportation/Bus Driver 8 hrs.	
	To: Transportation/Bus Driver 8 hrs. plus Driver Trainer	Eff. 8/11/2014
David Ponder	Fr: Transportation/Full Time Sub Driver 4 hrs.	
	To: Transportation/Bus Driver 5.5 hrs.	Eff. 8/11/2014
Pam Rakes	Fr: River Ridge/Cafeteria Worker 5 hrs.	
	To: Kenton/Cafeteria Worker 6 hrs.	Eff. 8/11/2014
David Riffle	Fr: Transportation/Full Time Sub Driver 4 hrs.	
	To: Transportation/Bus Driver 6 hrs.	Eff. 8/11/2014
Betty Roark	Fr: Beechgrove/ Substitute Building Operations Support Supervisor	
	To: Beechgrove/Building Operations Support Supervisor	Eff. 7/01/2014
Grace Siereveld	Fr: Beechgrove/Cafeteria Worker 6 hrs.	
	To: Beechgrove/Cafeteria Worker 6.5 hrs.	Eff. 8/11/2014
James Vieira	Fr: Transportation/Full Time Sub Driver 4 hrs.	
	To: Transportation/Bus Driver 5 hrs.	Eff. 8/11/2014

Marcus Wade	Fr: Transportation/Bus Driver 5.25 hrs. To: Transportation/Bus Driver 6.25 hrs.	Eff. 8/11/2014
Peggy Wahn	Fr: Simon Kenton/Instructional Assistant 6 hrs. To: Simon Kenton/Secretary 7.5 hrs. 207 plus 5 days	Eff. 8/11/2014
Regenia Wartman (rev)	Fr: River Ridge/Secretary 7 hrs. 197 days To: Summit V Elem/Secretary 7 hrs. 197 days plus 7 days	Eff. 8/11/2014
Teresa Weaver	Fr: Ryland/Instructional Assistant 170 days To: Ryland/Bookkeeper 3.5 hrs. 197 days/ Non Instructional Assistant 3 hrs. 180 days	Eff. 8/11/2014
Sheri Williams	Fr: Transportation/Bus Monitor 5.75 hrs. To: Transportation/Bus Monitor 5.5 hrs.	Eff. 8/11/2014
Beth Wulfeck	Fr: Transportation/Bus Driver 7.25 hrs. To: Transportation/Bus Driver 7.75 hrs.	Eff. 8/11/2014

VOLUNTARY CERTIFIED CHANGE OF ASSIGNMENTS:

Ronda Bradfield	Fr: Hinsdale/Teacher .5 To: Hinsdale/Teacher .4	Eff. 8/11/2014
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EXTENDED MATERNITY LEAVE:

Jessica Isenhour	Piner /Teacher	Eff. 8/18/2014-5/28/2014
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DISABILITY RETIREMENT GRANTED:

Deanna Lipps	Ft. Wright/Teacher	Eff. 7/01/2014
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UNPAID PD HOURS FOR 2013-2014

Certified

David Brossart	Dixie/Teacher	.25 day
Jennifer Eckler	Dixie/Teacher	1.25 days
John Guthrie	River Ridge/Teacher	.25 day
Briget Niehues	White's Tower/Teacher	1 day
Susan Snellen	Twenhofel/Teacher	.25 day
Jason Stallkamp	Dixie/Teacher	2 days

Classified

Jacklyn Bishop	White's Tower/Instructional Assistant	1 day
Kathleen Cahill	River Ridge/Instructional Assistant	.50 day
Connie Gaylor	Twenhofel/Instructional Assistant	.75 day
Susan Ginn	Caywood/Instructional Assistant	.50 day
Regina Killion	Dixie/Instructional Assistant	2 days
Teresa Milburn	Caywood/Instructional Assistant	.75 day
Laura Mueller	Twenhofel/Instructional Assistant	1 day

UNPAID DAYS FOR SNOW MAKE UP FOR 2013-2014

Classified

Suzanne Kerr	Dixie/Instructional Assistant	3 days
M. Laurie Linnemann	Scott/Instructional Assistant	4 days
Tara Summe	Caywood/Instructional Assistant	1 day
Howard Wehrle	Dixie/Instructional Assistant	3 days

Unpaid Days

Certified

Jayne Black Woodland/Media Specialist	6/2 & 6/3/2014	1.50 days
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Tim Brown Woodland/Teacher 5/16 & 6/02/2014 1.75 days
Katelyn Callahan Taylor Mill/Teacher 5/15/2014 .50 day
Susan Carter Woodland/Teacher 6/2 & 6/3/2014 1.50 days
Carol Conley Dixie/Teacher 6/2 & 6/3/2014 2 days
Bethany Crotts Dixie/Teacher 5/21 & 5/22/2014 2 days
Jason Dalhover Taylor Mill/Teacher 6/4 & 6/5/2014 1.5 days
Cheryl Dietrich Scott/Teacher 5/15 & 5/16/2014 2 days
Paula Duncan Caywood/Speech Pathologist 6/2 & 6/3/2014 2 days
Mary Dunn Woodland/Teacher 6/2 & 6/3/2014 2 days
Mindy Hawkins Piner/Teacher 5/28, 5/29, 5/30/2014 3 days
Teresa King Caywood/Teacher 6/2 & 6/3/2014 1.50 days
Genevieve Kiniyalocts Summit View Middle/Teacher 6/2, 6/3/2014 2 days
Debra Kramer White's Tower/Teacher 5/12 & 5/16/2014 2 days
Amanda Lowe Twenhofel/Teacher 5/21/2014 1 day
Kristine Molony Dixie/Teacher 5/15 & 5/27/2014 .50 day
Paula Noel Kenton/Teacher 6/2 & 6/3/2014 1.50 days
Aaron Sams Simon Kenton/Teacher 5/16/2014 1 day
Janet Tepe River Ridge/Teacher 6/2 & 6/3/2014 1.50 days
Jackie Theissen Taylor Mill/5/19/2014 1 day
Addison Welp Scott/Teacher 5/15/2014 .50 day
Patti Westerfield Dixie/Teacher 5/15/2014 1 day
Kendall Young Beechgrove/Teacher 5/27/2014 1 day

Classified

Candi Back Summit View Middle/Custodian 5/20, 6/3, 6/4/2014 1.75 days
Kathy Bedel River Ridge/Custodian 6/18/2014 .25 day
Kia Blevins Transportation/Bus Driver 6/2, 6/3, 6/4/2014 3 days
Gayle Bowen Caywood/Cafeteria Worker 6/4/2014 1 day
Kelly Bowick Transportation/Bus Monitor 5/29 & 5/30/2014 .75 day
Colleen Bracke Caywood/Non Instructional Assistant 5/23 & 5/27/2014 2 days
Cari Brady Transportation/Bus Monitor 5/19/2014 .25 day
Patricia Brake River Ridge/Instructional Assistant 5/28/2014 1 day
Sandra Carlisle Kenton/Cafeteria Worker 6/4/2014 1 day
Kelly Caverly Woodland/Cafeteria Custodian 5/15, 5/16, 5/20/2014 3 days
Jeanne Coyle Summit View Middle/Instructional Assistant 5/27/2014 1 day
Sharon Creech Scott/Cafeteria Worker 6/3/2014 1 day
Ann Dalton Ryland/Instructional Assistant 5/14/2014 .50 day
Mary Dawn Turkey Foot/Cafeteria Worker 6/4/2014 1 day
Mary Dean Taylor Mill/Instructional Assistant 6/2 & 6/3/2014 2 days
Kimberly Dorman Scott/ Cafeteria Worker 5/14 & 6/3, 6/4/2014 3 days
Aimee Duncan Woodland/Cafeteria Worker 5/20, 6/3, 6/4/2014 2.5 days
Tina Dunn Summit View Middle/Instructional Assistant 5/27/2014 .25 day
Kathy Duwel Kenton/Cafeteria Worker 6/4/2014 .75 day
Denise Embry Transportation/Bus Driver 6/6/2014 1 day
Jim Filer River Ridge/Instructional Assistant 6/2 & 6/3/2014 2 days
Timothy Foster Transportation/Bus Driver 5/23/2014 .50 day
Sharon Halpin Transportation/Bus Monitor 5/16, 5/21, 5/22/2014 2.25 days
Paula Hauck Piner/Cafeteria Worker 6/2/2014 1 day
Nicole Heeger Kenton/Cafeteria Worker 5/20/2014 1 day
David Hersh Transportation/Bus Driver 5/14, 5/20, 5/22/2014 2.50 days
Dorothy Hungler Transportation/Bus Monitor 6/2/2014 .50 day
Jamie Hutton Twenhofel/Cafeteria Custodian 5/19 & 6/2/2014 2 days
Sheila Jackson Twenhofel/Cafeteria Worker 6/4/2014 1 day

Vicki Jehn River Ridge/Cafeteria Worker 6/4/2014 1 day
Cindy Jones Twenhofel/Custodian 6/3/2014 1 day
Danielle Kelly Piner/Cafeteria Worker 6/4/2014 1 day
Suzanne Kerr Dixie/Instructional Assistant 5/15 & 5/16/2014 2 days
Tonya Knight Transportation/Bus Monitor 5/29 & 5/30/2014 2 days
Paul Koch Transportation/Bus Driver 5/29/2014 .50 day
Dawn Koors River Ridge/Instructional Assistant 5/28/2014 .50 day
Arlina Lagemann Summit View Elementary 5/12/2014 1 day
Teresa Manczyk Ryland/Non Instructional Assistant 5/30/2014 1 day
Denise McKinley Twenhofel/Cafeteria Worker 6/4/2014 1 day
Kimberly Morgan Transportation/Bus Driver 5/23/2014 .25 day
Mary Morgan Transportation/Bus Monitor 5/29/2014 .50 day
Brandy Mueller Transportation/Bus Driver 5/23/2014 1 day
Lisa Morrison Scott/Cafeteria Worker 6/2, 6/3, 6/4/2014 3 days
Brandy Mueller Transportation/Bus Driver 5/27, 5/28, 5/29, 5/30/2014 4 days
Michael Page Transportation/Bus Driver 6/2, 6/3, 6/4/2014 3 days
Danita Pickett Transportation/Bus Driver 5/20/2014 .25 day
Tammy Pugh Central Office/Due Process Coordinator 5/16/2014 1 day
Laura Rimer Twenhofel/Cafeteria Worker 6/2/2014 1 day
Kenneth Rice Simon Kenton/Custodian 5/13-5/16/2014, 5/19-5/23/2014 8.50 days
Randy Rump Transportation/Bus Driver 5/30/2014 .25 day
April Ruppee Kenton/Custodian 5/14-5/16/2014, 5/19-5/23/2014 8 days
Tracy Schimmelman Dixie/Cafeteria Worker 6/4/2014 1 day
Judith Schultz Ryland/Cafeteria Worker 5/29/2014 .50 day
Kerri Schultz Turkey Foot/Cafeteria Worker 6/3/2014 .50 day
Rebecca Schuster Scott/Secretary 5/12/2014 .25 day
Kathy Sebree Beechgrove/Cafeteria Worker 5/30/2014 .25 day
Amanda Seibert Transportation/Bus Driver 5/13 & 5/23/2014 1 day
Valarie Shearer Twenhofel/Food Service Manager 5/20/2014 1 day
Russell Stephens Transportation/Bus Driver 5/28/2014 .50 day
LeAnn Thomas Transportation/Bus Driver 6/3, 6/4/2014 1.50 days
Karen Tinker Caywood/Cafeteria Worker 6/4 & 6/5/2014 2 days
Williams Trinkle River Ridge/Custodian 6/4/2014 .75 day
Marcus Wade Transportation/Bus Driver 6/4/2014 1 day
Paula Weaver River Ridge/Cafeteria Worker 6/2, 6/3/2014 2 days
Manuela Weber Beechgrove/Cafeteria Custodian 5/30 & 6/2/2014 2 days
Sheri Williams Transportation/Bus Monitor 5/28/2014 .75 day
Carmen Wolfinbarger Transportation/Bus Driver 5/19/2014 .50 day
Sally Wright White's Tower/Instructional Assistant 6/2 & 6/3/2014 1.50 days
Thomas Wuellner Caywood/Cafeteria Custodian 5/20/2014 1 day
Delores Younger Simon Kenton/Cafeteria Worker 6/3/ & 6/4/2014 2 days
Diana Yunker Turkey Foot/Instructional Assistant 5/19/2014 1 day
Kathy Zembrodt Turkey Foot/Instructional Assistant 5/20, 5/21, 5/27 & 5/28/2014 2 days
Deborah Zion White's Tower/Instructional Assistant 6/2 & 6/3/2014 2 days

SUBSTITUTES:

Certified

Chelsey Campbell
Kara Gilvin

**LEAVES OF ABSENCE WITHOUT
COMPENSATION**

CERTIFIED

Mindy Hawkins (rev) Piner/Teacher

personal 5/28, 5/29 & 5/30/2014 3 days

CLASSIFIED

Jana Case	Transportation/Bus Driver	medical	6/4/2014 1 day
Regina Killion	Dixie/Instructional Assistant	medical	5/22, 5/23/2014 2 days
Brandy Mueller(rev)	Transportation/Bus Driver	medical	5/23, 5/27-5/30/2014 5 days
Carol Sue Ryan	Summit V Middle/Café. Custodian	medical	6/2, 6/3, 6/4, 6/5/2014 4 days
Grace Siereveld	Beechgrove/Café. Worker	medical	5/27/2014-6/04/2014 7 days

III. Public Input**IV. Consent Agenda**

- A. Approval of Board Minutes: Board Meeting, June 2, 2014** **Enc. 6**
- B. Monthly Bills** **Enc. 7**
- C. Fundraisers**

1. Fund-Raising Request– Ft. Wright Elementary

Ft. Wright Elementary requests permission to conduct a school-wide fund- raiser August 16-28, 2013. The students will be selling jewelry, giftware, candy and magazine subscriptions from Great American Fundraising. Funds raised will be used to purchase technology for the school. On June 6, 2013, the Ft. Wright Site-based council approved the school wide fund-raiser.

Recommendation: It is recommended that the Board approve the fund-raising activity request.

EXTERNAL SUPPORT FUND-RAISING REQUESTS:**Piner Elementary PTA**

Great American Fundraising- Sept. 11-23, 2014.

Caywood Elementary PTA

Spirit wear Sales – Aug 12, 2014; Dec 2014; May 2015

Market Day- Monthly, Sept- May

Carnival- Sept 2014

School Dance and Turkey Bingo- Nov 6, 2014

Skyline Chili Night- Sept 9; Oct 14; Nov 11; Dec 9; Jan 13; Feb 10; Mar 10; Apr 14; May 12

Papa John Pizza Night- Every Friday

Summit View Elementary PTA

Kroger Rewards- ongoing June 2014- May 2015

Market Day- Monthly, Aug. 2014- May 2015

City Access Coupon Books- August-September

SVE Fall Festival- October 2014

Art to Remember- Oct-Nov 2014

Santa Shop- Dec 2014

Spring Flower Sale- March-April 2015

Taylor Mill Elementary PTA

Market Day- Monthly, Sept- June

Raffle- Aug 18-Sept 12, 2014

Box Tops for Education- ongoing

Fall Festival- Oct (25) 2014 (tentative date)

Original Artworks- March/April 2015

Spirit wear sales- ongoing

“Penny-War”- Oct 2014

PTA membership- August-March

Christmas Boutique- December 2014

Concession sales- ongoing

D. Field Trip Request

1. Field Trip Request – Simon Kenton High School – Boys Soccer

Simon Kenton High School requests permission for 20 students to travel to Lexington, KY July 26-27, 2014 to the Bluegrass State Games. Supervision will be provided by staff at a ratio of 1:7. Transportation will be via Kenton County bus. Meals will be student packed. This is NOT an overnight. They will be driving back and forth. There is no cost per student.

Recommendation: It is recommended that the Board approve the trip request.

2. Field Trip Request – Scott High School – Volleyball

Scott High School requests permission for 20 students to travel to Lexington, KY August 1-3, 2014 to the Bluegrass State Games. Supervision will be provided by staff at a ratio of 1:7. Transportation will be via Kenton County bus. Meals will be team provided, or student purchased at Chick-Fil-A, Gatti Town, and/or Olive Garden. Lodging will be at Fairfield Inn & Suites at Lexington Keenland/Airport. Cost per student is approximately \$20. Funds have been secured for indigent students.

Recommendation: It is recommended that the Board approve the trip request.

3. Field Trip Request – Simon Kenton High School – Volleyball (JV & Frosh)

Simon Kenton High School requests permission for 30 students to travel to Lexington, KY August 1-3, 2014 to the Bluegrass State Games. Supervision will be provided by staff at a ratio of 1:10. Transportation will be via Kenton County bus. Meals will be student packed. Lodging will be at Courtyard Lexington North 775 Newton Ct. Lexington, KY. There is no cost per student.

Recommendation: It is recommended that the Board approve the trip request.

4. Field Trip Request – Simon Kenton High School – Volleyball (Varsity)

Simon Kenton High School requests permission for 15 students to travel to the KBA Center in Lexington, KY August 29-30, 2014 for the Bluegrass Invitational Tournament. Supervision will be provided by staff at a ratio of 1:7. Transportation will be via Kenton County bus. Meals will be student packed. Lodging is at the Courtyard Lexington North 775 Newton Ct. Lexington, KY. There is no cost per student.

Recommendation: It is recommended that the Board approve the trip request.

5. Field Trip Request – Simon Kenton High School – Volleyball (JV & Frosh)

Simon Kenton High School requests permission for 25 students to travel to the KBA Center in Lexington, KY September 6, 2014 for the 5 Star Classic JV & Frosh Volleyball Tournament. Supervision will be provided by staff at a ratio of 1:9. Transportation will be via Kenton County bus. Meals will be student packed. There is no cost per student.

Recommendation: It is recommended that the Board approve the trip request.

6. Field Trip Request – Simon Kenton High School – Volleyball (Frosh)

Simon Kenton High School requests permission for 30 students to travel to the KBA Center in Lexington, KY October 4, 2014 for a Freshman Volleyball Tournament. Supervision will be provided by staff at a ratio of 1:10. Transportation will be via Kenton County bus. Meals will be student packed. There is no cost per student.

Recommendation: It is recommended that the Board approve the trip request.

E. Bids

1. Bus Fluids Bid

Enc. 8

A legal advertisement was placed in the Kentucky Enquirer on June 2, 2014, to accept sealed bids for “Bus Fluids”. Sealed bids were opened and read on June 11, 2014, at 2:00 pm. The tabulation is attached as Enclosure.

Recommendation: It is recommended that the Kenton County Board of Education award the bid to Apollo as indicated on tabulation.

2. Bus Parts Bid

Enc. 9

A legal advertisement was placed in the Kentucky Enquirer on June 2, 2014, to accept sealed bids for “Bus Parts”. Sealed bids were opened and read on June 13, 2014, at 2:00 pm. The tabulation is attached as Enclosure.

Recommendation: It is recommended that the Kenton County Board of Education award the Store Discount portion of the bid to all fully compliant vendors as indicated on the tabulation.

It is recommended that the Kenton County Board of Education award the Seat Parts portion of the bid on a per item basis to American Bus, Easyway Safety and Ridgeway Distributors as indicated on the tabulation.

It is recommended that the Kenton County Board of Education award the Exhaust Parts portion of the bid on a total basis to KOI as indicated on the tabulation.

It is recommended that the Kenton County Board of Education award the Bus Parts portion of the bid on a per item basis as indicated on the tabulation.

3. Bus Tires Bid

Enc. 10

A legal advertisement was placed in the Kentucky Enquirer on June 2, 2014, to accept sealed bids for "Bus Tires". Sealed bids were opened and read on June 13, 2014, at 2:00 pm. The tabulation is attached as Enclosure.

Recommendation: It is recommended that the Kenton County Board of Education award the bid as indicated on tabulation.

4. Service Contracts Bid

Enc. 11

A legal advertisement was placed in the Kentucky Enquirer on June 2, 2014, to accept sealed bids for "Service Contracts". Sealed bids were opened and read on June 11, 2014, at 2:00 pm. The tabulation is attached as Enclosure.

Recommendation: It is recommended that the Kenton County Board of Education award the bid to Clarke Power and Tri-State Audio-Visual as indicated on tabulation.

5. Parent Telephone Messaging Service Bid

Enc. 12

A legal advertisement was placed in the Kentucky Enquirer on June 5, 2014 to accept sealed bids for an "Parent Telephone Messaging Service". Sealed bids were opened and read on June 18, 2014, at 2:00 p.m. The tabulation is enclosed.

Recommendation: It is recommended that the Kenton County Board of Education accept the bid from Bright Arrow Technologies as indicated on the Parent Telephone Messaging Service Bid Tabulation.

F. Professional Travel

Date	Location	Name	School	Substitute	Reimbursement Funding Source
*5/14-16/14	Jabez, KY	Terri Cox-Cruey`	CO	No	District PD
*6/16-17/14	Bowling Green, KY	Debbie Brown	CO	No	Gifted/Talented
*6/16-20/14	Louisville, KY	William Meister	KCAIT	No	KCAIT PD
*6/19-20/14	Lexington, KY	Brennon Sapp	SC	No	SC PD
*6/22-27/14	Bowling Green, KY	Heidi Schwarz	KCAIT	No	KCAIT PD
*6/22-27/14	Bowling Green, KY	Alyssa Leimenstoll	KCAIT	No	KCAIT PD
*6/25/14	Richmond, KY	Teal Nally	CO	No	No cost to District
*6/25/14	Richmond, KY	Cathy Barwell	RY	No	No cost to District
*6/25-27/14	Huntsville, AL	Doug Brewster	Transportation	No	Transportation
*6/27/14	Frankfort, KY	Valarie Shearer	TW	No	Student Nutrition
*6/29/14	Bowling Green, KY	Ed Bonhaus	CO	No	District PD
7/6-8/1/14	Lexington, KY	Sara Anderson	KCAIT	No	KCAIT PD
7/6-8/14	Bowling Green, KY	Shelly Boutwell Weber	CO	No	Medicaid
7/7-8/14	Louisville, KY	Brandi Kekua-Ellison	SC	No	FRYSC Grant

7/8/2014	Louisville, KY	Melissa Cross	SK	No	FRYSC Grant
7/9-11/14	Richmond, KY	Patti Westerfield	DX	No	DX PD
7/10/2014	Frankfort, KY	Elizabeth Menke	CO	No	Student Nutrition
7/10/2014	Frankfort, KY	David Phillips	RCH	No	RCH PD
7/13-15/14	Lexington, KY	Karen Snelling	CO	No	IDEA
7/13-15/14	Lexington, KY	Becky Nixon	CO	No	IDEA
7/14-16/14	Nashville, TN	Gary McCormick	CO	No	Gates
7/14-16/14	Nashville, TN	Jenny Barrett	CO	No	Gates
7/14-16/14	Nashville, TN	Laura Cole	SC	No	Gates
7/14-18/14	Morehead, KY	Jonathan Moore	SC	No	SC PD
7/15/2014	Berea, KY	Melissa Robinson	RR	No	RR PD
7/16-18/14	Louisville, KY	Terri Cox-Cruey	CO	No	District PD
7/16-18/14	Louisville, KY	Barb Martin	CO	No	District PD
7/16-18/14	Louisville, KY	Kim Banta	CO	No	District PD
7/16-18/14	Louisville, KY	Becky Nixon	CO	No	District PD
7/16-18/14	Louisville, KY	Deneen Zimmerman	CO	No	District PD
7/16-18/14	Louisville, KY	Ellen Zimmer	CO	No	District PD
7/18/2014	Frankfort, KY	Terri Erwin	CO	No	Student Nutrition
7/20-23/14	Louisville, KY	Cheryl Dietrich	SC	No	Perkins
7/20-24/14	Williamsburg, VA	Aracely Norvell	SC	No	SC PD
7/21-24/14	Louisville, KY	Shane Rogers	SC	No	Perkins
7/21-23/14	London, KY	Melinda Boesken	RR	No	RR PD
7/21-23/14	Louisville, KY	Terri Cox-Cruey	CO	No	District PD
7/21-24/14	Louisville, KY	Carrie Bonar	SK	No	Perkins
7/23-24/14	Cincinnati, OH	Susan Parsons	CO	No	IDEA
7/24-27/14	Cincinnati, OH	Alex Koenig	DX	No	DX PD
7/28-31/14	Chillicothe, OH	Steve Remley	SK	No	SK PD
8/7-8/14	Lebanon, OH	Tammie Beckett	CO	No	Medicaid
8/13-15/14	Bowling Green, KY	Terri Cox-Cruey	CO	No	District PD
8/28-29/14	Frankfort, KY	Kelly Blevins	CO	No	Title I
9/10-12/14	Frankfort, KY	Terri Cox-Cruey	CO	No	District PD
10/8-10/14	Paintsville, KY	Terri Cox-Cruey	CO	No	District PD
10/25-28/14	Kansas City, MO	Kelly Blevins	CO	No	Title I

G. External Support/Booster Organizations Approval

External support/booster organizations are adult/parent organizations established to promote school programs or complement student groups or activities, (i.e. PTA, PTO, booster organizations, etc...) An external support/booster organization's purpose may be to support a student group or program at a particular school or various student groups or programs at various schools. Even though an external support/booster organization works very closely with the district, it is a separate legal entity and is responsible for adherence to IRS guidelines and Title IX regulations. External support/booster organizations must receive local board approval to establish, lend support, seek assistance, or fundraise in the name of the district, school, students, or a district or school program. The following organizations have completed all required paperwork and have requested district approval:

1. Beechgrove PTA
2. Caywood PTA
3. Dixie Athletic Boosters
4. Dixie Band Boosters
5. Ft Wright PTA
6. Kenton Elementary PTA
7. Piner PTA
8. RC Hinsdale PTA
9. Ryland PTO
10. Scott Band Boosters
11. SK Band Boosters
12. SK Pioneer Girl's Tennis Boosters
13. SK Sideliners
14. SK Volleyball Boosters
15. SK Wrestling Boosters
16. SVE PTA
17. Taylor Mill PTA
18. Twenhofel PTSA
19. Woodland PTA

H. For Ratification Purposes: City of Independence Celebration

As in years past, the City of Independence requested the Transportation Department provide shuttle service for the Independence Celebration, July 05, 2014, 7:30 PM to 12:30 AM. The busses shuttled from Summit View, Simon Kenton and White's Tower to Memorial Park with stops at Independence Christian Church and Saint Cecilia Church.

I. High School Course Guides

Enc. 13

In collaboration with The Kenton County Academies of Innovation and Technology, the high school administrators in Kenton County School District worked with their SBDM Councils to develop 2014-2015 Course Selection Guides. These Course Selection Guides are in compliance with goals set out in KRS 158.6451 and the academic expectations incorporated by reference in 703 KAR 004:060 as well as Kenton County Board of Education Policies.

They are being presented in compliance with Policy 8.113, Curriculum and Instruction: Graduation Policies. It states that, "The council shall determine the process for developing the descriptions, which shall be presented for Board review and comment. The Board approved Student Handbook/Course Description for each high school should contain complete details of all courses offered."

Recommendation: It is recommended that the Board approve the High School Course Guides as submitted.

J. Athletic and Extracurricular Camp Requests

1. Summit View Middle School- Volleyball Warm-up Clinic

Summit View Middle Volleyball wishes to sponsor a Warm-up Clinic July 28 & July 29, 2014 for students aged 9-13. Cost will be \$30 per participant. Insurance coverage will be purchased through the Kenton County Business Office. The Camp Director will be Nicole VanCleve. The camp was approved by the Site Based Council on 6/2/14.

Recommendation: It is recommended that the Board approve the camp request.

2. Summit View Middle School- Basketball Warm-up Clinic

Summit View Middle Basketball wishes to sponsor a Warm-up Clinic October 13 & 14, 2014 for students ages 9-13. Cost will be \$30 per participant. Insurance coverage will be purchased through the Kenton County Business Office. The Camp Directors will be Marie Franzen and Andy Elkus.

Recommendation: It is recommended that the Board approve the camp request.

V. DISCUSSION AND ACTION:

VI. Agenda/Addendum part of the Official Board Meeting

1. Board Policy Update

Enc. 14

As part of their update service, the Kentucky School Board Association (KSBA) recently submitted a packet of policy revisions to be considered in response to the most recent legislative session. At the top is a brief explanation for the proposed change. Additional or new language in policies is highlighted and underlined and language with strike through is deleted. Staff members, in consultation with the Board Attorney, have studied the update package and have recommended the policies to adopt as proposed or adopt with modifications. Handwritten notations reflect the work of district staff.

These policies are presented for First Reading.

2. Board Procedure Update

Enc. 15

Once the Board has reviewed and provided feedback from the attached procedures, KSBA will post online for your convenience.

This item is presented for information.

3. FRYSC SFY15 Contract

The Memorandum of Agreement between the Commonwealth of Kentucky and the Kenton County Board of Education provides for the administration of the Family Resource and Youth Services Centers program in the district. According to the contract, the Kenton County School District will be provided funds to employ a full time center coordinator to be responsible for the provision of both core and optional components to students and/or families served by the schools. The district centers are: Beechgrove FRC, Dixie Heights HS YSC, Fort Wright FRC, J.A. Caywood El FRC, Kenton El FRC, Piner EL FRC, River Ridge El FRC, Ryland FRC, Scott YSC, Simon Kenton YSC, Summit View FRYSC, Taylor Mill FRC, Turkey Foot MS YSC, Twenhofel MS YSC, Whites Tower FRC and Woodland MS YSC.

Recommendation: It is recommended that the Board approve the Memorandum of Agreement for the FRYSC programs.

4. Coaches' Handbook

Enc. 16

Working with the Kentucky School Boards Association and our local Athletic Directors we are presenting the 2014-2015 Kenton County School District Coaches Handbook. Other than personnel changes only 5 other changes were made to the handbook. These few changes show we have a very solid document for our staff to use as a reference guide.

Recommendation: It is recommended the Board approve the 2014-2015 Kenton County School District Coaches Handbook.

5. District Code of Expected Behavior

Enc. 17

Student Services formed a District Committee to revise and update the Kenton County School District Code of Expected Behavior. This committee comprised of School principals, Assistant Principals, KCEA President, Director of Student Services, and the District Hearing Officer worked over the course of the year to make revisions that would update the code and bring it into alignment with all legal requirements. Stake holder was sought throughout the process.

Recommendation: It is recommended that the Board approve the 2014 – 2015 Kenton County School District Code of Expected Behavior.

6. Emergency Management Guide

Enc. 18

District Safety Officer Teal Nally reviewed and update the Kenton County School District Emergency Management Quick Reference Guide. Over the 2013-14 school year Mr. Nally worked to be sure the guide was comprehensive and contained the most up to dated information regarding safety for students and staff. It was also aligned with all district policies, procedures and state and federal regulations.

Recommendation: It is recommended that the Board approve the Kenton County School District Emergency Management Quick Reference Guide.

7. Fidelity (Performance) Bond

Enc. 19

KRS 160.560 requires purchase of an annual performance/security bond for the Board's Treasurer. Accordingly, a security bond covering \$1,200,000 has been purchased through the Ohio Casualty Insurance Company. The annual bond premium for the period July 1, 2014 – June 30, 2015 is \$ 1,369.21.

Recommendation: It is recommended the Board approve the Fidelity (Performance) Bond.

8. Change Order No. 4 – Len Riegler Blacktop, Inc. – Twenhofel/South Bus Lot – BG 14-040

Enc. 20

This change order is the fourth to the original Len Riegler Blacktop contract associated with the construction and improvements to the Twenhofel/South Bus Lot. The original contract with Len Riegler Blacktop, Inc. was \$489,800. This change order of \$39,200 with previous change orders totaling a credit value of (\$19,326.25) brings the contract total to \$509,673.75.

Item #1 - Add distributed electric service for the bus block heaters at the newly constructed rear bus parking lot. This scope of work was not accepted with the original bid award. The value of this work is the same cost that was proposed by the contractor with their original bid submission.

ADD: \$39,200

Recommendation: It is recommended that the Kenton County Board of Education approve Change Order No. 4 with Len Riegler Blacktop, Inc. associated with the Twenhofel/South Bus Lot – BG 14-040 contingent on approval by the Kentucky Department of Education.

SUMMARY OF CHANGE ORDERS FOR TWENHOFEL/SOUTH BUS LOT BG 14-040

The original contingency for this project	\$24,490.00
The total of previous change orders	(19,326.25)
The total for current change orders	<u>39,200.00</u>
Contingency Balance	<u>\$ 4,616.25</u>

**9. Change Order No. 14 – Morel Construction, Inc. – Scott High School Phase II-B BG 11-096
Enc. 21**

This change order is the fourteenth to the original contract with Morel Construction associated with the Phase II-B renovation of Scott High School. The original contract with Morel Construction Co. was \$6,602,387. This change order of \$786.00 with previous change orders totaling \$44,584.13 brings the contract total to date to \$6,647,757.13.

Item #1 – Furnish and install additional trim and transformer for F-Type Track Lighting at the East end of Corridor 1400 where a bulkhead interferes with the design as shown on the contract documents.

ADD: \$786.00

Recommendation: It is recommended that the Kenton County Board of Education approve Change Order No. 14 with Morel Construction, Inc. associated with the Phase II-B Renovation of Scott High School, contingent on approval by the Kentucky Department of Education.

**10. Change Order No. 15 – Morel Construction, Inc. – Scott High School Phase II-B BG 11-096
Enc. 22**

This change order is the fifteenth to the original contract with Morel Construction associated with Phase II-B renovation of Scott High School. The original contract with Morel Construction, Inc. was \$6,602,387. This change order of (\$8,245.00) with previous change orders totaling \$45,370.13 brings the contract total to date \$6,639,512.13.

Item #1 –Eliminate the cost of constructing the masonry structure to mount and connect the electronic marquee road sign. The sign will be constructed in a future phase of construction after the elevations are reduced through grading.

DEDUCT: \$8,245.00

Recommendation: It is recommended that the Kenton County Board of Education approve change order No. 15 with Morel Construction, Inc. associated with the Phase II-B Renovation of Scott High School, contingent on approval by the Kentucky Department of Education.

**11. Change Order No. 16 – Morel Construction, Inc. – Scott High School Phase II-B BG 11-096
Enc. 23**

This change order is the sixteenth to the original contract with Morel Construction associated with Phase II-B renovation of Scott High School. The original contract with Morel Construction, Inc. was \$6,602,387. This change order of \$19,557.00 with previous change orders totaling \$37,125.13 brings the contract total to date \$6,659,069.13.

Item #1 –Demolition and minimal construction work associated with the construction of a temporary media center to be located in the former art classroom. This temporary space is essential for use by the media center during the upcoming phase III renovation project. This will allow the school to move the media center operations to the temporary location before the start of next school year and avoid a mid-school year move.

Recommendation: It is recommended that the Kenton County Board of Education approve change order No. 16 with Morel Construction, Inc. associated with the Phase II-B Renovation of Scott High School, contingent on approval by the Kentucky Department of Education.

**SUMMARY OF CHANGE ORDERS FOR SCOTTHIGH SCHOOL – PHASE II-B –
BG 11-096**

The original contingency for this project	\$489,650.00
The total of previous change orders	23,616.13
The total for current change orders	<u>12,098.00</u>
Contingency Balance	<u>\$453,935.87</u>

VII. Other Business

- A. Board**
- B. Staff**
- C. Teachers**

Mrs. Collins stated that it was necessary to go into Executive Session for the purpose of KRS 61.810(1) (b) (Land Acquisition), (c) (Litigation) and (f) (Personnel, Pupil Personnel).

VIII. Adjournment

Kenton County Schools

Membership - Month 9 - 20 Days of Instruction - May 2, 2014 - May 30, 2014

Membership - Month 10 - 2 Days of Instruction - June 2, 2014 - June 10, 2014 (no students in atten)

School	*Pre	E	P1	P2	P3	4	5	Total	Total wPre	% Attn	Days Abs
Beechgrove	38	102	131	90	87	98	104	612	650	96.7	382.0
Caywood	56	103	120	92	100	118	121	654	710	97.1	360.5
Ft. Wright		79	87	85	82	79	81	493	493	97.2	259.0
Hinsdale		119	113	102	113	93	115	655	655	98.5	182.5
Kenton	39	110	108	112	99	123	114	666	705	97.8	283.5
Piner	19	43	69	46	55	51	68	332	351	96.8	203.0
River Ridge	134	161	159	153	164	174	166	977	1111	96.8	589.0
Ryland Heights	31	81	103	95	100	99	90	568	599	97.7	249.0
Summit View El	51	92	124	118	130	129	140	733	784	97.4	368.0
Taylor Mill	37	101	90	115	111	104	87	608	645	97.1	333.5
Whites Tower	34	80	88	75	76	87	86	492	526	97.6	228.5
Total	439	1071	1192	1083	1117	1155	1172	6790	7229		
<u>School</u>				<u>6</u>	<u>7</u>	<u>8</u>					
Summit View M				253	217	244		714	714	96.3	501.5
Turkey Foot				349	334	359		1042	1042	96.8	643.0
Twenhofel				269	304	261		834	834	96.7	529.0
Woodland				246	244	246		736	736	96.4	484.5
Total				1117	1099	1110		3326	3326		
<u>School</u>				<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>				
Dixie Heights				386	346	349	302	1383	1383	95.0	1312.0
Scott				256	232	243	211	942	942	93.1	1221.0
Simon Kenton				447	439	398	394	1678	1678	95.2	1509.5
Total				1089	1017	990	907	4003	4003		
<u>School</u>											
North Key								10	10	100.0	0.0
NKYDC								40	40	100.0	0.0
Total								50	50		
Total monthly membership								14169	14608	96.3	9638.99

The total membership of the Kenton County Schools at the close of the ninth & tenth month was **14608**. Enrollment is divided into **439** preschool, **67903** elementary, **3326** middle school, **4003** high school, and **50** in special programs.

*Preschool numbers are not included in Average Daily Attendance nor in the percentage of attendance.

School Year	*Membership	Percentage of Attendance
	W/Pre	WO/Pre
2010-11	14589	14043 96.2
2011-12	14744	14189 96.2
2012-13	14744	14189 96.33
2013-14	14608	14169 96.3

*These numbers are subject to change due to corrections made by the schools throughout the school year.

Kenton County Schools
Membership - Month 10 - 8 Days of Instruction
May 21 - May 31, 2012

<u>School</u>	<u>*Pre</u>	<u>E</u>	<u>P1</u>	<u>P2</u>	<u>P3</u>	<u>4</u>	<u>5</u>	<u>Total</u>	<u>Total wPr</u>	<u>% Attn</u>	<u>Days Abs</u>
Beechgrove								591	591		
Caywood								0	0		
Ft. Wright								508	508		
Hinsdale								0	0		
Kenton								657	657		
Piner								349	349		
River Ridge								0	0		
Ryland Heights								0	0		
Summit View El								757	757		
Taylor Mill								634	634		
Whites Tower								0	0		
Total	0	0	0	0	0	0	0	0	0		
<u>School</u>				<u>6</u>	<u>7</u>	<u>8</u>					
Summit View M								790	790		
Turkey Foot								1027	1027		
Twenhofel								0	0		
Woodland								757	757		
Total				0	0	0		0	0		
<u>School</u>				<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>				
Dixie Heights								0	1410		
Scott								973	973		
Simon Kenton								0	0		
Total				0	0	0	0	0	0		
<u>School</u>											
North Key										100.0	0.0
NKYDC										100.0	0.0
Total								0	0		
Total monthly membership								0	0		0.00

The total membership of the Kenton County Schools at the close of the tenth month was **14720**. Enrollment is divided into **555** preschool, **6812** elementary, **3323** middle school, **3985** high school, and **45** in special programs.

*Preschool numbers are not included in Average Daily Attendance nor in the percentage of attendance.

<u>School Year</u>	<u>*Membership</u>		<u>Percentage of Attendance</u>		
	W/Pre	WO/Pre			
2009-10	14401	13828	94.6	FTE (Full Time Equivalency)	
2010-11	14588	14042	94.6		
2011-12	14720	14165	95.7		
2012-13	14744	14189	97		

*These numbers are subject to change due to corrections made by the schools throughout the school year.

NEEDIEST KIDS OF ALL

2013/14 End of Year Report

ITEM(S) PURCHASED OR GROUP ACTIVITY

[illegible]

Kenton County Dropout Report 2013/14

	2013-2014				2012-2013			
School	W23	W24	W25	Total	W23	W24	W25	Total
Dixie	1	4	10	15	0	3	14	17
Simon Kenton	0	6	20	26	0	17	12	29
Scott	0	5	13	18	0	4	20	24
Grand Total	1	15	43	59	0	24	46	70

W23 = The W23 code is used to designate students who have already withdrawn during the same school year as a W24 or W25.

W24 = The code W24 should be used to account for students who have moved out of this public school district for which enrollment elsewhere has not been substantiated. Students who withdrew with the dropout code of W24 are dropouts.
(W24's will be counted as a dropout if enrollment is not verified by October 1, 2014)

W25 = The code W25 should be used to account for a student who is at least 16 years of age and has dropped out of public school.

KENTON COUNTY SCHOOL DISTRICT 2013/14 SAFE SCHOOLS SUSPENSION SUMMARY REPORT

[illegible]

KENTON COUNTY SCHOOL DISTRICT 2013/14 SAFE SCHOOLS SUSPENSION SUMMARY REPORT

LAW VIOLATIONS	BG	RR	SVE	CA	RCH	KE	FW	PI	RY	TM	WT	SVM	TF	TW	WD	DX	SC	SK	Totals
1st Degree																	1	1	2
3rd Degree																	2		2
4th Degree													4			2			6
Alcohol Poss		2												1			7	2	12
Arson	1																		1
Dis Cond													1				2		3
Larceny/Theft												1				3		1	5
Marij Poss												3	7	1	1	7	5	11	35
Mariju Dist												1	1	1					3
Other												2				1			3
Other Drug Poss												1	1				2	3	7
Pres Drug Poss																	1		1
Robbery																	2		2
Stol Prop							1					1	2				1	4	9
Terror Bomb														3				2	5
Terror Threat					1							3	1	1	1	3		2	12
Und Infl																		3	3
Vandal		1										1				1			3
Total	1	3			1		1					13	17	7	2	17	23	29	114

Grand Total of Violations	9	12	7	20	5	7	12	2	2	5	5	72	122	58	76	227	210	210	1061
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SUSPENSIONS	BG	RR	SVE	CA	RCH	KE	FW	PI	RY	TM	WT	SVM	TF	TW	WD	DX	SC	SK	TOTALS
Suspension Days	9	23	8.5	19	4.5	8	14	1.5	1	7	7.5	181	240.5	176	171.5	495.5	519.5	540.5	2427.5
Eligible Suspension Days	9	23	8.5	19	4.5	8	14	1.5	1	7	7.5	172	231	160.5	168.5	483	473	494.5	2285.5

Kenton County School District - ADA Comparison 2012/2013 - 2013/2014

School	12/13 Enrollment	13/14 Enrollment	12/13 ADA	13/14 ADA	12/13 % Attendance	13/14 % Attendance	11/12 ADA to 12/13 ADA
Beechgrove	599	621	579.54	589.86	96.3	96.6	10.3
Ft. Wright	522	502	500.23	482.07	96.5	97.16	-18.2
Caywood	678	667	664.49	638.31	96.5	96.97	-26.2
Kenton	675	665	649.26	637.18	96.3	97.13	-12.1
Piner	339	333	314.78	322.49	96.4	96.93	7.7
Hinsdale	658	669	639.57	644.88	97.7	98.22	5.3
River Ridge	966	964	941.97	953.57	96.4	96.87	11.6
Ryland Heights	588	573	575.91	556.62	96.5	97.24	-19.3
Summit View Elem.	746	739	723.76	714.04	96.6	97.4	-9.7
Taylor Mill	602	629	581.69	594.37	96.5	97.18	12.7
White's Tower	477	496	456.99	476.76	95.8	96.63	19.8
Summit View Middle	746	746	714.29	698.52	95.3	96.04	-15.8
Turkey Foot	1075	1083	1030.87	1023.00	96.1	96.54	-7.9
Twenhofel	806	837	780.78	800.96	96.3	96.77	20.2
Woodland	765	749	727.21	710.75	96.5	96.01	-16.5
Dixie Heights	1387	1456	1326.20	1340.11	94.3	94.96	13.9
Scott	919	981	882.73	890.96	93.7	94.09	8.2
Simon Kenton	1656	1721	1586.28	1614.74	95.0	95.26	28.5
North Key	10	33	13.05	14.27	100.0	100	1.2
NKYDC	37	39	33.33	39.37	100.0	100	6.0
District	14251	14503	13722.93	13742.84	95.8	96.33	19.9
			13722.93	13742.84			

Full ADA - No Kindergarten adjustment



FIELD OBSERVATION REPORT

2014 - 06

■ **TO:** Mr. Danny Mann
Kenton County Board of Education
1055 Eaton Drive
Ft. Wright, KY 41017

■ **DATE:** 2014.06.17

ATTENTION:

■ **FROM:** Ralph Cooper
rcooper@pca-arch.com
14 East Eighth Street • Covington, KY 41011
V: 859.431.8612 • F: 859.431.8611

■ **PROJECT:** Kenton County Board of Ed
Scott High School
Phase IIB

COPIES TO: Rob Haney

PROJECT NO.: 2010-097

■ **WE TRANSMIT THE ATTACHED ITEMS VIA: EMAIL**

PURPOSE

- ☒ For your use
- ☐ As requested
- ☐ For review and comment
- ☐ For information
- ☐ For record
- ☐ For approval
- ☐

DISPOSITION

- ☐ No exceptions noted
- ☐ Exceptions noted,
Revise as indicated.
- ☐ REJECTED:
REVISE AND RESUBMIT
- ☐

COPIES	DATE	DESCRIPTION	PAGES
1	2014.06.17	Field Report 2014 - 06	1

■ **REMARKS:**

2014.06.17

All areas:

Work in generally complete in all areas. PCA Architecture, CMTA Engineering and the Owner are developing punchlists at this time.

- ☐ Please acknowledge receipt of transmitted items.
- ☐ Return transmitted items to PCA ARCHITECTURE^{PSC}.

END

Kenton County School District Board Meeting



Monthly Cost and Usage Performance-Performance Period July 2013 – June 2014

- Chris Baker, CEM, Energy Systems Coordinator

Kenton County Schools Weather Normalized Cost & Usage Savings

Current Year: July 2013 to June 2014

Base Year: June 2005 to May 2006 (Twenhofel uses BYE May 2007)

MONTHLY TOTAL ENERGY PERFORMANCE (mmBtu & Cost)

Month	USE (mmBtu)		AVOIDED USE		COST			AVOIDED COST	
	Base Year	Current YTD	Savings	Savings %	Base Year	Current YTD	Current Cost/SF	Savings	Savings %
July 2013	8,307	3,986	4,321	52.0%	\$ 243,063	\$ 128,757	\$ 0.07	\$ 114,306	47.0%
August 2013	11,113	5,668	5,445	49.0%	\$ 301,393	\$ 175,709	\$ 0.10	\$ 125,683	41.7%
September 2013	9,883	4,992	4,891	49.5%	\$ 228,740	\$ 140,240	\$ 0.08	\$ 88,500	38.7%
October 2013	8,377	5,286	3,091	36.9%	\$ 171,869	\$ 117,668	\$ 0.06	\$ 54,201	31.5%
November 2013	11,141	7,731	3,409	30.6%	\$ 188,872	\$ 129,404	\$ 0.07	\$ 59,468	31.5%
December 2013	14,959	10,954	4,005	26.8%	\$ 244,822	\$ 188,960	\$ 0.10	\$ 55,862	22.8%
January 2014	15,453	15,378	75	0.5%	\$ 269,993	\$ 248,281	\$ 0.14	\$ 21,711	8.0%
February 2014	14,025	14,662	(637)	-4.5%	\$ 236,559	\$ 230,008	\$ 0.13	\$ 6,551	2.8%
March 2014	13,040	11,773	1,266	9.7%	\$ 242,695	\$ 205,038	\$ 0.11	\$ 37,657	15.5%
April 2014	10,222	8,137	2,085	20.4%	\$ 222,664	\$ 168,866	\$ 0.09	\$ 53,799	24.2%
May 2014									
June 2014									
Total Year To-									
Date	116,520	88,568	27,952	24.0%	\$ 2,350,670	\$ 1,732,931	\$ 0.95	\$ 617,739	26.3%






TOTAL ENERGY (mmBtu)

Site	USE (mmBtu)		AVOIDED USE		COST			AVOIDED COST		
	Base Year	Current YTD	Savings	Savings %	Base Year	Current YTD	Current Cost/SF	Savings	Savings/ SF	Savings %
BEECHGROVE ELEMENTARY	4,653	4,873	(220)	-4.7%	81,381	76,285	\$ 0.06	\$ 5,096	\$ 0.08	6.3%
CAYWOOD ELEMENTARY	2,609	2,249	360	13.8%	59,109	50,767	\$ 0.05	\$ 8,342	\$ 0.11	14.1%
DIXIE HEIGHTS HIGH SCHOOL	15,759	10,498	5,261	33.4%	316,981	184,218	\$ 0.09	\$ 132,764	\$ 0.70	41.9%
FT WRIGHT ELEMENTARY SCHOOL	3,000	2,929	71	2.4%	63,481	57,059	\$ 0.09	\$ 6,422	\$ 0.13	10.1%
HINSDALE ELEMENTARY SCHOOL	3,698	3,826	(128)	-3.5%	72,454	67,812	\$ 0.09	\$ 4,642	\$ 0.08	6.4%
KENTON ELEMENTARY	6,554	4,099	2,455	37.5%	127,258	81,948	\$ 0.08	\$ 45,310	\$ 0.64	35.6%
PINER ELEMENTARY*	1,615	2,111	(496)	-30.7%	37,880	65,471	\$ 0.11	\$ (27,590)	\$ (0.61)	-72.8%
RIVER RIDGE ELEMENTARY	6,491	8,287	(1,796)	-27.7%	123,698	126,607	\$ 0.08	\$ (2,910)	\$ (0.02)	-2.4%
RYLAND HEIGHTS ELEMENTARY	1,927	2,303	(376)	-19.5%	48,343	57,993	\$ 0.07	\$ (9,651)	\$ (0.17)	-20.0%
SCOTT HIGH	8,747	8,211	536	6.1%	244,132	229,227	\$ 0.09	\$ 14,904	\$ 0.09	6.1%
SIMON KENTON HIGH	20,762	11,189	9,573	46.1%	419,220	203,082	\$ 0.07	\$ 216,138	\$ 0.99	51.6%
SUMMIT VIEW CAMPUS	15,561	10,249	5,312	34.1%	297,607	202,378	\$ 0.06	\$ 95,230	\$ 0.44	32.0%
TAYLOR MILL ELEMENTARY	6,929	4,228	2,701	39.0%	109,546	65,515	\$ 0.07	\$ 44,031	\$ 0.59	40.2%
TURKEY FOOT MIDDLE SCHOOL	5,041	2,017	3,024	60.0%	65,063	39,454	\$ 0.03	\$ 25,608	\$ 0.19	39.4%
TWENHOFEL MIDDLE SCHOOL	4,444	3,525	919	20.7%	98,430	77,601	\$ 0.06	\$ 20,829	\$ 0.19	21.2%
WHITE'S TOWER ELEMENTARY	3,466	3,264	202	5.8%	68,103	56,067	\$ 0.07	\$ 12,036	\$ 0.23	17.7%
WOODLAND MIDDLE SCHOOL	5,264	4,710	554	10.5%	117,984	91,448	\$ 0.06	\$ 26,536	\$ 0.28	22.5%
Total Year To-Date	116,520	88,568	27,952	24.0%	\$ 2,350,670	\$ 1,732,931	\$ 0.95	\$ 617,738.54	\$ 0.23	26.28%

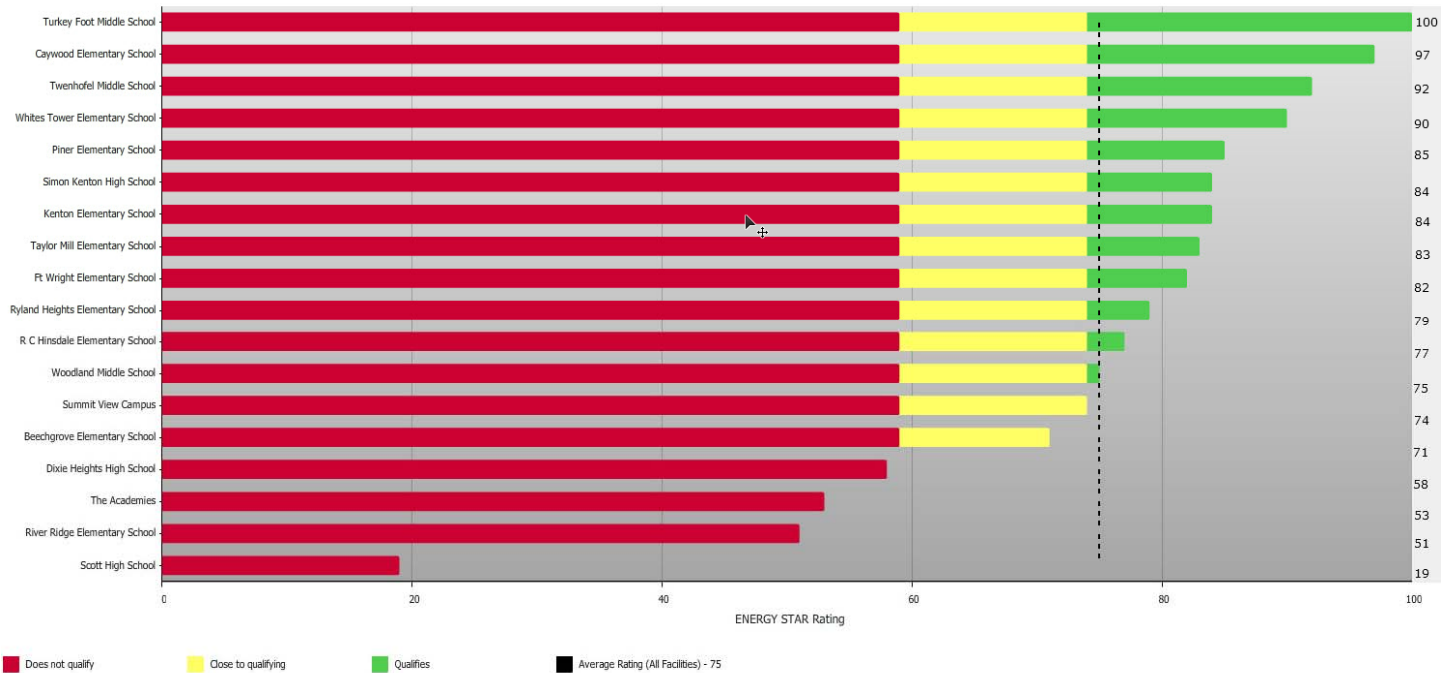
*Savings is effected by the inconsistent delivery of Propane.

Kenton County School District Emission Reduction YTD

July 2013 to June 2014 (All Facility classes, All Facilities)

Energy Type	 Energy Savings	 lbs. of CO2 Reduced	 Cars off Road	 # of Homes Powered / year	 # of trees planted
Electricity (kWh)	5,551,176	11,657,470	1,018	786	135,552
Natural Gas (kBtu)	83,407	975,862	85	66	11,347
Totals		12,633,332	1,103	852	146,899

ENERGY STAR Ratings Ranking
All Facilities -- Most Recent Ratings as of March, 2014



Kenton County Board of Education

Financial Report - All Funds

For the Month Ended May 31, 2014

Beginning Balance - May 1, 2014 \$ 30,857,525.50

Receipts:

General Property Tax	\$ 88,217.40	
Public Service Tax	10,574.38	
General Property Delinquent Tax	29,494.39	
Motor Vehicle Taxes	615,429.50	
Utilities Tax	598,637.08	
Omitted Property Tax	12,996.77	
Tuition - Regular Program	11,353.00	
Tuition - Summer Program		
Transfer Tuition		
Non Public School Transportation	\$46,031.06	
Interest From Investments	1,703.87	
Building Rentals	4,513.50	
Bus Rentals	90,134.30	
Other Local Receipts	22,498.86	
Seek Program Funds	3,654,816.00	
Vocational Transportation		
Other State Revenues	957,079.49	
Revenue in Lieu of Tax	14,535.68	
Federal Aid Through State	588,721.99	
Transportation Reimbursements		
Other Reimbursements And Refunds	13,071.27	
2014 Energy Bond Sale	-	
Transfers from Other Funds	-	
Total Receipts:		<u>\$ 6,759,808.54</u>
Total Receipts plus Balance		\$ 37,617,334.04
Disbursements		<u>15,183,873.38</u>
Ending Balance - May 31, 2014		<u><u>\$ 22,433,460.66</u></u>

Kenton County Board of Education

Available Funds - Comparison

May 31, 2014

	General/SR Funds	Building & Debt Funds	Capital Outlay	Total
This Month	\$18,823,084.06	(\$1,408,204.73)	\$1,324,136.94	\$18,739,016.27
Last Month	\$24,088,454.88	\$882,530.30	\$663,404.94	\$25,634,390.12
1 Year Ago	\$22,593,964.95	\$117,581.15	\$27,893.45	\$22,739,439.55
<u>FY Ended</u>				
6/30/2013	\$15,606,076.45	\$0.00	\$8,214.00	\$15,614,290.45
6/30/2012	\$18,244,519.53	\$0.00	\$1,113,754.70	\$19,358,274.23
6/30/2011	\$16,401,082.42	\$0.00	\$0.00	\$16,401,082.42
6/30/2010	\$12,762,567.55	\$0.00	\$0.00	\$12,762,567.55
6/30/2009	\$9,369,693.57	\$1,795,153.81	\$749,706.36	\$11,914,553.74
6/30/2008	\$5,607,745.35	\$0.00	\$0.00	\$5,607,745.35
6/30/2007	\$6,149,538.47	\$50,072.96	\$704,388.78	\$6,904,000.21
6/30/2006	\$7,444,256.16	\$0.00	\$0.00	\$7,444,256.16
6/30/2005	\$6,296,452.69	\$0.00	\$0.00	\$6,296,452.69
6/30/2004	\$7,626,328.79	\$0.00	\$0.00	\$7,626,328.79
6/30/2003	\$6,741,531.84	\$494,023.07	\$0.00	\$7,235,554.91
6/30/2002	\$5,009,602.20	\$400,838.21	\$0.00	\$5,410,440.41
6/30/2001	\$9,680,736.04	\$5,867,830.15	\$0.00	\$15,548,566.19
6/30/2000	\$9,022,213.64	\$6,509,684.84	\$0.00	\$15,531,898.48
6/30/1999	\$5,908,136.83	\$6,996,956.41	\$0.00	\$12,905,093.24
6/30/1998	\$5,127,486.48	\$7,136,860.10	\$0.00	\$12,264,346.58
6/30/1997	\$2,650,673.64	\$7,176,863.24	\$0.00	\$9,827,536.88
6/30/1996	\$891,635.68	\$5,939,983.77	\$0.00	\$6,831,619.45
6/30/1995	\$734,642.00	\$5,242,850.57	\$177.37	\$5,977,669.94
6/30/1994	\$853,822.23	\$5,737,422.07	\$543,137.19	\$7,134,381.49
6/30/1993	\$1,573,864.90	\$5,807,533.71	\$130,656.82	\$7,512,055.43
6/30/1992	\$671,910.71	\$4,311,761.40	\$1,890,202.41	\$6,873,874.52
6/30/1991	\$1,902,984.26	\$3,585,539.74	\$1,200,083.92	\$6,688,607.92
6/30/1990	\$1,008,534.49	\$2,970,711.76	\$842,591.70	\$4,821,837.95
6/30/1989	\$1,332,638.33	\$3,205,131.99	\$1,150,088.85	\$5,687,859.17
6/30/1988	\$1,368,665.03	\$3,649,329.68	\$1,275,212.79	\$6,293,207.50
6/30/1987	\$1,095,421.29	\$3,209,123.03	\$1,132,414.38	\$5,436,958.70
6/30/1986	\$819,958.46	\$2,051,912.63	\$1,851,137.41	\$4,723,008.50
6/30/1985	\$1,024,466.41	\$2,228,961.73	\$2,203,957.02	\$5,457,385.16
6/30/1984	\$1,085,628.71	\$2,734,966.05	\$1,647,039.77	\$5,467,634.53
6/30/1983	\$953,573.52	\$2,360,641.71	\$706,799.41	\$4,021,014.64
6/30/1982	\$515,615.87	\$2,416,640.24	\$242,041.95	\$3,174,298.06
6/30/1981	\$772,917.17	\$3,146,631.78	\$377,393.74	\$4,296,942.69
6/30/1980	\$576,843.72	\$2,551,764.29	\$980,452.04	\$4,109,060.05
6/30/1979	\$379,497.63	\$1,087,190.28	\$1,544,772.50	\$3,011,460.41
6/30/1978	\$536,499.49	\$1,093,894.51	\$1,664,209.39	\$3,294,603.39
6/30/1977	\$90,498.83	\$499,805.38	\$1,262,334.19	\$1,852,638.40

Kenton County Board of Education

Cash Position - May 31, 2014

	General & Special Revenue Funds	Building & Debt Service Funds	Capital Outlay	Construction
Beg. Balance	\$24,088,454.88	\$882,530.30	\$663,404.94	\$5,223,135.38
Receipts	\$6,098,639.04	\$0.00	\$660,732.00	\$437.50
Total	\$30,187,093.92	\$882,530.30	\$1,324,136.94	\$5,223,572.88
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Disbursements	\$11,364,009.86	\$2,290,735.03	\$0.00	\$1,529,128.49
Available Funds	\$18,823,084.06	(\$1,408,204.73)	\$1,324,136.94	\$3,694,444.39
Cash/Investments	\$18,823,084.06	(\$1,408,204.73)	\$1,324,136.94	\$3,694,444.39
Int. this Mo.	\$1,266.37	\$0.00	\$0.00	\$437.50
Int. Y-T-D	\$25,779.30	\$0.00	\$0.00	\$437.50

	Auton	Williams Memorial	Helen Mann Trust Fund
Beg. Balance	\$41,172.13	\$7,022.70	\$9,260.81
Receipts	\$1.75	\$0.30	\$0.39
Transfers In	\$0.00	\$0.00	\$0.00
Total	\$41,173.88	\$7,023.00	\$9,261.20
Disbursements	\$0.00	\$0.00	\$0.00
Available Funds	\$41,173.88	\$7,023.00	\$9,261.20
Cash/Investments	\$41,173.88	\$7,023.00	\$9,261.20
Int. this Mo.	\$1.75	\$0.30	\$0.39
Int. Y-T-D	\$18.89	\$3.22	\$4.24

Kenton County Board of Education
Food Service

Financial Report

For the Month Ended May 31, 2014

Beginning Balance	\$ 583,538.29
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Receipts

Interest Income	\$ 30.75
Lunch - Reimbursable	174,933.20
Breakfast - Reimbursable	15,858.75
Lunch - Non-Reimbursable	8,207.50
Breakfast - Non-Reimbursable	248.50
A-La-Carte Sales	28,835.18
Restricted Fed Through State	299,755.93
Other Receipts	2,212.47
Summer Feeding Revenue	63,763.24
Miscellaneous Revenue	<hr/>

Beginning Balance + Receipts	\$ 1,177,383.81
------------------------------	-----------------

Disbursements	<hr/> 587,213.62
---------------	------------------

MUNIS Ending Balance	<hr/> <hr/> \$ 590,170.19
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Kenton County Board of Education

Schedule of Investments

May 31, 2014

Investment Description	Principal Amount	Priced to Yield	Maturity Date	Call Date
FFB Money Market	\$634,650.13	0.05%	N/A	N/A
Fed Home Loan Bank	\$3,000,000.00	0.74%	5/8/2017	2/8/2013
Fed Home Loan Bank	\$6,000,000.00	0.00% *	6/4/2014	N/A
TOTAL	<u>\$9,634,650.13</u>			

* Short-term, purchased at a discount

Kenton County Schools
Board Report - MAY, 2014

SCHOOL			BEGINNING			TOTAL				TOTAL	ENDING
			BALANCE			RECEIPTS			-	EXPENDITURES	BALANCE
				RECEIPTS	REIMBURSE-		LABOR	FOOD &	OTHER		
				FOR MEALS	MENT			MILK +			
	%F&R	ADP									
BEECHGROVE	63%	701	\$42,767.57	\$7,724.63	\$27,289.29	\$35,013.92	\$17,307.52	\$13,460.13	\$2,201.42	\$32,969.07	\$44,812.42
CAYWOOD	57%	620	\$63,090.50	\$8,754.99	\$24,354.60	\$33,109.59	\$14,138.91	\$11,089.13	\$950.75	\$26,178.79	\$70,021.30
DIXIE	36%	822	\$60,733.33	\$26,809.90	\$27,345.68	\$54,155.58	\$26,640.31	\$19,146.41	\$6,497.47	\$52,284.19	\$62,604.72
FT. WRIGHT	49%	472	\$48,154.48	\$6,533.67	\$18,095.69	\$24,629.36	\$9,314.40	\$8,882.28	\$1,565.60	\$19,762.28	\$53,021.56
R.C. HINSDALE	16%	296	\$903.00	\$9,427.82	\$5,592.30	\$15,020.12	\$6,979.95	\$5,535.31	\$1,423.48	\$13,938.74	\$1,984.38
KENTON	36%	457	\$10,871.39	\$9,822.90	\$13,253.87	\$23,076.77	\$10,509.19	\$10,115.92	\$1,525.43	\$22,150.54	\$11,797.62
PINER	52%	383	\$14,719.24	\$4,949.19	\$13,940.01	\$18,889.20	\$10,137.71	\$8,987.12	\$906.49	\$20,031.32	\$13,577.12
RIVER RIDGE	55%	876	\$72,946.65	\$11,039.83	\$33,330.28	\$44,370.11	\$17,444.86	\$19,139.18	\$3,671.93	\$40,255.97	\$77,060.79
RYLAND	36%	356	\$7,619.58	\$5,719.66	\$11,687.73	\$17,407.39	\$8,910.42	\$5,148.55	\$679.87	\$14,738.84	\$10,288.13
SCOTT	39%	629	\$10,748.13	\$17,720.94	\$19,097.35	\$36,818.29	\$14,164.21	\$13,985.89	\$2,841.27	\$30,991.37	\$16,575.05
SIMON KENTON	35%	992	\$57,340.31	\$34,131.00	\$27,958.76	\$62,089.76	\$25,185.47	\$28,447.80	\$6,993.87	\$60,627.14	\$58,802.93
SUMMIT VIEW	40%	1077	\$62,781.46	\$23,378.16	\$35,277.53	\$58,655.69	\$48,070.72	\$19,030.41	\$5,257.66	\$72,358.79	\$49,078.36
TAYLOR MILL	42%	519	\$21,953.31	\$8,495.36	\$16,797.98	\$25,293.34	\$13,716.57	\$8,316.05	\$1,003.43	\$23,036.05	\$24,210.60
TURKEYFOOT	40%	729	\$70,922.71	\$16,307.44	\$24,700.29	\$41,007.73	\$20,730.82	\$13,274.26	\$3,071.56	\$37,076.64	\$74,853.80
TWENHOFEL	35%	680	-\$22,632.05	\$18,653.51	\$19,728.97	\$38,382.48	\$18,464.88	\$9,983.34	\$1,757.41	\$30,205.63	-\$14,455.20
WHITE'S TOWER	49%	437	-\$18,238.01	\$5,602.06	\$15,828.40	\$21,430.46	\$12,823.03	\$7,359.25	\$495.33	\$20,677.61	-\$17,485.16
WOODLAND	42%	563	\$37,534.61	\$12,813.37	\$18,516.32	\$31,329.69	\$16,134.32	\$10,150.65	\$2,252.71	\$28,537.68	\$40,326.62
			\$542,216.21	\$227,884.43	\$352,795.05	\$580,679.48	\$290,673.29	\$212,051.68	\$43,095.68	\$545,820.65	\$577,075.04
										TOTAL	\$577,075.04

**RECORD OF BOARD PROCEEDINGS
(MINUTES)**

The Kenton County Board of Education met in regular session at 1045 Eaton Drive, Ft. Wright, KY at 7 o'clock PM on the 2nd day of June, 2014 with the following members present: Karen Collins, Bill Culbertson, Jesica Jehn, and Carl Wicklund.

CALL TO ORDER

Mrs. Collins called the meeting to order.

ROLL CALL

**Roll call showed the following members present:
Karen Collins, Bill Culbertson, Jesica Jehn, and Carl Wicklund.**

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

**Mrs. Collins called for a moment of silence and
Mr. Culbertson led the Pledge of Allegiance.**

RECOGNITION

**WOW – What Outstanding Work
Jeffrey Peeno, Teacher at Turkey Foot Middle School
Nominated by a Colleague**

I am nominating Jeffrey Peeno, the art instructor at Turkey Foot Middle School for his contribution to gifted art education through the ASCENT Arts program. Mr. Peeno has given up his planning period numerous times throughout the year in order to be the Turkey Foot ASCENT Arts Visual Arts Instructor. He taught and worked with the Turkey Foot ASCENT Arts Visual Arts students several times throughout the year. Mr. Peeno designed lessons and projects that not only challenged students' artistic abilities but, inspired students to observe how art is constantly evolving in the world around them. He has given of his time to ensure that students were able to finish their projects and has repeatedly demonstrated his dedication to his students. I know his students have greatly benefited from this dedication! I am so grateful Mr. Peeno was willing to dedicate his time and talent to the Turkey Foot ASCENT Arts Visual Arts students and I know his students are grateful to have him as a teacher as well! It has been an honor to have Mr. Peeno serve as the Turkey Foot ASCENT Arts Visual Art Instructor this year and we look forward to having him work with the Turkey Foot ASCENT Arts Visual Art students again next year!

**Beth King, Teacher at R. C. Hinsdale Elementary School
Nominated by a Parent**

I would like to nominate Mrs. Beth King, 4th Grade teacher at R. C. Hinsdale Elementary for the WOW Award. Mrs. King has demonstrated such love and care for her and all other students. She goes above and beyond to ensure that every student succeeds, feels important and is having fun while learning. She is always positive and encouraging. She volunteered and spent countless hours after school away from her family (she has two small children) for months to direct our Drama Club with their performance of Honk Jr. This was a huge undertaking! She created

roles/dances/back up singing etc. so every student had a part. Not many would go that extra step. My son has some minor speech issues, is very quiet and doesn't like attention brought to him. He was given a small speaking role. Speaking, singing and dancing in front of people are out of his comfort zone. With her encouragement and support, he went from being self-conscious and not really wanting to speak, to looking forward to saying his lines and enjoying performing. He also stated he wants to be in the play next year and has shown interest not only in a speaking but a singing role. This is a huge difference! I didn't just see the growth in my son but with many other students as well. She has a way of bringing out the positive character traits and building confidence in her students. The students respect and love her and it shows. She also always makes herself available to parents as well.

Please consider her for this recognition. I would like her to know that we appreciate all she does and it has not gone unnoticed. We are very blessed to have wonderful teachers, Principal and staff like her at our school!

Rigor – Relevance – Relationship Presentation

A presentation of Goal Three was shared with the Board of Education. Tom Arnzen, Director of Student Engagement shared data and accomplishments around Goal Three.

INFORMATION

**Monthly Reports –Attendance, Construction, Energy, Finance, Student Nutrition
Personnel:**

**Certified Recommendations
Classified Recommendations
Non-Renewal of Classified Employees
Certified Change of Assignments
Classified Change of Assignments
Certified Resignations
Classified Resignations
Certified Retirement
Classified Retirement
Classified Nonrenewal
Unpaid Administrative Leave
Paid Administrative Leave
Leave of Absence without Compensation – Certified, Classified
Unpaid Days – Certified, Classified
Substitutes Recommended – Emergency, Classified**

2013-2014 Kenton County School District Gifted Student Population

PUBLIC INPUT

**Kristina Kruscamp
3457 Misty Creek Drive
Erlanger, KY 41018**

**Glenna Edwards
3064 Magnolia Drive
Edgewood, KY 41017**

Both parents expressed concerns about the changes planned for the Success Academy program for the 2014-2015 school year.

CONSENT AGENDA

**Approval of Minutes – Board Meetings – May 5, 2014
Monthly Bills
Field Trips
Bids (deleting number 12 from the agenda)
Professional Travel
Grants**

DISCUSSION AND ACTION

- 1. Mr. Culbertson motioned that the Consent Agenda be approved. Mrs. Jehn seconded the motion and it was voted unanimously to approve the Consent Agenda.**
- 2. Ms. Jehn motioned that the Board approve the Student Records Manager Job Description. Mr. Wicklund seconded the motion and it was voted unanimously to approve the Student Records Manager Job Description.**
- 3. Mr. Wicklund motioned that the Board approve the Positive Behavior Coordinator Job Description. Ms. Jehn seconded the motion and it was voted unanimously to approve the Positive Behavior Coordinator Job Description.**
- 4. Mr. Wicklund motioned that the Board approve the Safe and Drug Free School Activities Coordinator Job Description. Mr. Culbertson seconded the motion and it was voted unanimously to approve the Safe and Drug Free School Activities Coordinator Job Description.**
- 5. Mr. Culbertson motioned that the Board approve the proposed calendar change to the 2014-2015 calendar. Mr. Wicklund seconded the motion and it was voted unanimously to approve the proposed calendar change to the 2014-2015 calendar.**
- 6. Ms. Culbertson motioned that the Board approve the proposed revised calendar for the 2015-2016 calendar. Mrs. Jehn seconded the motion and it was voted unanimously to approve the proposed revised calendar for the 2015-2016 calendar.**
- 7. Mr. Culbertson motioned that the Board approve the Student Fee Schedule for 2014-2015. Mrs. Jehn seconded the motion and it was voted unanimously to approve the Student Fee Schedule for 2014-2015.**

- 8. Mr. Culbertson motioned that the Board approve the 2014-15 Salary and Pay Schedules. Mrs. Jehn seconded the motion and it was voted unanimously to approve the 2014-15 Salary and Pay Schedules.**
- 9. Mr. Wicklund motioned that the Board approve appropriation of the General Fund Balance to the Restricted and Committed categories for the purposes stated. Mr. Wicklund seconded the motion and it was voted unanimously to approve appropriation of the General Fund Balance to the Restricted and Committed categories for the purposes stated.**
- 10. Mr. Culbertson motioned that the Board establish Fund 21 – District Activity Fund to record revenues from various district activities and restrict fund expenditures to those functions described in the current KDE Chart of Accounts. Mrs. Jehn seconded the motion and it was voted unanimously to establish Fund 21 – District Activity Fund to record revenues from various district activities and restrict fund expenditures to those functions described in the current KDE Chart of Accounts.**
- 11. Mr. Culbertson motioned that the Board approve First Financial Bank as the depository institution for the district and approve the penal sum of 103% for the bond of depository at First Financial Bank for fiscal years 2014-15 and 2015-2016. Mr. Wicklund seconded the motion and it was voted unanimously to approve First Financial Bank as the depository institution for the district and approve the penal sum of 103% for the bond of depository at First Financial Bank for fiscal years 2014-15 and 2015-2016.**
- 12. Mr. Wicklund motioned that the Board accept the 2014-15 school activity budgets as presented. Mrs. Jehn seconded the motion and it was voted unanimously to accept the 2014-15 school activity budgets as presented.**
- 13. Mr. Wicklund motioned that the Board approve Change Order No. 2 with Ashley Construction, Inc. associated with Secure Entry Vestibules at Various Schools – BG 13-229 contingent on Kentucky Department of Education. Mr. Culbertson seconded the motion and it was voted unanimously to approve Change Order No. 2 with Ashley Construction, Inc. associated with Secure Entry Vestibules at Various Schools – BG 13-229 contingent on Kentucky Department of Education.**
- 14. Mr. Culbertson motioned that the Board approve Change Order No. #3 with Ashley Construction, Inc. associated with Secure Entry Vestibules at Various Schools – BG 13-229 contingent on Kentucky Department of Education. Mr. Wicklund seconded the motion and it was voted unanimously to approve Change Order No. #3 with Ashley Construction, Inc. associated with Secure Entry Vestibules at Various Schools – BG 13-229 contingent on Kentucky Department of Education.**
- 15. Mr. Wicklund motioned that the Board approve Change Order No. 1 with Len Reigler Blacktop, Inc. associated with Twenhofel/ South Bus Lot – BG 14-040 contingent on Kentucky Department of Education. Mr. Culbertson seconded the motion and it was voted unanimously to approve Change Order No. 1 with Len Reigler Blacktop, Inc. associated with Twenhofel/ South Bus Lot – BG 14-040 contingent on Kentucky Department of Education.**

- 16. Mr. Culbertson motioned that the Board approve Change Order No. 2 with Len Reigler Blacktop, Inc. associated with Twenhofel/ South Bus Lot – BG 14-040 contingent on Kentucky Department of Education. Mrs. Jehn seconded the motion and it was voted unanimously to approve Change Order No. 2 with Len Reigler Blacktop, Inc. associated with Twenhofel/ South Bus Lot – BG 14-040 contingent on Kentucky Department of Education.**
- 17. Mr. Wicklund motioned that the Board approve Change Order No. 3 with Len Reigler Blacktop, Inc. associated with Twenhofel/ South Bus Lot – BG 14-040 contingent on Kentucky Department of Education. Mr. Culbertson seconded the motion and it was voted unanimously to approve Change Order No. 3 with Len Reigler Blacktop, Inc. associated with Twenhofel/ South Bus Lot – BG 14-040 contingent on Kentucky Department of Education.**
- 18. Mrs. Jehn motioned that the Board approve Change Order No. 11 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval. Mr. Culbertson seconded the motion and it was voted unanimously to approve Change Order No. 11 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval.**
- 19. Mr. Wicklund motioned that the Board approve the Change Order No. 12 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval. Mr. Culbertson seconded the motion and it was voted unanimously to approve Change Order No. 12 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval.**
- 20. Mr. Culbertson motioned that the Board approve Change Order No. 13 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval. Mrs. Jehn seconded the motion and it was voted unanimously to approve Change Order No. 13 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval.**
- 21. Mr. Culbertson motioned that the Board approve Change Order No. 1 to the Purchase Order with Architect Sales, Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval. Mr. Wicklund seconded the motion and it was voted unanimously to approve Change Order No. 1 to the Purchase Order with Architect Sales, Inc. associated with Scott High School – Phase II-B, contingent on Kentucky Department of Education approval.**
- 22. Mr. Wicklund motioned that the Board the proposed design development plans for the Phase III renovation of Scott High School. Mrs. Jehn seconded the motion and it was voted unanimously to approve the proposed design development plans for the Phase III renovation of Scott High School.**
- 23. Mr. Culbertson motioned that the Board reject all bids and solicit new bids in accordance with KRS 45A.390. Mr. Wicklund seconded the motion and it was voted unanimously to reject all bids and solicit new bids in accordance with KRS 45A.390.**

24. Mr. Culbertson motioned that the Board approve the Substitute Caller Transportation Department Revised Job Description. Mrs. Jehn seconded the motion and it was voted unanimously to approve Substitute Caller Transportation Department Revised Job Description.
25. Mr. Wicklund motioned that the Board approve the Health Assistant/Non-Licensed Health Technician Revised Job Description. Mr. Culbertson seconded the motion and it was voted unanimously to approve the Health Assistant/Non-Licensed Health Technician Revised Job Description.
26. Mr. Wicklund motioned that the Agenda/Addendum be made a part of the official board minutes. Mr. Culbertson seconded the motion and it was voted unanimously to make the Agenda/Addendum a part of the official board minutes.

OTHER BUSINESS
BOARD

Dr. Cox-Cruey thanked the staff and Board members for the success of the high school graduations. She shared the high performance calendars with the Board members , NKY magazine article about the academies and she shared her professional growth plan.

Mr. Wicklund and Mrs. Collins thanked all of the administrators for allof their hard work and effort in making this a great school year.

STAFF
None

TEACHERS
None

Mrs. Collins stated that it was necessary to go into Executive Session for the purpose of KRS 61.810 (f) (Personnel, pupil).

27. Mrs. Jehn motioned that the Board go into Executive Session. Mr. Wicklund seconded the motion and the Board unanimously voted to go into Executive Session.
28. Mr. Culbertson motioned that the Board go into Open Session. Mrs. Jehn seconded the motion and the Board unanimously voted to go into Open Session.

STUDENT EXPULSION

Mrs. Collins read the finding: Upon deliberation and with due consideration of all evidence, the student was found to be involved in trafficking drugs, which is a violation of the Code of Acceptable Behavior and Discipline, specifically Item #1801 and poses a threat to other students and school staff and could not be placed in a state funded agency program. As a result the Board of Education

has expelled the student, without services, from Summit View Middle School for one calendar year, or May 1, 2015. Upon September 2, 2014 he may be eligible for services and will be monitored by the Superintendent's designee. The following conditions must be met:

- 1. Must continue his drug counseling program**
- 2. At random submit negative drug test results at his expense as requested by the Director of Student Services.**
- 3. Complete 40 hours of community service**
- 4. Other stipulations as required by the Superintendent.**

This expulsion from Summit View Middle does not allow for Jonah to participate in any Summit View Middle or Kenton County Schools activities during the term of his expulsion.

- 29. It was moved by Mrs. Collins, seconded by Mr. Culbertson, and unanimously voted to accept the finding as read.**
- 30. Ms. Jehn motioned for adjournment. Mr. Culbertson seconded the motion – meeting was adjourned.**

Karen Collins, Chairperson

Vicki Fields, Secretary

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KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT

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WARRANT: 05/28/14

TO FISCAL 2014/11 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	0955-27	05/27/14			108147	P	05/28/14	0951087 0622	ELECTRICITY	7.73
	INVOICE: 0955/27									
	0955-27A	05/27/14			108147	P	05/28/14	0951087 0622	ELECTRICITY	1,600.74
	INVOICE: 0955/27A									
	1005-27	05/27/14			108147	P	05/28/14	1001087 0622	ELECTRICITY	5,054.79
	INVOICE: 1005/27									
	1005-27A	05/27/14			108146	P	05/28/14	1001087 0621	NATURAL GAS	1,061.49
	INVOICE: 1005/27A									
	1055-27	05/27/14			108147	P	05/28/14	1051087 0622	ELECTRICITY	5,738.59
	INVOICE: 1055/27									
	1055-27	05/27/14			108147	P	05/28/14	1051087 0621	NATURAL GAS	210.27
	INVOICE: 1055/27									
	1055-27A	05/27/14			108147	P	05/28/14	1051087 0622	ELECTRICITY	713.18
	INVOICE: 1055/27A									
	1085-27	05/27/14			108147	P	05/28/14	1081087 0622	ELECTRICITY	8,526.39
	INVOICE: 1085/27									
	1085-27A	05/27/14			108147	P	05/28/14	1081087 0621	NATURAL GAS	401.24
	INVOICE: 1085/27A									
	1105-27	05/27/14			108147	P	05/28/14	1101087 0622	ELECTRICITY	302.97
	INVOICE: 1105/27									
	1105-27A	05/27/14			108147	P	05/28/14	1101087 0622	ELECTRICITY	18.47
	INVOICE: 1105/27A									
	1205-27	05/27/14			108147	P	05/28/14	1201087 0622	ELECTRICITY	27,879.45
	INVOICE: 1205/27									
	1205-27A	05/27/14			108147	P	05/28/14	1201087 0622	ELECTRICITY	3,204.82
	INVOICE: 1205/27A									
	4955-27	05/27/14			108147	P	05/28/14	4951087 0622	ELECTRICITY	4,170.08
	INVOICE: 4955/27									
	4955-27A	05/27/14			108147	P	05/28/14	4951087 0621	NATURAL GAS	710.08
	INVOICE: 4955/27A									
	9015-27	05/27/14			108147	P	05/28/14	9011096 0622	ELECTRICITY	16.50
	INVOICE: 9015/27									
	9015-27A	05/27/14			108147	P	05/28/14	9011096 0622	ELECTRICITY	138.69
	INVOICE: 9015/27A									
	9015-27B	05/27/14			108147	P	05/28/14	9011096 0622	ELECTRICITY	405.80
	INVOICE: 9015/27B									
	9015-28	05/27/14			108147	P	05/28/14	9011096 0622	ELECTRICITY	735.52
	INVOICE: 9015/28									
VENDOR TOTALS										
				2,024,806.82 YTD INVOICED				2,024,806.82 YTD PAID		133,115.78
8600 NORTHERN KENTUCKY WATER SERVICE										
	0605-27	05/27/14			108148	P	05/28/14	0601087 0411	WATER/SEWAGE	746.52
	INVOICE: 0605/27									
	1085-28	05/27/14			108148	P	05/28/14	1081087 0411	WATER/SEWAGE	961.04
	INVOICE: 1085/28									
	1205-28	05/27/14			108148	P	05/28/14	1201087 0411	WATER/SEWAGE	176.80
	INVOICE: 1205/28									
	1205-28A	05/27/14			108148	P	05/28/14	1201087 0411	WATER/SEWAGE	35.33
	INVOICE: 1205/28A									
	1205-28B	05/27/14			108148	P	05/28/14	1201087 0411	WATER/SEWAGE	1,807.08

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KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT

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WARRANT: 05/28/14

TO FISCAL 2014/11 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE: 1205/28B									
	1205-28C	05/27/14			108148	P	05/28/14	1201087 0411	WATER/SEWAGE	111.76
	INVOICE: 1205/28C									
	VENDOR TOTALS			105,086.09	YTD INVOICED			105,171.94	YTD PAID	3,838.53
230	SANITATION DISTRICT #1									
	0075-27	05/27/14			108149	P	05/28/14	0071087 0411	WATER/SEWAGE	169.92
	INVOICE: 0075/27									
	0085-27	05/27/14			108149	P	05/28/14	0081087 0411	WATER/SEWAGE	5,537.40
	INVOICE: 0085/27									
	0505-27	05/27/14			108149	P	05/28/14	0501087 0411	WATER/SEWAGE	770.40
	INVOICE: 0505/27									
	0505-27A	05/27/14			108149	P	05/28/14	0501087 0411	WATER/SEWAGE	2,348.25
	INVOICE: 0505/27A									
	0605-27	05/27/14			108149	P	05/28/14	0601087 0411	WATER/SEWAGE	423.36
	INVOICE: 0605/27									
	0605-27A	05/27/14			108149	P	05/28/14	0601087 0411	WATER/SEWAGE	910.50
	INVOICE: 0605/27A									
	0905-27	05/27/14			108149	P	05/28/14	0901087 0411	WATER/SEWAGE	2,694.24
	INVOICE: 0905/27									
	0905-27A	05/27/14			108149	P	05/28/14	0901087 0411	WATER/SEWAGE	370.50
	INVOICE: 0905/27A									
	0905-27B	05/27/14			108149	P	05/28/14	0901087 0411	WATER/SEWAGE	3,138.75
	INVOICE: 0905/27B									
	0955-27	05/27/14			108149	P	05/28/14	0951087 0411	WATER/SEWAGE	1,857.60
	INVOICE: 0955/27									
	0955-27A	05/27/14			108149	P	05/28/14	0951087 0411	WATER/SEWAGE	227.46
	INVOICE: 0955/27A									
	1055-27	05/27/14			108149	P	05/28/14	1051087 0411	WATER/SEWAGE	1,336.50
	INVOICE: 1055/27									
	1055-27A	05/27/14			108149	P	05/28/14	1051087 0411	WATER/SEWAGE	40.14
	INVOICE: 1055/27A									
	1055-27B	05/27/14			108149	P	05/28/14	1051087 0411	WATER/SEWAGE	2,211.84
	INVOICE: 1055/27B									
	4955-27	05/27/14			108149	P	05/28/14	4951087 0411	WATER/SEWAGE	279.36
	INVOICE: 4955/27									
	4955-27A	05/27/14			108149	P	05/28/14	4951087 0411	WATER/SEWAGE	1,452.66
	INVOICE: 4955/27A									
	VENDOR TOTALS			291,932.13	YTD INVOICED			291,932.13	YTD PAID	23,768.88
972	U. S. POSTAL SERVICE									
	5-20-14	05/27/14			108150	P	05/28/14	0011075 0531	POSTAGE & PO BOX RENT	220.00
	INVOICE: 5/20/14									
	VENDOR TOTALS			13,271.00	YTD INVOICED			13,271.00	YTD PAID	220.00
									REPORT TOTALS	161,457.19

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KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT

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WARRANT: 05/28/14

TO FISCAL 2014/11 07/01/2013 TO 06/30/2014

VENDOR NAME

DOCUMENT

INV DATE VOUCHER PO

CHECK NO

T CHK DATE GL ACCOUNT

GL ACCOUNT DESCRIPTION

COUNT

AMOUNT

TOTAL PRINTED CHECKS

7

161,457.19

** END OF REPORT - Generated by Sarah Steffen **

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**KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT**

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WARRANT: 05/30/14

TO FISCAL 2014/11 07/01/2013 TO 06/30/2014

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KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT

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WARRANT: 05/30/14

TO FISCAL 2014/11 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	1005-30	05/30/14			108159	P	05/30/14	1001087 0411	WATER/SEWAGE	4.80
	INVOICE:	1005/30								
	VENDOR TOTALS			291,936.93	YTD INVOICED			291,936.93	YTD PAID	4.80
390	SCHOLASTIC									
	43290618	05/30/14		14006480	108160	P	05/30/14	4952121 0643	3104M SUPPLEMENTARY BKS/STUDY G	50.00
	INVOICE:	43290618								
	VENDOR TOTALS			17,306.95	YTD INVOICED			17,306.95	YTD PAID	50.00
4210	STATE TREASURER OF KENTUCKY									
	4-2014	05/30/14			108161	P	05/30/14	0001087 0212	GROUP HEALTH INSURANCE	12.20
	INVOICE:	4/2014								
	VENDOR TOTALS			12.20	YTD INVOICED			12.20	YTD PAID	12.20
									REPORT TOTALS	12,299.20

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	11	12,299.20

** END OF REPORT - Generated by Sarah Steffen **

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**KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT**

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WARRANT: 06/11/14

TO FISCAL 2014/12 07/01/2013 TO 06/30/2014

VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
12932	A & A LAWN CARE & LANDSCAPING									
	92115A	06/10/14		14006604	108162	P	06/11/14	1081134 0424	CONTRACT GROUNDS SERVICE	135.00
	INVOICE:	92115A								
	92115A	06/10/14		14006604	108162	P	06/11/14	1201134 0424	CONTRACT GROUNDS SERVICE	135.00
	INVOICE:	92115A								
	VENDOR TOTALS			68,123.83 YTD INVOICED				71,769.05 YTD PAID		270.00
11501	BLEVINS, KELLY J.									
	4-23-5-14	06/10/14			108163	P	06/11/14	0001029 0581	TRAVEL - IN DISTRICT	68.60
	INVOICE:	4/23-5/14								
	4-23-5-14	06/10/14			108163	P	06/11/14	0002150 0581 3104	TRAVEL - IN DISTRICT	68.60
	INVOICE:	4/23-5/14								
	VENDOR TOTALS			2,025.79 YTD INVOICED				2,025.79 YTD PAID		137.20
13227	BRONZE LEOPARD									
	608	06/10/14		14003910	108164	P	06/11/14	9011096 0610	GENERAL SUPPLIES	477.77
	INVOICE:	608								
	VENDOR TOTALS			17,001.42 YTD INVOICED				17,001.42 YTD PAID		477.77
1145	BULLOCK PEN WATER DISTRICT									
	0706-10	06/10/14			108165	P	06/11/14	0701087 0411	WATER/SEWAGE	297.76
	INVOICE:	0706/10								
	VENDOR TOTALS			2,837.61 YTD INVOICED				2,837.61 YTD PAID		297.76
227	DUKE ENERGY									
	0066-10	06/10/14			108166	P	06/11/14	0061087 0622	ELECTRICITY	14,160.55
	INVOICE:	0066/10								
	0096-10	06/10/14			108166	P	06/11/14	0091087 0622	ELECTRICITY	55.68
	INVOICE:	0096/10								
	0096-10	06/10/14			108166	P	06/11/14	0091087 0621	NATURAL GAS	149.80
	INVOICE:	0096/10								
	0206-10	06/10/14			108166	P	06/11/14	0201087 0622	ELECTRICITY	4,419.05
	INVOICE:	0206/10								
	0206-10	06/10/14			108166	P	06/11/14	0201087 0621	NATURAL GAS	189.49
	INVOICE:	0206/10								
	0406-10	06/10/14			108166	P	06/11/14	0401087 0622	ELECTRICITY	1,956.74
	INVOICE:	0406/10								
	0406-10A	06/10/14			108166	P	06/11/14	0401087 0622	ELECTRICITY	21,489.43
	INVOICE:	0406/10A								
	0956-10	06/10/14			108166	P	06/11/14	0951087 0622	ELECTRICITY	10.39
	INVOICE:	0956/10								
	1036-10	06/10/14			108166	P	06/11/14	1031087 0622	ELECTRICITY	2,994.25
	INVOICE:	1036/10								
	1036-10	06/10/14			108166	P	06/11/14	1031087 0621	NATURAL GAS	138.90
	INVOICE:	1036/10								
	9016-10A	06/10/14			108166	P	06/11/14	9011096 0622	ELECTRICITY	16.86
	INVOICE:	9016/10A								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	90160-10	06/10/14			108166	P	06/11/14	9011096 0622	ELECTRICITY	698.82
	INVOICE: 9016/10									
	9036-10	06/10/14			108166	P	06/11/14	9031087 0621	NATURAL GAS	520.89
	INVOICE: 9036/10									
	9036-10	06/10/14			108166	P	06/11/14	9031087 0622	ELECTRICITY	1,443.40
	INVOICE: 9036/10									
	VENDOR TOTALS		2,076,817.00	YTD INVOICED				2,076,817.00	YTD PAID	48,244.25
12677	ENERGY TRANSFER PARTNERS, L.P.									
	201405-I-58	06/10/14			108167	P	06/11/14	0401087 0621	NATURAL GAS	107.88
	INVOICE: 201405-I-000058									
	201405-I-59	06/10/14			108167	P	06/11/14	0901087 0621	NATURAL GAS	151.39
	INVOICE: 201405-I-000059									
	201405-I-60	06/10/14			108167	P	06/11/14	0071087 0621	NATURAL GAS	123.29
	INVOICE: 201405-I-000060									
	VENDOR TOTALS		85,022.49	YTD INVOICED				85,787.09	YTD PAID	382.56
2267	NORTHERN KENTUCKY DISTRICT HEALTH									
	6-10-14	06/10/14		14009190	108168	P	06/11/14	0065101 0349	OTHER PROFESSIONAL SERVIC	60.00
	INVOICE: 6/10/14									
	VENDOR TOTALS		315.00	YTD INVOICED				315.00	YTD PAID	60.00
8600	NORTHERN KENTUCKY WATER SERVICE									
	0806-10	06/10/14			108169	P	06/11/14	0801087 0411	WATER/SEWAGE	340.82
	INVOICE: 0806/10									
	1106-10	06/10/14			108169	P	06/11/14	1101087 0411	WATER/SEWAGE	41.20
	INVOICE: 1106/10									
	VENDOR TOTALS		105,468.11	YTD INVOICED				105,553.96	YTD PAID	382.02
230	SANITATION DISTRICT #1									
	1086-10	06/10/14			108170	P	06/11/14	1081087 0411	WATER/SEWAGE	4,880.34
	INVOICE: 1086/10									
	1206-10	06/10/14			108170	P	06/11/14	1201087 0411	WATER/SEWAGE	40.14
	INVOICE: 1206/10									
	1206-10A	06/10/14			108170	P	06/11/14	1201087 0411	WATER/SEWAGE	2,348.25
	INVOICE: 1206/10A									
	1206-10B	06/10/14			108170	P	06/11/14	1201087 0411	WATER/SEWAGE	180.63
	INVOICE: 1206/10B									
	VENDOR TOTALS		299,386.29	YTD INVOICED				299,386.29	YTD PAID	7,449.36
14155	TIME WARNER CABLE BUSINESS CLASS									
	5-29-6-28	06/10/14		14004024	108171	P	06/11/14	1201059 0645 7000	AUDIOVISUAL MATERIALS	16.86
	INVOICE: 5/29-6/28									
	VENDOR TOTALS		162.06	YTD INVOICED				162.06	YTD PAID	16.86

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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REPORT TOTALS 57,717.78

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	10	57,717.78

** END OF REPORT - Generated by Sarah Steffen **

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KENTON COUNTY BOARD OF EDUCATION
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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
10786 FIFTH THIRD BANK										
	117056	04/30/14			108172	P	06/17/14	0405101 0610	GENERAL SUPPLIES	404.60
	INVOICE:	002747791643								
	117057	04/30/14			108172	P	06/17/14	0405101 0610	GENERAL SUPPLIES	316.20
	INVOICE:	002747791645								
	117058	05/01/14			108172	P	06/17/14	0205101 0610	GENERAL SUPPLIES	13.70
	INVOICE:	002751020607								
	117059	05/02/14			108172	P	06/17/14	0065101 0610	GENERAL SUPPLIES	-.43
	INVOICE:	002757083525								
	117060	05/01/14			108172	P	06/17/14	0025101 0532	TELEPHONE	14.99
	INVOICE:	002757083527								
	117061	05/05/14			108172	P	06/17/14	0205101 0610	GENERAL SUPPLIES	217.25
	INVOICE:	002758941655								
	117062	05/05/14			108172	P	06/17/14	0085101 0610	GENERAL SUPPLIES	439.45
	INVOICE:	002758941657								
	117063	05/06/14			108172	P	06/17/14	0405101 0610	GENERAL SUPPLIES	90.75
	INVOICE:	002761469873								
	117064	05/12/14			108172	P	06/17/14	1005101 0610	GENERAL SUPPLIES	45.58
	INVOICE:	002776877823								
	117065	05/19/14			108172	P	06/17/14	0805101 0610	GENERAL SUPPLIES	17.98
	INVOICE:	002794322479								
	117066	05/23/14			108172	P	06/17/14	0025101 0610	GENERAL SUPPLIES	143.50
	INVOICE:	002803193749								
	117067	05/22/14			108172	P	06/17/14	0055101 0610	GENERAL SUPPLIES	269.96
	INVOICE:	002803193751								
	117068	05/22/14			108172	P	06/17/14	1005101 0610	GENERAL SUPPLIES	192.98
	INVOICE:	002803193753								
	117069	05/22/14			108172	P	06/17/14	1055101 0610	GENERAL SUPPLIES	26.00
	INVOICE:	002803193755								
	117070	05/28/14			108172	P	06/17/14	1035101 0610	GENERAL SUPPLIES	190.50
	INVOICE:	002815153229								
	117071	04/30/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	25.78
	INVOICE:	002747791633								
	117072	04/30/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	25.00
	INVOICE:	002747791635								
	117073	05/01/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	616.02
	INVOICE:	002751020583								
	117074	05/01/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	616.02
	INVOICE:	002751020589								
	117075	05/01/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	616.02
	INVOICE:	002751020593								
	117076	05/01/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	616.02
	INVOICE:	002751020597								
	117077	05/01/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	616.02
	INVOICE:	002751020599								
	117078	05/14/14			108172	P	06/17/14	0011075 0582	TRAVEL - OUT OF DISTRICT	67.50
	INVOICE:	002782564627								
	117079	05/15/14			108172	P	06/17/14	0011075 0343	LEGAL SERVICES	-14.28
	INVOICE:	002782564631								
	117080	05/15/14			108172	P	06/17/14	0011075 0343	LEGAL SERVICES	-264.90
	INVOICE:	002782564637								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	117081	05/17/14			108172	P	06/17/14	9011096 0582	TRAVEL - OUT OF DISTRICT	699.85
	INVOICE:	002790654997								
	117082	04/30/14			108172	P	06/17/14	9011096 0532	TELEPHONE	100.00
	INVOICE:	002747791637								
	117083	04/30/14			108172	P	06/17/14	0061134 0610	GENERAL SUPPLIES	7.73
	INVOICE:	002747791639								
	117084	04/30/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	28.82
	INVOICE:	002747791641								
	117085	04/29/14			108172	P	06/17/14	0051134 0610	GENERAL SUPPLIES	47.12
	INVOICE:	002747791649								
	117086	04/30/14			108172	P	06/17/14	0051134 0610	GENERAL SUPPLIES	39.33
	INVOICE:	002747791653								
	117087	04/30/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	35.60
	INVOICE:	002747791655								
	117088	05/01/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	25.00
	INVOICE:	002751020601								
	117089	05/01/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	15.00
	INVOICE:	002751020605								
	117090	05/01/14			108172	P	06/17/14	0081118 0610	7000 GENERAL SUPPLIES	30.00
	INVOICE:	002751020609								
	117091	05/01/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	25.80
	INVOICE:	002751020613								
	117092	05/01/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	44.49
	INVOICE:	002751020617								
	117093	05/02/14			108172	P	06/17/14	0401087 0532	TELEPHONE	506.01
	INVOICE:	002757083507								
	117094	05/02/14			108172	P	06/17/14	0061087 0532	TELEPHONE	488.84
	INVOICE:	002757083509								
	117095	05/02/14			108172	P	06/17/14	1031087 0532	TELEPHONE	149.60
	INVOICE:	002757083511								
	117096	05/02/14			108172	P	06/17/14	0011087 0532	TELEPHONE	286.41
	INVOICE:	002757083513								
	117097	05/03/14			108172	P	06/17/14	0001118 0610	015X GENERAL SUPPLIES	108.08
	INVOICE:	002757083515								
	117098	05/02/14			108172	P	06/17/14	9031087 0532	TELEPHONE	158.10
	INVOICE:	002757083517								
	117099	05/02/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	10.54
	INVOICE:	002757083519								
	117100	05/02/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	20.35
	INVOICE:	002757083521								
	117101	05/02/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	63.75
	INVOICE:	002757083523								
	117102	05/03/14			108172	P	06/17/14	0002027 0610	3374 GENERAL SUPPLIES	25.00
	INVOICE:	002757083529								
	117103	05/04/14			108172	P	06/17/14	0002027 0610	3374 GENERAL SUPPLIES	25.00
	INVOICE:	002757083531								
	117104	05/02/14			108172	P	06/17/14	4951134 0610	GENERAL SUPPLIES	24.00
	INVOICE:	002757083533								
	117105	05/02/14			108172	P	06/17/14	1001134 0610	GENERAL SUPPLIES	27.18
	INVOICE:	002757083535								
	117106	05/02/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	95.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	002757083537								
117107		05/02/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	338.15
	INVOICE:	002757083539								
117108		05/02/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	24.01
	INVOICE:	002757083541								
117109		05/05/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	5.43
	INVOICE:	002758941651								
117110		05/05/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	5.26
	INVOICE:	002758941653								
117111		04/30/14			108172	P	06/17/14	0901134 0610	GENERAL SUPPLIES	495.00
	INVOICE:	002758941659								
117112		05/05/14			108172	P	06/17/14	0501134 0610	GENERAL SUPPLIES	10.00
	INVOICE:	002758941661								
117113		05/05/14			108172	P	06/17/14	0701134 0610	GENERAL SUPPLIES	142.98
	INVOICE:	002758941663								
117114		05/05/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	440.82
	INVOICE:	002758941665								
117115		05/05/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	84.00
	INVOICE:	002758941667								
117116		05/05/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	190.00
	INVOICE:	002758941669								
117117		05/05/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	135.59
	INVOICE:	002761469869								
117118		05/01/14			108172	P	06/17/14	1051134 0610	GENERAL SUPPLIES	492.00
	INVOICE:	002761469871								
117119		05/06/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	30.69
	INVOICE:	002761469875								
117120		05/06/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	44.58
	INVOICE:	002765192483								
117121		05/07/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	33.48
	INVOICE:	002765192487								
117122		05/07/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	22.99
	INVOICE:	002765192491								
117123		05/07/14			108172	P	06/17/14	1001134 0610	GENERAL SUPPLIES	17.28
	INVOICE:	002765192495								
117124		05/07/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002765192499								
117125		05/06/14			108172	P	06/17/14	0901134 0610	GENERAL SUPPLIES	64.00
	INVOICE:	002765192501								
117126		05/06/14			108172	P	06/17/14	0901134 0610	GENERAL SUPPLIES	50.00
	INVOICE:	002765192503								
117127		05/07/14			108172	P	06/17/14	1081134 0610	GENERAL SUPPLIES	185.19
	INVOICE:	002765192505								
117128		05/07/14			108172	P	06/17/14	0901134 0442	EQUIPMENT & VEHICLE RENT	207.00
	INVOICE:	002765192509								
117129		05/07/14			108172	P	06/17/14	1081134 0610	GENERAL SUPPLIES	71.07
	INVOICE:	002768163387								
117130		05/08/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	10.29
	INVOICE:	002768163389								
117131		05/08/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	14.01
	INVOICE:	002768163391								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	117132	05/08/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	123.83
	INVOICE:	002768163393								
	117133	05/08/14			108172	P	06/17/14	0401134 0442	EQUIPMENT & VEHICLE RENT	344.18
	INVOICE:	002768163395								
	117134	05/08/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	120.22
	INVOICE:	002768163397								
	117135	05/08/14			108172	P	06/17/14	0901134 0442	EQUIPMENT & VEHICLE RENT	-103.50
	INVOICE:	002768163399								
	117136	05/08/14			108172	P	06/17/14	1051134 0610	GENERAL SUPPLIES	38.44
	INVOICE:	002768163401								
	117137	05/09/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002773069327								
	117138	05/09/14			108172	P	06/17/14	0002121 0610	3374 GENERAL SUPPLIES	25.00
	INVOICE:	002773069331								
	117139	05/09/14			108172	P	06/17/14	9011096 0610	GENERAL SUPPLIES	25.00
	INVOICE:	002773069335								
	117140	05/09/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002773069339								
	117141	05/09/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002773069345								
	117142	05/08/14			108172	P	06/17/14	0051134 0610	GENERAL SUPPLIES	24.91
	INVOICE:	002773069349								
	117143	05/09/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	11.98
	INVOICE:	002773069351								
	117144	05/09/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002773069355								
	117145	05/09/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002773069357								
	117146	05/12/14			108172	P	06/17/14	1101134 0610	GENERAL SUPPLIES	24.98
	INVOICE:	002776877809								
	117147	05/12/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	19.97
	INVOICE:	002776877811								
	117148	05/12/14			108172	P	06/17/14	4951134 0610	GENERAL SUPPLIES	19.97
	INVOICE:	002776877813								
	117149	05/12/14			108172	P	06/17/14	0901134 0610	GENERAL SUPPLIES	12.97
	INVOICE:	002776877815								
	117150	05/12/14			108172	P	06/17/14	0451134 0610	GENERAL SUPPLIES	12.99
	INVOICE:	002776877817								
	117151	05/12/14			108172	P	06/17/14	0701134 0610	GENERAL SUPPLIES	15.98
	INVOICE:	002776877819								
	117152	05/12/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002776877821								
	117153	05/12/14			108172	P	06/17/14	0001118 0646	006X TESTS	30.00
	INVOICE:	002776877825								
	117154	05/12/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	55.73
	INVOICE:	002776877827								
	117155	05/13/14			108172	P	06/17/14	0011087 0532	TELEPHONE	8,429.60
	INVOICE:	002779352763								
	117156	05/13/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	27.08
	INVOICE:	002779352769								
	117157	05/13/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	48.15

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**KENTON COUNTY BOARD OF EDUCATION
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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	002779352775								
117158	05/13/14	108172	P	06/17/14	0051134	0610		GENERAL SUPPLIES	278.58	
	INVOICE:	002779352779								
117159	05/13/14	108172	P	06/17/14	0501134	0610		GENERAL SUPPLIES	187.00	
	INVOICE:	002779352783								
117160	05/13/14	108172	P	06/17/14	0061134	0610		GENERAL SUPPLIES	113.57	
	INVOICE:	002779352787								
117161	05/13/14	108172	P	06/17/14	0051134	0610		GENERAL SUPPLIES	78.63	
	INVOICE:	002782564641								
117162	05/14/14	108172	P	06/17/14	9011134	0610		GENERAL SUPPLIES	13.23	
	INVOICE:	002782564643								
117163	05/14/14	108172	P	06/17/14	0401134	0610		GENERAL SUPPLIES	3.76	
	INVOICE:	002782564647								
117164	05/14/14	108172	P	06/17/14	1201134	0610		GENERAL SUPPLIES	39.96	
	INVOICE:	002782564659								
117165	05/13/14	108172	P	06/17/14	9201134	0610		GENERAL SUPPLIES	98.29	
	INVOICE:	002782564665								
117166	05/14/14	108172	P	06/17/14	0801134	0610		GENERAL SUPPLIES	106.24	
	INVOICE:	002782564669								
117167	05/15/14	108172	P	06/17/14	9201134	0610		GENERAL SUPPLIES	22.98	
	INVOICE:	002785733827								
117168	05/15/14	108172	P	06/17/14	0001118	0610	014X	GENERAL SUPPLIES	30.00	
	INVOICE:	002785733829								
117169	05/15/14	108172	P	06/17/14	1081134	0610		GENERAL SUPPLIES	88.35	
	INVOICE:	002785733833								
117170	05/14/14	108172	P	06/17/14	0451134	0610		GENERAL SUPPLIES	11.50	
	INVOICE:	002785733835								
117171	05/14/14	108172	P	06/17/14	0801134	0610		GENERAL SUPPLIES	287.75	
	INVOICE:	002785733837								
117172	05/15/14	108172	P	06/17/14	0051087	0532		TELEPHONE	217.96	
	INVOICE:	002790655001								
117173	05/15/14	108172	P	06/17/14	0601087	0532		TELEPHONE	182.99	
	INVOICE:	002790655003								
117174	05/15/14	108172	P	06/17/14	0501087	0532		TELEPHONE	247.88	
	INVOICE:	002790655005								
117175	05/15/14	108172	P	06/17/14	0701087	0532		TELEPHONE	188.03	
	INVOICE:	002790655007								
117176	05/15/14	108172	P	06/17/14	0451087	0532		TELEPHONE	210.74	
	INVOICE:	002790655009								
117177	05/15/14	108172	P	06/17/14	0801087	0532		TELEPHONE	188.03	
	INVOICE:	002790655011								
117178	05/15/14	108172	P	06/17/14	1201087	0532		TELEPHONE	209.46	
	INVOICE:	002790655013								
117179	05/15/14	108172	P	06/17/14	1201087	0532		TELEPHONE	32.57	
	INVOICE:	002790655015								
117180	05/15/14	108172	P	06/17/14	0901087	0532		TELEPHONE	504.20	
	INVOICE:	002790655017								
117181	05/15/14	108172	P	06/17/14	0021087	0532		TELEPHONE	89.76	
	INVOICE:	002790655019								
117182	05/15/14	108172	P	06/17/14	0011087	0532		TELEPHONE	41.75	
	INVOICE:	002790655021								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	117183	05/15/14			108172	P	06/17/14	0011087 0532	TELEPHONE	442.47
	INVOICE:	002790655023								
	117184	05/15/14			108172	P	06/17/14	0951087 0532	TELEPHONE	98.26
	INVOICE:	002790655025								
	117185	05/15/14			108172	P	06/17/14	0551198 0532	103X TELEPHONE	32.57
	INVOICE:	002790655027								
	117186	05/15/14			108172	P	06/17/14	0051087 0532	TELEPHONE	1,130.01
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0011087 0532	TELEPHONE	349.25
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0401087 0532	TELEPHONE	423.75
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0601087 0532	TELEPHONE	819.57
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0501087 0532	TELEPHONE	284.05
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0701087 0532	TELEPHONE	816.46
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0451087 0532	TELEPHONE	2,115.66
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0061087 0532	TELEPHONE	774.55
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0801087 0532	TELEPHONE	2,336.08
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0901087 0532	TELEPHONE	372.53
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0081087 0532	TELEPHONE	1,591.02
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	1001087 0532	TELEPHONE	569.66
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	1031087 0532	TELEPHONE	1,111.38
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	1051087 0532	TELEPHONE	568.11
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	4951087 0532	TELEPHONE	405.13
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	1081087 0532	TELEPHONE	1,403.20
	INVOICE:	002790655029								
	117186	05/15/14			108172	P	06/17/14	0001087 0532	TELEPHONE	451.69
	INVOICE:	002790655029								
	117187	05/16/14			108172	P	06/17/14	0061134 0610	GENERAL SUPPLIES	1,130.00
	INVOICE:	002790655031								
	117188	05/16/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	12.60
	INVOICE:	002790655033								
	117189	05/15/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	44.45
	INVOICE:	002790655035								
	117190	05/16/14			108172	P	06/17/14	0901134 0610	GENERAL SUPPLIES	13.90
	INVOICE:	002790655037								
	117191	05/15/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	1.83
	INVOICE:	002790655039								
	117192	05/18/14			108172	P	06/17/14	1031118 0610	7000 GENERAL SUPPLIES	30.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	002790655043								
117193		05/16/14			108172	P	06/17/14	1201134 0431	HVAC/ELECTRIC REPAIR & MA	155.00
	INVOICE:	002790655045								
117194		05/15/14			108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	9.79
	INVOICE:	002790655047								
117195		05/16/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	59.22
	INVOICE:	002790655049								
117196		05/16/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	112.00
	INVOICE:	002790655051								
117197		05/16/14			108172	P	06/17/14	4951134 0610	GENERAL SUPPLIES	22.91
	INVOICE:	002790655053								
117198		05/16/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	36.80
	INVOICE:	002790655055								
117199		05/16/14			108172	P	06/17/14	0901134 0610	GENERAL SUPPLIES	251.10
	INVOICE:	002790655057								
117200		05/16/14			108172	P	06/17/14	0071134 0610	GENERAL SUPPLIES	12.00
	INVOICE:	002790655059								
117201		05/16/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	288.00
	INVOICE:	002790655061								
117202		05/19/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	58.34
	INVOICE:	002794322463								
117203		05/19/14			108172	P	06/17/14	0081134 0610	GENERAL SUPPLIES	7.43
	INVOICE:	002794322465								
117204		05/19/14			108172	P	06/17/14	0901134 0610	GENERAL SUPPLIES	104.00
	INVOICE:	002794322469								
117205		05/19/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	163.96
	INVOICE:	002794322473								
117206		05/19/14			108172	P	06/17/14	0061134 0610	GENERAL SUPPLIES	32.95
	INVOICE:	002794322475								
117207		05/19/14			108172	P	06/17/14	0451134 0610	GENERAL SUPPLIES	37.35
	INVOICE:	002794322483								
117208		05/19/14			108172	P	06/17/14	1201134 0610	GENERAL SUPPLIES	179.25
	INVOICE:	002794322485								
117209		05/20/14			108172	P	06/17/14	0061134 0610	GENERAL SUPPLIES	298.99
	INVOICE:	002796878741								
117210		05/20/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	58.93
	INVOICE:	002796878745								
117211		05/20/14			108172	P	06/17/14	0801134 0610	GENERAL SUPPLIES	25.99
	INVOICE:	002796878747								
117212		05/21/14			108172	P	06/17/14	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	5.51
	INVOICE:	002800388623								
117213		05/21/14			108172	P	06/17/14	0451134 0610	GENERAL SUPPLIES	14.87
	INVOICE:	002800388625								
117214		05/21/14			108172	P	06/17/14	1031118 0610	7000 GENERAL SUPPLIES	30.00
	INVOICE:	002800388627								
117215		05/21/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	65.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	117218	05/20/14			108172	P	06/17/14	0051134 0610	GENERAL SUPPLIES	15.68
	INVOICE:	002800388637								
	117219	05/21/14			108172	P	06/17/14	0051134 0610	GENERAL SUPPLIES	20.64
	INVOICE:	002800388639								
	117220	05/21/14			108172	P	06/17/14	0051134 0610	GENERAL SUPPLIES	17.21
	INVOICE:	002800388641								
	117221	05/21/14			108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	34.26
	INVOICE:	002800388643								
	117222	05/21/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	9.96
	INVOICE:	002800388645								
	117223	05/21/14			108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	20.19
	INVOICE:	002800388647								
	117224	05/21/14			108172	P	06/17/14	0201087 0532	TELEPHONE	231.52
	INVOICE:	002803193709								
	117225	05/21/14			108172	P	06/17/14	0081087 0532	TELEPHONE	710.69
	INVOICE:	002803193711								
	117226	05/21/14			108172	P	06/17/14	1001087 0532	TELEPHONE	217.96
	INVOICE:	002803193713								
	117227	05/21/14			108172	P	06/17/14	1031087 0532	TELEPHONE	396.93
	INVOICE:	002803193715								
	117228	05/21/14			108172	P	06/17/14	1051087 0532	TELEPHONE	183.06
	INVOICE:	002803193717								
	117229	05/21/14			108172	P	06/17/14	1051087 0532	TELEPHONE	59.85
	INVOICE:	002803193719								
	117230	05/21/14			108172	P	06/17/14	4951087 0532	TELEPHONE	233.91
	INVOICE:	002803193721								
	117231	05/21/14			108172	P	06/17/14	1081087 0532	TELEPHONE	431.07
	INVOICE:	002803193723								
	117232	05/21/14			108172	P	06/17/14	1081087 0532	TELEPHONE	89.76
	INVOICE:	002803193725								
	117233	05/21/14			108172	P	06/17/14	9011096 0532	TELEPHONE	130.28
	INVOICE:	002803193727								
	117234	05/21/14			108172	P	06/17/14	9011096 0532	TELEPHONE	295.85
	INVOICE:	002803193729								
	117235	05/21/14			108172	P	06/17/14	9011096 0532	TELEPHONE	152.40
	INVOICE:	002803193731								
	117236	05/21/14			108172	P	06/17/14	9011096 0532	TELEPHONE	65.15
	INVOICE:	002803193733								
	117237	05/21/14			108172	P	06/17/14	9011096 0532	TELEPHONE	195.44
	INVOICE:	002803193735								
	117238	05/21/14			108172	P	06/17/14	0011087 0532	TELEPHONE	89.76
	INVOICE:	002803193737								
	117239	05/21/14			108172	P	06/17/14	1101087 0532	TELEPHONE	59.85
	INVOICE:	002803193739								
	117240	05/22/14			108172	P	06/17/14	4951134 0610	GENERAL SUPPLIES	53.49
	INVOICE:	002803193741								
	117241	05/21/14			108172	P	06/17/14	9201134 0435	VEHICLE REPAIR & MAINT	43.23
	INVOICE:	002803193743								
	117242	05/22/14			108172	P	06/17/14	0061134 0610	GENERAL SUPPLIES	16.95
	INVOICE:	002803193745								
	117243	05/22/14			108172	P	06/17/14	1001134 0610	GENERAL SUPPLIES	19.99

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	002803193747								
117244	05/22/14				108172	P	06/17/14	0081134 0610	GENERAL SUPPLIES	48.30
	INVOICE:	002803193757								
117245	05/22/14				108172	P	06/17/14	0081134 0610	GENERAL SUPPLIES	4.53
	INVOICE:	002803193759								
117246	05/22/14				108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	34.67
	INVOICE:	002803193761								
117247	05/22/14				108172	P	06/17/14	0601134 0610	GENERAL SUPPLIES	52.37
	INVOICE:	002803193763								
117248	05/23/14				108172	P	06/17/14	0002121 0610	3104D GENERAL SUPPLIES	14.99
	INVOICE:	002807649013								
117249	05/25/14				108172	P	06/17/14	1031118 0610	7000 GENERAL SUPPLIES	30.00
	INVOICE:	002807649021								
117250	05/23/14				108172	P	06/17/14	0601134 0610	GENERAL SUPPLIES	39.70
	INVOICE:	002807649027								
117251	05/22/14				108172	P	06/17/14	0601134 0610	GENERAL SUPPLIES	27.52
	INVOICE:	002807649033								
117252	05/27/14				108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	392.90
	INVOICE:	002812678621								
117253	05/27/14				108172	P	06/17/14	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	73.97
	INVOICE:	002812678623								
117254	05/27/14				108172	P	06/17/14	0071134 0610	GENERAL SUPPLIES	29.99
	INVOICE:	002812678625								
117255	05/27/14				108172	P	06/17/14	0401134 0610	GENERAL SUPPLIES	37.07
	INVOICE:	002812678627								
117256	05/27/14				108172	P	06/17/14	0002121 0610	3374 GENERAL SUPPLIES	14.99
	INVOICE:	002812678629								
117257	05/27/14				108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	66.14
	INVOICE:	002812678631								
117258	05/27/14				108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	37.98
	INVOICE:	002812678633								
117259	05/27/14				108172	P	06/17/14	0051134 0610	GENERAL SUPPLIES	39.20
	INVOICE:	002815153223								
117260	05/27/14				108172	P	06/17/14	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	89.02
	INVOICE:	002815153225								
117261	05/28/14				108172	P	06/17/14	0601134 0610	GENERAL SUPPLIES	11.82
	INVOICE:	002815153227								
117262	05/29/14				108172	P	06/17/14	9011134 0610	GENERAL SUPPLIES	14.99
	INVOICE:	002817891985								
117263	05/29/14				108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	69.99
	INVOICE:	002817891987								
117264	05/29/14				108172	P	06/17/14	0002121 0610	3374 GENERAL SUPPLIES	25.00
	INVOICE:	002817891989								
117265	05/29/14				108172	P	06/17/14	0601134 0610	GENERAL SUPPLIES	174.36
	INVOICE:	002817891991								
117266	05/29/14				108172	P	06/17/14	9201134 0610	GENERAL SUPPLIES	14

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TO FISCAL 2014/12 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
VENDOR TOTALS		769,777.03 YTD INVOICED			769,647.22 YTD PAID			49,271.72	
8600	NORTHERN KENTUCKY WATER SERVICE								
	0066-17	06/17/14			108173	P	06/17/14	0061087 0411	WATER/SEWAGE
	INVOICE: 0066/17								2,539.02
VENDOR TOTALS		108,007.13 YTD INVOICED			108,092.98 YTD PAID			2,539.02	
228	OWEN ELECTRIC COOPERATIVE, INC.								
	0056-17	06/17/14			108174	P	06/17/14	0051087 0622	ELECTRICITY
	INVOICE: 0056/17								6,990.55
	0056-17A	06/17/14			108174	P	06/17/14	0051087 0622	ELECTRICITY
	INVOICE: 0056/17A								134.49
VENDOR TOTALS		65,523.53 YTD INVOICED			65,523.53 YTD PAID			7,125.04	
1966	PITNEY BOWES PURCHASE POWER								
	6-11-14	06/17/14		14004408	108175	P	06/17/14	1201118 0610 7000	GENERAL SUPPLIES
	INVOICE: 6/11/14								600.00
	6-6-14	06/17/14			108175	P	06/17/14	0011075 0531	POSTAGE & PO BOX RENT
	INVOICE: 6/6/14								1,000.00
	7199615-JN14	06/17/14		14004409	108175	P	06/17/14	1201118 0610 7000	GENERAL SUPPLIES
	INVOICE: 7199615-JN14								105.99
VENDOR TOTALS		16,621.05 YTD INVOICED			16,621.05 YTD PAID			1,705.99	
2092	UNITED PARCEL SERVICE								
	4074E0234	06/17/14			108176	P	06/17/14	0011075 0531	POSTAGE & PO BOX RENT
	INVOICE: 4074E0234								350.00
VENDOR TOTALS		2,350.00 YTD INVOICED			2,350.00 YTD PAID			350.00	
REPORT TOTALS									60,991.77

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	5	60,991.77

** END OF REPORT - Generated by Sarah Steffen **

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**KENTON COUNTY BOARD OF EDUCATION
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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
12932	A & A LAWN CARE & LANDSCAPING									
	88572	06/02/14		14009314	108177	P	06/30/14	0071134 0422	SNOW REMOVAL	477.50
	INVOICE: 88572									
	88572	06/02/14		14009314	108177	P	06/30/14	0081134 0422	SNOW REMOVAL	477.50
	INVOICE: 88572									
	88574	06/02/14		14009314	108177	P	06/30/14	1051134 0422	SNOW REMOVAL	865.00
	INVOICE: 88574									
	95949	06/02/14		14006602	108177	P	06/30/14	0801134 0424	CONTRACT GROUNDS SERVICE	330.00
	INVOICE: 95949									
	95950	06/02/14		14006604	108177	P	06/30/14	1081134 0424	CONTRACT GROUNDS SERVICE	708.00
	INVOICE: 95950									
	95950	06/02/14		14006604	108177	P	06/30/14	1201134 0424	CONTRACT GROUNDS SERVICE	708.00
	INVOICE: 95950									
	95951	06/02/14		14006609	108177	P	06/30/14	1101134 0424	CONTRACT GROUNDS SERVICE	164.00
	INVOICE: 95951									
	95952	06/02/14		14006611	108177	P	06/30/14	4951134 0424	CONTRACT GROUNDS SERVICE	310.00
	INVOICE: 95952									
	95953	06/02/14		14006544	108177	P	06/30/14	0601134 0424	CONTRACT GROUNDS SERVICE	306.00
	INVOICE: 95953									
	95954	06/02/14		14006546	108177	P	06/30/14	0061134 0424	CONTRACT GROUNDS SERVICE	561.00
	INVOICE: 95954									
	95955	06/02/14		14006543	108177	P	06/30/14	0401134 0424	CONTRACT GROUNDS SERVICE	540.00
	INVOICE: 95955									
	95956	06/02/14		14006551	108177	P	06/30/14	0071134 0424	CONTRACT GROUNDS SERVICE	442.50
	INVOICE: 95956									
	95956	06/02/14		14006551	108177	P	06/30/14	0081134 0424	CONTRACT GROUNDS SERVICE	442.50
	INVOICE: 95956									
	95961	06/02/14		14009256	108177	P	06/30/14	9201134 0424	CONTRACT GROUNDS SERVICE	75.00
	INVOICE: 95961									
	95975	06/02/14		14006548	108177	P	06/30/14	0051134 0424	CONTRACT GROUNDS SERVICE	250.00
	INVOICE: 95975									
	95976	06/02/14		14006549	108177	P	06/30/14	0701134 0424	CONTRACT GROUNDS SERVICE	465.00
	INVOICE: 95976									
	95977	06/02/14		14006550	108177	P	06/30/14	0501134 0424	CONTRACT GROUNDS SERVICE	312.50
	INVOICE: 95977									
	95977	06/02/14		14006550	108177	P	06/30/14	0901134 0424	CONTRACT GROUNDS SERVICE	937.50
	INVOICE: 95977									
	VENDOR TOTALS			76,495.83	YTD INVOICED			80,141.05	YTD PAID	8,372.00
6467	A-1 ELECTRIC MOTOR SERVICE									
	92100	06/02/14		14009257	108178	P	06/30/14	0061134 0610	GENERAL SUPPLIES	550.39
	INVOICE: 92100									
	93048	06/02/14		14009313	108178	P	06/30/14	0081134 0431	HVAC/ELECTRIC REPAIR & MA	748.61
	INVOICE: 93048									
	VENDOR TOTALS			12,963.28	YTD INVOICED			12,963.28	YTD PAID	1,299.00
187	KENTUCKY MOTOR SERVICE, INC.									
	72-451718	06/02/14		14009229	108179	P	06/30/14	1051134 0610	GENERAL SUPPLIES	27.65
	INVOICE: 72-451718									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	72-453140	06/02/14		14007858	108179	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	109.59
	INVOICE: 72-453140									
	72-453380	06/02/14		14007858	108179	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	159.98
	INVOICE: 72-453380									
	72-453513	06/02/14		14007858	108179	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	120.37
	INVOICE: 72-453513									
	VENDOR TOTALS			14,949.05	YTD INVOICED			14,949.05	YTD PAID	417.59
3434	ABSOLUTE GLASS & GLAZING									
	416387	06/02/14		14009230	108180	P	06/30/14	1051134 0610	GENERAL SUPPLIES	486.60
	INVOICE: 416387									
	416391	06/02/14		14009230	108180	P	06/30/14	0601134 0610	GENERAL SUPPLIES	300.00
	INVOICE: 416391									
	VENDOR TOTALS			6,690.69	YTD INVOICED			6,690.69	YTD PAID	786.60
7643	AIR SOURCE TECHNOLOGY, INC.									
	25333	06/02/14		14000600	108181	P	06/30/14	9201134 0349	OTHER PROFESSIONAL SERVIC	200.00
	INVOICE: 25333									
	VENDOR TOTALS			2,740.00	YTD INVOICED			2,740.00	YTD PAID	200.00
10220	ALL-RITE READY MIX, INC.									
	550759	06/02/14		13006484	108182	P	06/30/14	0003607 0450 11096	CONSTRUCTION SERVICES	1,840.00
	INVOICE: 550759									
	551044	06/02/14		13006484	108182	P	06/30/14	0003607 0450 11096	CONSTRUCTION SERVICES	2,355.20
	INVOICE: 551044									
	551537	06/02/14		13006484	108182	P	06/30/14	0003607 0450 11096	CONSTRUCTION SERVICES	1,472.00
	INVOICE: 551537									
	551781	06/02/14		13006484	108182	P	06/30/14	0003607 0450 11096	CONSTRUCTION SERVICES	688.16
	INVOICE: 551781									
	VENDOR TOTALS			227,383.74	YTD INVOICED			265,145.49	YTD PAID	6,355.36
9777	ALLIED PLUMBING & SEWER SERVICE									
	5064	06/02/14		14009231	108183	P	06/30/14	9011096 0411	WATER/SEWAGE	245.00
	INVOICE: 5064									
	5099	06/02/14		14009231	108183	P	06/30/14	9011096 0411	WATER/SEWAGE	245.00
	INVOICE: 5099									
	6017	06/02/14		14009231	108183	P	06/30/14	9011096 0411	WATER/SEWAGE	245.00
	INVOICE: 6017									
	VENDOR TOTALS			11,020.00	YTD INVOICED			11,020.00	YTD PAID	735.00
9302	AM SHIPPING SUPPLIES									
	224874	06/02/14		14009136	108184	P	06/30/14	0003607 0349 11096	OTHER PROFESSIONAL SERVIC	200.06
	INVOICE: 224874									
	224875	06/02/14		14009137	108184	P	06/30/14	9201134 0610	GENERAL SUPPLIES	26.26
	INVOICE: 224875									
	224985	06/02/14		14009157	108184	P	06/30/14	9201134 0610	GENERAL SUPPLIES	42.50

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VENDOR	NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
		INVOICE: 224985									
		225080	06/02/14		14009188	108184	P	06/30/14	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	84.00
		INVOICE: 225080									
	VENDOR TOTALS				728.44 YTD INVOICED				728.44 YTD PAID		352.82
212	AMERICAN BUS & ACCESSORIES, INC.										
		158180	06/02/14		14007868	108185	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	928.20
		INVOICE: 158180									
	VENDOR TOTALS				19,006.80 YTD INVOICED				19,006.80 YTD PAID		928.20
245	AMERICAN SOUND & ELECTRONICS										
		2169	06/02/14		14009275	108186	P	06/30/14	1051134 0433	EQUIPMENT REPAIR & MAINT	255.00
		INVOICE: 2169									
	VENDOR TOTALS				7,456.39 YTD INVOICED				9,826.33 YTD PAID		255.00
12782	APPLE										
		4283201022	06/02/14		14008587	108187	P	06/30/14	0901118 0734	7000 COMPUTERS & RELATED EQUIP	399.00
		INVOICE: 4283201022									
		4283206634	06/02/14		14008580	108187	P	06/30/14	1081118 0734	7000 COMPUTERS & RELATED EQUIP	399.00
		INVOICE: 4283206634									
		4283356293	06/02/14		14008784	108187	P	06/30/14	0081118 0734	7000 COMPUTERS & RELATED EQUIP	490.00
		INVOICE: 4283356293									
		4283368739	06/02/14		14008784	108187	P	06/30/14	0081118 0734	7000 COMPUTERS & RELATED EQUIP	11,370.00
		INVOICE: 4283368739									
		4283368832	06/02/14		14008809	108187	P	06/30/14	0002009 0734	1623 COMPUTERS & RELATED EQUIP	190.00
		INVOICE: 4283368832									
		4283551932	06/02/14		14008784	108187	P	06/30/14	0081118 0734	7000 COMPUTERS & RELATED EQUIP	99.00
		INVOICE: 4283551932									
		4284113680	06/02/14		14008950	108187	P	06/30/14	0401118 0734	7000 COMPUTERS & RELATED EQUIP	499.00
		INVOICE: 4284113680									
		4284534504	06/02/14		14009023	108187	P	06/30/14	0201118 0734	7000 COMPUTERS & RELATED EQUIP	34,110.00
		INVOICE: 4284534504									
	VENDOR TOTALS				233,697.76 YTD INVOICED				233,697.76 YTD PAID		47,556.00
1096	ARAMARK UNIFORM SERVICES										
		543-7265192	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	5.83
		INVOICE: 543-7265192									
		543-7265193	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	21.17
		INVOICE: 543-7265193									
		543-7267418	06/02/14		14009252	108188	P	06/30/14	0071134 0610	GENERAL SUPPLIES	31.85
		INVOICE: 543-7267418									
		543-7267419	06/02/14		14009252	108188	P	06/30/14	0081134 0610	GENERAL SUPPLIES	38.30
		INVOICE: 543-7267419									
		543-7267427	06/02/14		14009252	108188	P	06/30/14	0501134 0610	GENERAL SUPPLIES	17.50
		INVOICE: 543-7267427									
		543-7268028	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	5.83
		INVOICE: 543-7268028									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	543-7268029	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	19.79
	INVOICE: 543-7268029									
	543-7270252	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	80.45
	INVOICE: 543-7270252									
	543-7270257	06/02/14		14009252	108188	P	06/30/14	0951134 0610	GENERAL SUPPLIES	7.25
	INVOICE: 543-7270257									
	543-7270258	06/02/14		14009252	108188	P	06/30/14	4951134 0610	GENERAL SUPPLIES	12.60
	INVOICE: 543-7270258									
	543-7270261	06/02/14		14009252	108188	P	06/30/14	1201134 0610	GENERAL SUPPLIES	14.15
	INVOICE: 573-7270261									
	543-7270852	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	5.83
	INVOICE: 543-7270852									
	543-7270853	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	23.47
	INVOICE: 543-7270853									
	543-7271964	06/02/14		14009252	108188	P	06/30/14	0451134 0610	GENERAL SUPPLIES	4.45
	INVOICE: 543-7271964									
	543-7271965	06/02/14		14009252	108188	P	06/30/14	1031134 0610	GENERAL SUPPLIES	40.20
	INVOICE: 543-7271965									
	543-7273059	06/02/14		14009252	108188	P	06/30/14	0071134 0610	GENERAL SUPPLIES	31.85
	INVOICE: 543-7273059									
	543-7273060	06/02/14		14009252	108188	P	06/30/14	0081134 0610	GENERAL SUPPLIES	38.85
	INVOICE: 543-7273060									
	543-7273063	06/02/14		14009252	108188	P	06/30/14	0051134 0610	GENERAL SUPPLIES	20.00
	INVOICE: 543-7273063									
	543-7273067	06/02/14		14009056	108188	P	06/30/14	9011096 0893	UNIFORMS	98.53
	INVOICE: 543-7273067									
	543-7273068	06/02/14		14009252	108188	P	06/30/14	0501134 0610	GENERAL SUPPLIES	17.50
	INVOICE: 543-7273068									
	543-7273072	06/02/14		14009252	108188	P	06/30/14	0701134 0610	GENERAL SUPPLIES	20.90
	INVOICE: 543-7273072									
	543-7273089	06/02/14		14009252	108188	P	06/30/14	0401134 0610	GENERAL SUPPLIES	44.20
	INVOICE: 543-7273089									
	543-7273663	06/02/14		14009171	108188	P	06/30/14	9011096 0893	UNIFORMS	5.83
	INVOICE: 543-7273663									
	543-7273664	06/02/14		14009171	108188	P	06/30/14	9011096 0893	UNIFORMS	21.17
	INVOICE: 543-7273664									
	543-7273666	06/02/14		14009252	108188	P	06/30/14	0061134 0610	GENERAL SUPPLIES	22.30
	INVOICE: 543-7273666									
	543-7273667	06/02/14		14009252	108188	P	06/30/14	0601134 0610	GENERAL SUPPLIES	12.25
	INVOICE: 543-7273667									
	543-7275859	06/02/14		14009252	108188	P	06/30/14	0901134 0610	GENERAL SUPPLIES	41.30
	INVOICE: 543-7275859									
	543-7275861	06/02/14		14009252	108188	P	06/30/14	9201134 0610	GENERAL SUPPLIES	54.72
	INVOICE: 543-7275861									
	543-7275862	06/02/14		14009171	108188	P	06/30/14	9011096 0893	UNIFORMS	77.69
	INVOICE: 543-7275862									
	543-7275866	06/02/14		14009252	108188	P	06/30/14	1051134 0610	GENERAL SUPPLIES	58.05
	INVOICE: 543-7275866									
	543-7275867	06/02/14		14009252	108188	P	06/30/14	0951134 0610	GENERAL SUPPLIES	7.25
	INVOICE: 543-7275867									
	543-7275868	06/02/14		14009252	108188	P	06/30/14	4951134 0610	GENERAL SUPPLIES	12.60

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	543-7275868								
	543-7275869	06/02/14		14009252	108188	P	06/30/14	1001134 0610	GENERAL SUPPLIES	32.55
	INVOICE:	573-7275869								
	543-7275870	06/02/14		14009252	108188	P	06/30/14	1081134 0610	GENERAL SUPPLIES	11.20
	INVOICE:	543-7275870								
	543-7275871	06/02/14		14009252	108188	P	06/30/14	1201134 0610	GENERAL SUPPLIES	14.15
	INVOICE:	543-7275871								
	543-7275886	06/02/14		14009252	108188	P	06/30/14	0201134 0610	GENERAL SUPPLIES	41.80
	INVOICE:	543-7275886								
	543-7276462	06/02/14		14009171	108188	P	06/30/14	9011096 0893	UNIFORMS	5.83
	INVOICE:	543-7276462								
	543-7276463	06/02/14		14009171	108188	P	06/30/14	9011096 0893	UNIFORMS	20.71
	INVOICE:	543-7276463								
	543-7277578	06/02/14		14009252	108188	P	06/30/14	0451134 0610	GENERAL SUPPLIES	4.45
	INVOICE:	543-7277578								
	543-7277579	06/02/14		14009252	108188	P	06/30/14	1031134 0610	GENERAL SUPPLIES	40.20
	INVOICE:	543-7277579								
	543-7278680	06/02/14		14009252	108188	P	06/30/14	0801134 0610	GENERAL SUPPLIES	14.10
	INVOICE:	543-7278680								
	543-7278688	06/02/14		14009252	108188	P	06/30/14	9201134 0610	GENERAL SUPPLIES	54.72
	INVOICE:	543-7278688								
	543-7278689	06/02/14		14009171	108188	P	06/30/14	9011096 0893	UNIFORMS	114.50
	INVOICE:	543-7278689								
	543-7278710	06/02/14		14009252	108188	P	06/30/14	0401134 0610	GENERAL SUPPLIES	44.20
	INVOICE:	543-7278710								
	543-7279288	06/02/14		14009211	108188	P	06/30/14	9011096 0893	UNIFORMS	5.83
	INVOICE:	543-7279288								
	543-7279291	06/02/14		14009252	108188	P	06/30/14	0061134 0610	GENERAL SUPPLIES	22.30
	INVOICE:	543-7279291								
	543-7279292	06/02/14		14009252	108188	P	06/30/14	0601134 0610	GENERAL SUPPLIES	12.25
	INVOICE:	543-7279292								
	543-7281494	06/02/14		14009252	108188	P	06/30/14	0901134 0610	GENERAL SUPPLIES	41.30
	INVOICE:	543-7281494								
	543-7281496	06/02/14		14009252	108188	P	06/30/14	9201134 0610	GENERAL SUPPLIES	22.28
	INVOICE:	543-7281496								
	543-7281497	06/02/14		14009194	108188	P	06/30/14	9011096 0893	UNIFORMS	80.91
	INVOICE:	543-7281497								
	543-7282099	06/02/14		14009211	108188	P	06/30/14	9011096 0893	UNIFORMS	5.83
	INVOICE:	543-7282099								
	543-7283227	06/02/14		14009252	108188	P	06/30/14	0451134 0610	GENERAL SUPPLIES	4.45
	INVOICE:	543-7283227								
	543-7284323	06/02/14		14009252	108188	P	06/30/14	9201134 0610	GENERAL SUPPLIES	22.28
	INVOICE:	543-7284323								
VENDOR TOTALS				20,412.89	YTD INVOICED			21,642.26	YTD PAID	1,529.50
13875	ARCH MATERIALS									
	0110004077	06/02/14		13006486	108189	P	06/30/14	0003607 0450	11096 CONSTRUCTION SERVICES	603.20
	INVOICE:	0110004077								
	0110004391	06/02/14		13006486	108189	P	06/30/14	0003607 0450	11096 CONSTRUCTION SERVICES	1,098.98
	INVOICE:	0110004391								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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VENDOR TOTALS		57,805.32 YTD INVOICED			67,657.26 YTD PAID				1,702.18	
4006	ARNZEN, THOMAS									
	5-6-6-20	06/02/14			108190	P	06/30/14	0011919 0581	TRAVEL - IN DISTRICT	81.48
	INVOICE:	5/6-6/20								
VENDOR TOTALS		905.56 YTD INVOICED			905.56 YTD PAID				81.48	
262	ART'S RENTAL EQUIPMENT									
	01-515577-07	06/02/14	14009232		108191	P	06/30/14	1201134 0442	EQUIPMENT & VEHICLE RENT	441.00
	INVOICE:	01-515577-07								
	02-398526-03	06/02/14	14009232		108191	P	06/30/14	0401134 0442	EQUIPMENT & VEHICLE RENT	161.00
	INVOICE:	02-398526-03								
	04-336192-02	06/02/14	14009315		108191	P	06/30/14	1201134 0442	EQUIPMENT & VEHICLE RENT	115.75
	INVOICE:	04-336192-02								
	04-336321-02	06/02/14	14009315		108191	P	06/30/14	0401134 0442	EQUIPMENT & VEHICLE RENT	59.00
	INVOICE:	04-336321-02								
VENDOR TOTALS		14,384.78 YTD INVOICED			14,384.78 YTD PAID				776.75	
14264	ASHLEY CONSTRUCTION									
	6-6-14	06/02/14			108192	P	06/30/14	0003607 0450	13229 CONSTRUCTION SERVICES	23,182.34
	INVOICE:	6/6/14								
VENDOR TOTALS		171,463.24 YTD INVOICED			171,463.24 YTD PAID				23,182.34	
8565	B & H COMPANY									
	83237714	06/02/14	14008687		108193	P	06/30/14	9032143 0610	1064 GENERAL SUPPLIES	120.90
	INVOICE:	83237714								
	83289986	06/02/14	14008687		108193	P	06/30/14	9032143 0610	1064 GENERAL SUPPLIES	35,861.15
	INVOICE:	83289986								
	83632178	06/02/14	14008687		108193	P	06/30/14	9032143 0610	1064 GENERAL SUPPLIES	120.90
	INVOICE:	83632178								
VENDOR TOTALS		84,123.52 YTD INVOICED			84,123.52 YTD PAID				36,102.95	
10466	BAKER, CHRISTINE									
	4-2-4-21	06/02/14			108194	P	06/30/14	9201134 0581	TRAVEL - IN DISTRICT	18.48
	INVOICE:	4/2-4/21								
	5-5-5-21	06/02/14			108194	P	06/30/14	9201134 0581	TRAVEL - IN DISTRICT	202.72
	INVOICE:	5/5-5/21								
VENDOR TOTALS		639.68 YTD INVOICED			676.41 YTD PAID				221.20	
2548	BANTA, KIM									
	5-5-6-4	06/02/14			108195	P	06/30/14	0011099 0581	TRAVEL - IN DISTRICT	85.68
	INVOICE:	5/5-6/4								
VENDOR TOTALS		1,250.81 YTD INVOICED			1,401.67 YTD PAID				85.68	

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
12275	BAUMANN PAPER COMPANY								
	804309	06/02/14		14008646	108196	P	06/30/14	0901087 0610	GENERAL SUPPLIES 310.05
	INVOICE:	804309							
	806360	06/02/14		14008646	108196	P	06/30/14	0901087 0610	GENERAL SUPPLIES 488.10
	INVOICE:	806360							
	808183	06/02/14		14008717	108196	P	06/30/14	1201087 0610	GENERAL SUPPLIES 66.50
	INVOICE:	808183							
	VENDOR TOTALS			25,719.36 YTD INVOICED				25,719.36 YTD PAID	864.65
14171	BECCACCIO, MELANIE								
	4-2-5-23	06/02/14			108197	P	06/30/14	0002118 0581 3453I TRAVEL - IN DISTRICT	81.76
	INVOICE:	4/2-4/30;5/22-5/23							
	VENDOR TOTALS			462.42 YTD INVOICED				462.42 YTD PAID	81.76
2278	BEECHGROVE ELEMENTARY SCHOOL								
	4-22-14	06/02/14			108198	P	06/30/14	0002118 0610 0015X GENERAL SUPPLIES	119.70
	INVOICE:	4/22/14							
	VENDOR TOTALS			16,742.18 YTD INVOICED				16,742.18 YTD PAID	119.70
14393	BILZ, JENNA								
	5-10-14	06/02/14			108199	P	06/30/14	0001011 0349 130X OTHER PROFESSIONAL SERVIC	100.00
	INVOICE:	5/10/14							
	VENDOR TOTALS			100.00 YTD INVOICED				100.00 YTD PAID	100.00
11501	BLEVINS, KELLY J.								
	5-5-14	06/02/14			108200	P	06/30/14	0002150 0680 3104 WELFARE (FOOD/CLOTHES/UTI	104.97
	INVOICE:	5/5/14							
	5-5-6-24	06/02/14			108200	P	06/30/14	0001029 0581 TRAVEL - IN DISTRICT	91.62
	INVOICE:	5/5-6/24							
	5-5-6-24	06/02/14			108200	P	06/30/14	0002150 0581 3104 TRAVEL - IN DISTRICT	91.62
	INVOICE:	5/5-6/24							
	VENDOR TOTALS			2,314.00 YTD INVOICED				2,314.00 YTD PAID	288.21
14152	BLICK ART MATERIALS								
	2968474	06/02/14		14007722	108201	P	06/30/14	1201118 0610 7000 GENERAL SUPPLIES	4,146.00
	INVOICE:	2968474							
	3078958	06/02/14		14009076	108201	P	06/30/14	0702118 0610 1204 GENERAL SUPPLIES	90.86
	INVOICE:	3078958							
	VENDOR TOTALS			5,758.79 YTD INVOICED				5,758.79 YTD PAID	4,236.86
11127	BLUEGRASS DIESEL SPECIALIST'S INC.								
	51403	06/02/14		14009078	108202	P	06/30/14	9011096 0663 REPAIR PARTS	4,015.18
	INVOICE:	51403							
	51558	06/02/14		14007866	108202	P	06/30/14	9011096 0435 VEHICLE REPAIR & MAINT	146.73
	INVOICE:	51558							

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VENDOR	NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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	VENDOR TOTALS		51,428.92 YTD INVOICED			51,428.92 YTD PAID				4,161.91	
14343	BLUEGRASS EDUCATIONAL TECHNOLOGIES										
	BET20140129	06/02/14			14008770	108203	P	06/30/14	9032154 0610 3484	GENERAL SUPPLIES	1,752.69
	INVOICE:	BET20140129									
	BET20140129	06/02/14			14008770	108203	P	06/30/14	9032154 0738 3484	INSTRUCTIONAL EQUIPMENT	6,283.96
	INVOICE:	BET20140129									
	VENDOR TOTALS		8,036.65 YTD INVOICED			8,036.65 YTD PAID				8,036.65	
3884	KRON INTERNATIONAL TRUCKS, INC.										
	R10001508501	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	7,777.80
	INVOICE:	R100015085:01									
	X10005969001	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	1,674.96
	INVOICE:	X100059690:01									
	X10005969002	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	60.98
	INVOICE:	X100059690:02									
	X10006006501	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	387.90
	INVOICE:	X100060065:01									
	X10006006701	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	675.36
	INVOICE:	X100060067:01									
	X10006006702	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	46.10
	INVOICE:	X100060067:02									
	X10006006702	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	4.35
	INVOICE:	X100060067:02									
	X10006015201	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	26.56
	INVOICE:	X100060152:01									
	X10006019601	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	886.22
	INVOICE:	X100060196:01									
	X10006022901	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	23.35
	INVOICE:	X100060229:01									
	X10006027601	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	419.15
	INVOICE:	X100060276:01									
	X10006031101	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	1,280.12
	INVOICE:	X100060311:01									
	X10006053501	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	177.21
	INVOICE:	X100060535:01									
	X10006067701	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	618.47
	INVOICE:	X100060677:01									
	X10006081701	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	207.25
	INVOICE:	X100060817:01									
	X10006087201	06/02/14			14007865	108204	P	06/30/14	9011096 0610	GENERAL SUPPLIES	2,282.69
	INVOICE:	X100060872:01									
	X10006093001	06/02/14			14007865	108204	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	421.86
	INVOICE:	X100060930:01									
	VENDOR TOTALS		86,440.65 YTD INVOICED			87,094.89 YTD PAID				16,970.33	
14273	BOB HOOK CHEVROLET										
	141014	06/02/14			14006936	108205	P	06/30/14	9011096 0732	VEHICLES	21,230.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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VENDOR TOTALS				488.17	YTD INVOICED			488.17	YTD PAID	488.17
14364	BROWN, CARLA 5-30-14 INVOICE: 5/30/14	06/02/14			108210	P	06/30/14	510 1624	A-LA-CARTE SALES	7.00
VENDOR TOTALS				7.00	YTD INVOICED			7.00	YTD PAID	7.00
1813	BROWN, KATHY 5-2-5-30 INVOICE: 5/2-5/30	06/02/14			108211	P	06/30/14	0001006 0581 135X	TRAVEL - IN DISTRICT	52.92
VENDOR TOTALS				811.43	YTD INVOICED			811.43	YTD PAID	52.92
4178	BROWN, TERI 5-1-6-2 INVOICE: 5/1-6/2	06/02/14			108212	P	06/30/14	0001118 0581 006X	TRAVEL - IN DISTRICT	256.20
VENDOR TOTALS				2,558.69	YTD INVOICED			2,652.76	YTD PAID	256.20
1880	BUSH, JANE 5-28-6-11 INVOICE: 5/28-6/11	06/02/14			108213	P	06/30/14	0002011 0581 1304	TRAVEL - IN DISTRICT	40.88
VENDOR TOTALS				1,790.52	YTD INVOICED			1,790.52	YTD PAID	40.88
14030	C. L. MCBRIDE CO., INC. 61712 INVOICE: 61712	06/02/14		14009267	108214	P	06/30/14	9011096 0731	MACHINERY/EQUIP (NONINSTR	351.00
VENDOR TOTALS				56,957.00	YTD INVOICED			56,957.00	YTD PAID	351.00
11379	CAMCOR, INC. 2324286 INVOICE: 2324286	06/02/14		14008688	108215	P	06/30/14	1201118 0734 7000	COMPUTERS & RELATED EQUIP	1,700.00
VENDOR TOTALS				14,868.44	YTD INVOICED			14,868.44	YTD PAID	1,700.00
3134	CASSIDY, KELLY 4-18-5-22 INVOICE: 4/18-5/22	06/02/14			108216	P	06/30/14	0901118 0581 7000	TRAVEL - IN DISTRICT	20.16
VENDOR TOTALS				20.16	YTD INVOICED			20.16	YTD PAID	20.16
9036	CDW COMPUTER CENTERS MC50022 INVOICE: MC50022 MC98377 INVOICE: MC98377 MD14311	06/02/14		14009213	108217	P	06/30/14	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	61.68
		06/02/14		14009213	108217	P	06/30/14	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	86.85
		06/02/14		14009213	108217	P	06/30/14	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	95.54

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	111569 INVOICE:	06/02/14 111569		14008639	108221	P	06/30/14	0401087 0610	GENERAL SUPPLIES	185.68
	VENDOR TOTALS			22,461.93 YTD INVOICED				22,461.93 YTD PAID		511.28
1908	CHANNING L. BETE CO., INC. 52775040 INVOICE:	06/02/14 52775040		14007277	108222	P	06/30/14	1032104 0610 1254	GENERAL SUPPLIES	443.67
	VENDOR TOTALS			1,443.00 YTD INVOICED				1,443.00 YTD PAID		443.67
14367	CHARLSON, KEVIN 5-30-14 INVOICE:	06/02/14 5/30/14			108223	P	06/30/14	510 1624	A-LA-CARTE SALES	77.10
	VENDOR TOTALS			77.10 YTD INVOICED				77.10 YTD PAID		77.10
656	CHEF BARONE CATERING 25825 INVOICE:	06/02/14 25825		14009108	108224	P	06/30/14	9032077 0616 1064	FOOD NON-INSTRUCTIONAL no	326.00
	25857 INVOICE:	06/02/14 25857		14009117	108224	P	06/30/14	9032077 0610 1064	GENERAL SUPPLIES	1,924.00
	VENDOR TOTALS			6,084.85 YTD INVOICED				6,084.85 YTD PAID		2,250.00
12930	CHICK-FIL-A 025931749 INVOICE:	06/02/14 025931749		14009149	108225	P	06/30/14	0001118 0616	FOOD NON-INSTRUCTIONAL no	277.50
	VENDOR TOTALS			2,216.20 YTD INVOICED				2,216.20 YTD PAID		277.50
10056	CINCINNATI ENQUIRER, THE 6-1-6-30-14 INVOICE:	06/02/14 6/1-6/30/14			108226	P	06/30/14	0011075 0642	PERIODICALS & NEWSPAPERS	64.01
	VENDOR TOTALS			712.53 YTD INVOICED				712.53 YTD PAID		64.01
14	CINCINNATI ENQUIRER, THE 0007277901 INVOICE:	06/02/14 0007277901		14009268	108227	P	06/30/14	9201134 0542	NEWSPAPER ADVERTISING	141.39
	0007278000 INVOICE:	06/02/14 0007278000		14009268	108227	P	06/30/14	9201134 0542	NEWSPAPER ADVERTISING	110.76
	VENDOR TOTALS			4,995.64 YTD INVOICED				4,995.64 YTD PAID		252.15
2895	CINTAS CORPORATION #2 5001242551 INVOICE:	06/02/14 5001242551		14009172	108228	P	06/30/14	9011096 0663	REPAIR PARTS	120.81
	8401065241 INVOICE:	06/02/14 8401065241		14009195	108228	P	06/30/14	9011096 0663	REPAIR PARTS	60.99

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VENDOR TOTALS				1,180.43	YTD INVOICED			1,180.43	YTD PAID	181.80
14177 CJV REPORTING COMPANY	D3737	06/02/14			108229	P	06/30/14	0011075 0343	LEGAL SERVICES	2,990.25
	INVOICE: D3737									
VENDOR TOTALS				12,637.00	YTD INVOICED			12,637.00	YTD PAID	2,990.25
9212 CLARK, ERIN										
	5-19-6-5	06/02/14			108230	P	06/30/14	9981121 0580	337X TRAVEL	105.84
	INVOICE: 5/19-6/5									
VENDOR TOTALS				1,204.22	YTD INVOICED			1,204.22	YTD PAID	105.84
9253 CLEMONS, DOUGLAS										
	6-16-6-20	06/02/14			108231	P	06/30/14	9201134 0581	TRAVEL - IN DISTRICT	30.80
	INVOICE: 6/16-6/20									
VENDOR TOTALS				879.74	YTD INVOICED			879.74	YTD PAID	30.80
14394 CLUB Z! IN-HOME TUTORING										
	S-14-10	06/02/14			108232	P	06/30/14	0002121 0349	3374 OTHER PROFESSIONAL SERVIC	347.00
	INVOICE: S-14-10									
VENDOR TOTALS				347.00	YTD INVOICED			347.00	YTD PAID	347.00
10352 CMTA										
	2B	06/02/14			108233	P	06/30/14	0003607 0346	14040 ARCHECTUR & ENGINEERING S	4,073.00
	INVOICE: 2B									
VENDOR TOTALS				40,238.36	YTD INVOICED			40,238.36	YTD PAID	4,073.00
12904 COCHLEAR AMERICAS										
	1895561	06/02/14		14009109	108234	P	06/30/14	0061121 0610	9020 GENERAL SUPPLIES	290.90
	INVOICE: 1895561									
VENDOR TOTALS				290.90	YTD INVOICED			290.90	YTD PAID	290.90
7163 COLLEGE BOARD, THE										
	16692	06/02/14		14004750	108235	P	06/30/14	0901118 0582	7000 TRAVEL - OUT OF DISTRICT	185.00
	INVOICE: 16692									
VENDOR TOTALS				1,260.00	YTD INVOICED			1,260.00	YTD PAID	185.00
12721 COLLEGE BOARD, THE										
	EI52979696	06/02/14		14008452	108236	P	06/30/14	0001118 0650	0100 Other Supplies-Technology	24,615.80
	INVOICE: EI52979696									
VENDOR TOTALS				291,123.60	YTD INVOICED			291,123.60	YTD PAID	24,615.80

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	205707	06/02/14		14009234	108244	P	06/30/14	0061134 0610	GENERAL SUPPLIES	16.24
	INVOICE:	205707								
	VENDOR TOTALS			3,750.99	YTD INVOICED			3,814.68	YTD PAID	16.24
11492	CROSS, MELISSA DEATON									
	5-1-5-30	06/02/14			108245	P	06/30/14	0902104 0581 1254	TRAVEL - IN DISTRICT	98.00
	INVOICE:	5/1-5/30								
	VENDOR TOTALS			1,446.39	YTD INVOICED			1,446.39	YTD PAID	98.00
12493	DAVISCO, INC.									
	11636	06/02/14			108246	P	06/30/14	9011096 0650	Other Supplies-Technology	1,492.05
	INVOICE:	11636								
	VENDOR TOTALS			46,202.29	YTD INVOICED			46,202.29	YTD PAID	1,492.05
9537	DELL COMPUTERS									
	XJDWC1956C	06/02/14		14008899	108247	P	06/30/14	0002154 0734 3484	COMPUTERS & RELATED EQUIP	1,024.75
	INVOICE:	XJDWC1956C								
	VENDOR TOTALS			499,768.43	YTD INVOICED			499,768.43	YTD PAID	1,024.75
14035	DENNIE, DOROTHY									
	5-1-5-30	06/02/14			108248	P	06/30/14	0001118 0581 015X	TRAVEL - IN DISTRICT	122.64
	INVOICE:	5/1-5/30								
	VENDOR TOTALS			1,483.65	YTD INVOICED			1,483.65	YTD PAID	122.64
2438	DESIGN PRESS									
	376958	06/02/14		14007498	108249	P	06/30/14	1201118 0891 014X	GRADUATION EXPENSES	770.00
	INVOICE:	376958								
	376962	06/02/14		14007497	108249	P	06/30/14	0901118 0891 014X	GRADUATION EXPENSES	880.00
	INVOICE:	376962								
	376975	06/02/14		14009079	108249	P	06/30/14	0011099 0610	GENERAL SUPPLIES	135.00
	INVOICE:	376975								
	VENDOR TOTALS			21,596.75	YTD INVOICED			21,596.75	YTD PAID	1,785.00
14344	DFW									
	2014-7	06/02/14			108250	P	06/30/14	0011075 0343	LEGAL SERVICES	4,995.00
	INVOICE:	2014-7								
	2014-7-L	06/02/14			108250	P	06/30/14	0011075 0343	LEGAL SERVICES	3,562.50
	INVOICE:	2014-7-L								
	VENDOR TOTALS			21,215.00	YTD INVOICED			21,215.00	YTD PAID	8,557.50
2093	DIXIE HEIGHTS HIGH SCHOOL									
	5-28-14	06/02/14			108251	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	3,729.74
	INVOICE:	5/28/14								
	6-3-14	06/02/14			108251	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	4,383.75

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	040769	06/02/14		14000993	108257	P	06/30/14	0061134 0347	SECURITY SERVICES	300.00
	INVOICE: 040769									
	040772	06/02/14		14000995	108257	P	06/30/14	0801134 0347	SECURITY SERVICES	250.00
	INVOICE: 040772									
	040773	06/02/14		14001004	108257	P	06/30/14	1201134 0347	SECURITY SERVICES	350.00
	INVOICE: 040773									
	040774	06/02/14		14001006	108257	P	06/30/14	0901134 0347	SECURITY SERVICES	350.00
	INVOICE: 040774									
	040786	06/02/14		14000996	108257	P	06/30/14	0071134 0347	SECURITY SERVICES	137.50
	INVOICE: 040786									
	040786	06/02/14		14000996	108257	P	06/30/14	0081134 0347	SECURITY SERVICES	137.50
	INVOICE: 040786									
	040787	06/02/14		14000996	108257	P	06/30/14	0071134 0347	SECURITY SERVICES	137.50
	INVOICE: 040787									
	040787	06/02/14		14000996	108257	P	06/30/14	0081134 0347	SECURITY SERVICES	137.50
	INVOICE: 040787									
	040788	06/02/14		14000997	108257	P	06/30/14	1001134 0347	SECURITY SERVICES	175.00
	INVOICE: 040788									
	040789	06/02/14		14001000	108257	P	06/30/14	1031134 0347	SECURITY SERVICES	250.00
	INVOICE: 040789									
	040790	06/02/14		14001001	108257	P	06/30/14	1051134 0347	SECURITY SERVICES	325.00
	INVOICE: 040790									
	040791	06/02/14		14001013	108257	P	06/30/14	0951134 0347	SECURITY SERVICES	150.00
	INVOICE: 040791									
	040792	06/02/14		14000998	108257	P	06/30/14	1101134 0347	SECURITY SERVICES	225.00
	INVOICE: 040792									
	040793	06/02/14		14000999	108257	P	06/30/14	4951134 0347	SECURITY SERVICES	225.00
	INVOICE: 040793									
	040794	06/02/14		14001002	108257	P	06/30/14	1081134 0347	SECURITY SERVICES	175.00
	INVOICE: 040794									
	042499	06/02/14		14009316	108257	P	06/30/14	1201134 0347	SECURITY SERVICES	150.00
	INVOICE: 042499									
	042500	06/02/14		14009316	108257	P	06/30/14	0901134 0347	SECURITY SERVICES	150.00
	INVOICE: 042500									
	043589	06/02/14		14009235	108257	P	06/30/14	0061134 0347	SECURITY SERVICES	65.00
	INVOICE: 043589									
	043595	06/02/14		14009235	108257	P	06/30/14	4951134 0347	SECURITY SERVICES	156.30
	INVOICE: 043595									
	043617	06/02/14		14009235	108257	P	06/30/14	0501134 0347	SECURITY SERVICES	45.00
	INVOICE: 043617									
	043624	06/02/14		14009235	108257	P	06/30/14	1031134 0347	SECURITY SERVICES	157.65
	INVOICE: 043624									
	043625	06/02/14		14009235	108257	P	06/30/14	0201134 0347	SECURITY SERVICES	124.90
	INVOICE: 043625									
	043637	06/02/14		14009235	108257	P	06/30/14	0451134 0347	SECURITY SERVICES	65.00
	INVOICE: 043637									
	043638	06/02/14		14009235	108257	P	06/30/14	9011134 0347	SECURITY SERVICES	99.76
	INVOICE: 043638									
	043639	06/02/14		14009235	108257	P	06/30/14	9011134 0347	SECURITY SERVICES	152.60
	INVOICE: 043639									
	043640	06/02/14		14009235	108257	P	06/30/14	9011134 0347	SECURITY SERVICES	210.40

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	043640								
043886	06/02/14			14009316	108257	P	06/30/14	0701134 0347	SECURITY SERVICES	185.00
	INVOICE:	043886								
043887	06/02/14			14009316	108257	P	06/30/14	0701134 0347	SECURITY SERVICES	1,299.30
	INVOICE:	043887								
043916	06/02/14			14001003	108257	P	06/30/14	0401134 0347	SECURITY SERVICES	282.00
	INVOICE:	043916								
043917	06/02/14			14001016	108257	P	06/30/14	9011134 0347	SECURITY SERVICES	54.00
	INVOICE:	043917								
043918	06/02/14			14009316	108257	P	06/30/14	0401134 0347	SECURITY SERVICES	282.00
	INVOICE:	043918								
043919	06/02/14			14000987	108257	P	06/30/14	0051134 0347	SECURITY SERVICES	282.00
	INVOICE:	043919								
043920	06/02/14			14000988	108257	P	06/30/14	0201134 0347	SECURITY SERVICES	282.00
	INVOICE:	043920								
043921	06/02/14			14000989	108257	P	06/30/14	0601134 0347	SECURITY SERVICES	282.00
	INVOICE:	043921								
043922	06/02/14			14000992	108257	P	06/30/14	0451134 0347	SECURITY SERVICES	282.00
	INVOICE:	043922								
043923	06/02/14			14001014	108257	P	06/30/14	9031134 0347	SECURITY SERVICES	282.00
	INVOICE:	043923								
043924	06/02/14			14001011	108257	P	06/30/14	0021134 0347	SECURITY SERVICES	282.00
	INVOICE:	043924								
043925	06/02/14			14000990	108257	P	06/30/14	0501134 0347	SECURITY SERVICES	282.00
	INVOICE:	043925								
043926	06/02/14			14001015	108257	P	06/30/14	0011134 0347	SECURITY SERVICES	216.00
	INVOICE:	043926								
043927	06/02/14			14000991	108257	P	06/30/14	0701134 0347	SECURITY SERVICES	282.00
	INVOICE:	043927								
043928	06/02/14			14000993	108257	P	06/30/14	0061134 0347	SECURITY SERVICES	282.00
	INVOICE:	043928								
043929	06/02/14			14000995	108257	P	06/30/14	0801134 0347	SECURITY SERVICES	282.00
	INVOICE:	043929								
043930	06/02/14			14001004	108257	P	06/30/14	1201134 0347	SECURITY SERVICES	282.00
	INVOICE:	043930								
043931	06/02/14			14001005	108257	P	06/30/14	1201134 0347	SECURITY SERVICES	216.00
	INVOICE:	043931								
043932	06/02/14			14001012	108257	P	06/30/14	9011134 0347	SECURITY SERVICES	216.00
	INVOICE:	043932								
043933	06/02/14			14001006	108257	P	06/30/14	0901134 0347	SECURITY SERVICES	282.00
	INVOICE:	043933								
043934	06/02/14			14001010	108257	P	06/30/14	0901134 0347	SECURITY SERVICES	282.00
	INVOICE:	043934								
043935	06/02/14			14001013	108257	P	06/30/14	0951134 0347	SECURITY SERVICES	282.00
	INVOICE:	043935								
043936	06/02/14			14000996	108257	P	06/30/14	0071134 0347	SECURITY SERVICES	141.00
	INVOICE:	043936								
043936	06/02/14			14000996	108257	P	06/30/14	0081134 0347	SECURITY SERVICES	141.00
	INVOICE:	043936								
043937	06/02/14			14000997	108257	P	06/30/14	1001134 0347	SECURITY SERVICES	282.00
	INVOICE:	043937								

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	043938	06/02/14		14001000	108257	P	06/30/14	1031134 0347	SECURITY SERVICES	282.00
	INVOICE: 043938									
	043939	06/02/14		14001001	108257	P	06/30/14	1051134 0347	SECURITY SERVICES	282.00
	INVOICE: 043939									
	043940	06/02/14		14000998	108257	P	06/30/14	1101134 0347	SECURITY SERVICES	282.00
	INVOICE: 043940									
	043941	06/02/14		14000999	108257	P	06/30/14	4951134 0347	SECURITY SERVICES	282.00
	INVOICE: 043941									
	043942	06/02/14		14001002	108257	P	06/30/14	1081134 0347	SECURITY SERVICES	282.00
	INVOICE: 043942									
	VENDOR TOTALS			25,064.15	YTD INVOICED			25,383.95	YTD PAID	14,873.91
11980	VECTREN ENERGY SERVICES CORPORATION									
	6-10-2014	06/02/14			108258	P	06/30/14	0003603 0450	14044 CONSTRUCTION SERVICES	279,075.83
	INVOICE: 6/10/2014									
	VENDOR TOTALS			2,823,905.25	YTD INVOICED			2,823,905.25	YTD PAID	279,075.83
13541	ENGELMAN, LAURA									
	5-1-6-3	06/02/14			108259	P	06/30/14	9032155 0580	1064 TRAVEL	94.08
	INVOICE: 5/1-6/3									
	VENDOR TOTALS			2,139.40	YTD INVOICED			2,202.40	YTD PAID	94.08
8894	ERWIN, TERRI									
	6-5-6-12	06/02/14			108260	P	06/30/14	0005101 0581	TRAVEL - IN DISTRICT	45.92
	INVOICE: 6/5-6/12									
	VENDOR TOTALS			306.13	YTD INVOICED			405.57	YTD PAID	45.92
10133	FACILITY COMMISSIONING GROUP									
	20-3306	06/02/14			108261	P	06/30/14	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	4,125.00
	INVOICE: 20-3306									
	VENDOR TOTALS			12,650.00	YTD INVOICED			12,650.00	YTD PAID	4,125.00
3899	FAGIN, KELLY									
	4-15-5-1	06/02/14			108262	P	06/30/14	0201031 0581	7000 TRAVEL - IN DISTRICT	14.56
	INVOICE: 4/15-5/1									
	VENDOR TOTALS			95.26	YTD INVOICED			95.26	YTD PAID	14.56
14332	FAMILY FIRST									
	623470-05071	06/02/14		14008544	108263	P	06/30/14	0202104 0610	1254 GENERAL SUPPLIES	158.87
	INVOICE: 623470-050714									
	623470-05141	06/02/14		14008544	108263	P	06/30/14	0202104 0610	1254 GENERAL SUPPLIES	35.00
	INVOICE: 623470-051414									
	VENDOR TOTALS			193.87	YTD INVOICED			193.87	YTD PAID	193.87

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8229 FEDDERS FEED & SEED	14495	06/02/14		14009236	108264	P	06/30/14	9201134 0610	GENERAL SUPPLIES	65.95
	INVOICE:	14495								
VENDOR TOTALS				65.95	YTD INVOICED			65.95	YTD PAID	65.95
1148 FERRELLGAS	1082829654	06/02/14		14009317	108265	P	06/30/14	0701087 0623	BOTTLED GAS	1,764.90
	INVOICE:	1082829654								
VENDOR TOTALS				149,240.75	YTD INVOICED			149,240.75	YTD PAID	1,764.90
8 FIELDS, VICKI	5-1-5-30-14	06/02/14			108266	P	06/30/14	0001013 0582 016X	TRAVEL - OUT OF DISTRICT	296.24
	INVOICE:	5/1-5/30/14								
VENDOR TOTALS				3,461.48	YTD INVOICED			3,558.10	YTD PAID	296.24
14116 FINLEY, CATHY	4-24-6-5	06/02/14			108267	P	06/30/14	0401077 0581 7000	TRAVEL - IN DISTRICT	15.74
	INVOICE:	4/24-6/5								
VENDOR TOTALS				114.68	YTD INVOICED			114.68	YTD PAID	15.74
9852 FINN, BETH	4-4-6-3	06/02/14			108268	P	06/30/14	0001121 0580 337X	TRAVEL	31.92
	INVOICE:	4/4-6/3								
VENDOR TOTALS				92.10	YTD INVOICED			92.10	YTD PAID	31.92
14268 FIRSTBOOK.ORG	100029007	06/02/14		14006768	108269	P	06/30/14	0062121 0643 3104	SUPPLEMENTARY BKS/STUDY G	292.65
	INVOICE:	100029007								
VENDOR TOTALS				292.65	YTD INVOICED			292.65	YTD PAID	292.65
7897 FISHER SCIENTIFIC	7278903	06/02/14		14006774	108270	P	06/30/14	9032138 0610 1064	GENERAL SUPPLIES	198.00
	INVOICE:	7278903								
VENDOR TOTALS				3,104.69	YTD INVOICED			3,104.69	YTD PAID	198.00
13091 FISK, ELIZABETH	6-10	06/02/14			108271	P	06/30/14	0701118 0581 7000	TRAVEL - IN DISTRICT	16.80
	INVOICE:	6/10								
VENDOR TOTALS				142.49	YTD INVOICED			142.49	YTD PAID	16.80
12148 FISK, JESSICA	5-1-6-3	06/02/14			108272	P	06/30/14	0002121 0581 3374	TRAVEL - IN DISTRICT	42.84
	INVOICE:	5/1-6/3								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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VENDOR TOTALS		1,070.91 YTD INVOICED			1,070.91 YTD PAID					42.84
814	FLINN SCIENTIFIC INC.									
	1752976	06/02/14		14008325	108273	P	06/30/14	9032138 0735 1064	OTHER INSTRUCTIONAL EQUIP	6,699.80
	INVOICE: 1752976									
	1753275	06/02/14		14008156	108273	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	6,888.73
	INVOICE: 1753275									
VENDOR TOTALS		20,840.29 YTD INVOICED			20,840.29 YTD PAID					13,588.53
3691	FOLLETT SCHOOL SOLUTIONS									
	1132543	06/02/14		14006865	108275	P	06/30/14	0051059 0642 7000	PERIODICALS & NEWSPAPERS	147.81
	INVOICE: 1132543									
VENDOR TOTALS		15,274.25 YTD INVOICED			15,434.25 YTD PAID					147.81
33	FOLLETT SCHOOL SOLUTIONS									
	404294-6	06/02/14		14007500	108274	P	06/30/14	1081059 0641 7000	LIBRARY BOOKS	182.65
	INVOICE: 404294-6									
	404294A-5	06/02/14		14007500	108274	P	06/30/14	1081059 0641 7000	LIBRARY BOOKS	1,207.59
	INVOICE: 404294A-5									
	404294F-5	06/02/14		14007500	108274	P	06/30/14	1081059 0641 7000	LIBRARY BOOKS	276.67
	INVOICE: 404294F-5									
VENDOR TOTALS		19,059.28 YTD INVOICED			19,850.49 YTD PAID					1,666.91
12572	FRONTLINE PLACEMENT TECHNOLOGIES									
	INVUS27148	06/02/14			108276	P	06/30/14	0011099 0650	Other Supplies-Technology	24,112.60
	INVOICE: INVUS27148									
VENDOR TOTALS		47,241.90 YTD INVOICED			47,241.90 YTD PAID					24,112.60
4679	FRYSC COALITION OF KY, INC.									
	6-5-14	06/02/14		14007275	108277	P	06/30/14	1032104 0673 1254	FEES/REGISTRATIONS (ACTIV	40.00
	INVOICE: 6/5/14									
VENDOR TOTALS		40.00 YTD INVOICED			40.00 YTD PAID					40.00
11481	FRYSCKY, INC.									
	6-5-14	06/02/14		14008545	108278	P	06/30/14	1052104 0130 1254	CLASSIFIED REGULAR SALARY	40.00
	INVOICE: 6/5/14									
	7045	06/02/14		14003623	108278	P	06/30/14	1082104 0338 1254	REGISTRATION FEES	210.00
	INVOICE: 7045									
	7279	06/02/14		14006029	108278	P	06/30/14	1202104 0610 1254	GENERAL SUPPLIES	40.00
	INVOICE: 7279									
VENDOR TOTALS		590.00 YTD INVOICED			590.00 YTD PAID					290.00
14298	FUEL CELL STORE									
	1478	06/02/14		14007494	108279	P	06/30/14	9032156 0610 1064	GENERAL SUPPLIES	3,517.14

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	972208779	06/02/14		13006502	108285	P	06/30/14	0003607 0450 11096	CONSTRUCTION SERVICES	3,158.00
	INVOICE:	972208779								
	VENDOR TOTALS			285,760.04	YTD INVOICED			285,760.04	YTD PAID	3,158.00
12768	GREAT OUTCOMES PHYSICAL THERAPY, LLC									
	5-27-5-29	06/02/14			108286	P	06/30/14	0002121 0349 3374	OTHER PROFESSIONAL SERVIC	585.00
	INVOICE:	5/27-5/29								
	6-6-14	06/02/14			108286	P	06/30/14	0002121 0349 3374	OTHER PROFESSIONAL SERVIC	178.75
	INVOICE:	6/6/14								
	VENDOR TOTALS			51,707.50	YTD INVOICED			51,707.50	YTD PAID	763.75
14366	GROSS, KIM									
	5-30-14	06/02/14			108287	P	06/30/14	510 1624	A-LA-CARTE SALES	11.70
	INVOICE:	5/30/14								
	VENDOR TOTALS			11.70	YTD INVOICED			11.70	YTD PAID	11.70
6340	HAGEDORN'S APPLIANCES (PAUL CAHILL)									
	0469981-2	06/02/14		14008330	108288	P	06/30/14	9032138 0610 1064	GENERAL SUPPLIES	341.00
	INVOICE:	0469981-2								
	VENDOR TOTALS			1,973.95	YTD INVOICED			1,973.95	YTD PAID	341.00
2808	HAMILTON, DORIS K.									
	4-1-5-30	06/02/14			108289	P	06/30/14	0001121 0581 337X	TRAVEL - IN DISTRICT	78.96
	INVOICE:	4/1-5/30								
	VENDOR TOTALS			78.96	YTD INVOICED			78.96	YTD PAID	78.96
14368	HAMM, TRACY									
	5-30-14	06/02/14			108290	P	06/30/14	510 1624	A-LA-CARTE SALES	1,480.00
	INVOICE:	5/30/14								
	VENDOR TOTALS			1,480.00	YTD INVOICED			1,480.00	YTD PAID	1,480.00
2502	HANEY, ROB									
	6-9-6-17	06/02/14			108291	P	06/30/14	9201134 0581	TRAVEL - IN DISTRICT	40.60
	INVOICE:	6/9-6/17								
	VENDOR TOTALS			1,591.15	YTD INVOICED			1,591.15	YTD PAID	40.60
14371	HANRAHAN, CATHY									
	5-27-14	06/02/14			108292	P	06/30/14	510 1624	A-LA-CARTE SALES	23.00
	INVOICE:	5/27/14								
	VENDOR TOTALS			23.00	YTD INVOICED			23.00	YTD PAID	23.00
11726	HARLOW, ERIN									
	4-25-6-5	06/02/14			108293	P	06/30/14	0011080 0581	TRAVEL - IN DISTRICT	104.61

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
	VENDOR TOTALS			128.79 YTD INVOICED				128.79 YTD PAID	67.20
9324	HURST OFFICE SUPPLIERS INC.								
	877106-0	06/02/14		14004061	108302 P	06/30/14	0003607	0733 11096 FURNITURE & FIXTURES	4,551.26
	INVOICE:	877106-0							
	877107-0	06/02/14		14004061	108302 P	06/30/14	0003607	0733 11096 FURNITURE & FIXTURES	3,473.07
	INVOICE:	877107-0							
	889227-0	06/02/14		14007037	108302 P	06/30/14	0003607	0733 11096 FURNITURE & FIXTURES	7,593.32
	INVOICE:	889227-0							
	VENDOR TOTALS			25,793.70 YTD INVOICED				25,793.70 YTD PAID	15,617.65
11852	IDEAS UNLIMITED SEMINARS, INC.								
	R7070	06/02/14		14002914	108303 P	06/30/14	0001118	0338 015X REGISTRATION FEES	229.00
	INVOICE:	R7070							
	R7071	06/02/14		14002913	108303 P	06/30/14	0001118	0338 015X REGISTRATION FEES	229.00
	INVOICE:	R7071							
	VENDOR TOTALS			2,737.00 YTD INVOICED				2,737.00 YTD PAID	458.00
199	INDEPENDENCE LUMBER & SUPPLY								
	6651	06/02/14		14009250	108304 P	06/30/14	1051134	0610 GENERAL SUPPLIES	43.28
	INVOICE:	6651							
	VENDOR TOTALS			655.24 YTD INVOICED				748.84 YTD PAID	43.28
9569	INNOVATIVE ENERGY SOLUTIONS								
	43780	06/02/14		14009237	108305 P	06/30/14	1081134	0431 HVAC/ELECTRIC REPAIR & MA	391.00
	INVOICE:	43780							
	44068	06/02/14		14009237	108305 P	06/30/14	0081134	0431 HVAC/ELECTRIC REPAIR & MA	493.00
	INVOICE:	44068							
	44069	06/02/14		14009237	108305 P	06/30/14	1001134	0431 HVAC/ELECTRIC REPAIR & MA	681.00
	INVOICE:	44069							
	44202	06/02/14		14009237	108305 P	06/30/14	1081134	0431 HVAC/ELECTRIC REPAIR & MA	533.00
	INVOICE:	44202							
	44203	06/02/14		14009237	108305 P	06/30/14	0501134	0431 HVAC/ELECTRIC REPAIR & MA	224.00
	INVOICE:	44203							
	44296	06/02/14		14009318	108305 P	06/30/14	1001134	0431 HVAC/ELECTRIC REPAIR & MA	249.07
	INVOICE:	44296							
	44451	06/02/14		14009237	108305 P	06/30/14	0081134	0431 HVAC/ELECTRIC REPAIR & MA	510.47
	INVOICE:	44451							
	44536	06/02/14		14009237	108305 P	06/30/14	1001134	0431 HVAC/ELECTRIC REPAIR & MA	391.00
	INVOICE:	44536							
	VENDOR TOTALS			118,401.95 YTD INVOICED				121,383.99 YTD PAID	3,472.54
836	INTERACT								
	SI16185	06/02/14		14009119	108306 P	06/30/14	0001011	0610 130X GENERAL SUPPLIES	55.94
	INVOICE:	SI16185							

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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VENDOR TOTALS				118,304.00	YTD INVOICED			118,304.00	YTD PAID	8,583.00
1560 JOHNSON ELECTRIC SUPPLY COMPANY	S10006325501	06/02/14		14009319	108314	P	06/30/14	0901134 0431	HVAC/ELECTRIC REPAIR & MA	423.09
	INVOICE: S100063255.001									
VENDOR TOTALS				3,550.54	YTD INVOICED			3,550.54	YTD PAID	423.09
3133 JONES, CYNTHIA A.	5-21-5-29	06/02/14			108315	P	06/30/14	9981121 0580 337X	TRAVEL	33.60
	INVOICE: 5/21-5/29									
VENDOR TOTALS				527.67	YTD INVOICED			527.67	YTD PAID	33.60
13696 JONES, MISTY	6-4-14	06/02/14			108316	P	06/30/14	0451118 0581 7000	TRAVEL - IN DISTRICT	17.08
	INVOICE: 6/4/14									
VENDOR TOTALS				56.56	YTD INVOICED			56.56	YTD PAID	17.08
1010 JOSTENS	16629093	06/02/14		14004827	108317	P	06/30/14	0901118 0891 014X	GRADUATION EXPENSES	676.43
	INVOICE: 16629093									
	16680436	06/02/14		14005952	108317	P	06/30/14	1201118 0610 014X	GENERAL SUPPLIES	17.09
	INVOICE: 16680436									
	16681740	06/02/14		14004827	108317	P	06/30/14	0901118 0891 014X	GRADUATION EXPENSES	13.54
	INVOICE: 16681740									
	16722660	06/02/14		14005952	108317	P	06/30/14	1201118 0610 014X	GENERAL SUPPLIES	11.39
	INVOICE: 16722660									
	16769731	06/02/14		14004827	108317	P	06/30/14	0901118 0891 014X	GRADUATION EXPENSES	8.23
	INVOICE: 16769731									
VENDOR TOTALS				3,001.60	YTD INVOICED			3,001.60	YTD PAID	726.68
908 K-MART	5-29-14	06/02/14		14008543	108318	P	06/30/14	0202104 0610 1254	GENERAL SUPPLIES	481.46
	INVOICE: 5/29/14									
	5-29-14A	06/02/14		14007310	108318	P	06/30/14	0202104 0679 1254	OTHER STUDENT ACTIVITIES	232.36
	INVOICE: 5/29/14A									
VENDOR TOTALS				713.82	YTD INVOICED			713.82	YTD PAID	713.82
119 KASA	134571	06/02/14		14009019	108319	P	06/30/14	0201118 0338 7000	REGISTRATION FEES	150.00
	INVOICE: 134571									
VENDOR TOTALS				26,020.89	YTD INVOICED			26,020.89	YTD PAID	150.00
2406 KASC	10436	06/02/14		14002197	108320	P	06/30/14	0901118 0349 7000	OTHER PROFESSIONAL SERVIC	150.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	5-22-14	06/02/14		14007285	108329	P	06/30/14	0202104 0616 1254	FOOD NON-INSTRUCTIONAL no	88.11
	INVOICE: 5/22/14									
	5-29-14	06/02/14		14007265	108328	P	06/30/14	0402104 0679 1254	OTHER STUDENT ACTIVITIES	56.08
	INVOICE: 5/29/14									
	5-30-14	06/02/14		14008322	108328	P	06/30/14	0402104 0610 1254	GENERAL SUPPLIES	156.84
	INVOICE: 5/30/14									
	VENDOR TOTALS			686.72	YTD INVOICED			686.72	YTD PAID	393.27
1455	KSBA									
	80642	06/02/14			108330	P	06/30/14	0001121 0349 0033X	OTHER PROFESSIONAL SERVIC	155.12
	INVOICE: 80642									
	80748	06/02/14		14007700	108330	P	06/30/14	0001118 0338 014X	REGISTRATION FEES	200.00
	INVOICE: 80748									
	80748	06/02/14		14007700	108330	P	06/30/14	0001118 0338 015X	REGISTRATION FEES	200.00
	INVOICE: 80748									
	80749	06/02/14		14007762	108330	P	06/30/14	0011099 0338	REGISTRATION FEES	200.00
	INVOICE: 80749									
	80750	06/02/14		14008331	108330	P	06/30/14	0001029 0582	TRAVEL - OUT OF DISTRICT	250.00
	INVOICE: 80750									
	81659	06/02/14			108330	P	06/30/14	0001121 0349 0033X	OTHER PROFESSIONAL SERVIC	1,283.76
	INVOICE: 81659									
	VENDOR TOTALS			24,650.76	YTD INVOICED			25,783.86	YTD PAID	2,288.88
5968	KUEMPEL SERVICE									
	00750859	06/02/14		14009259	108331	P	06/30/14	0071134 0431	HVAC/ELECTRIC REPAIR & MA	282.61
	INVOICE: 00750859									
	00750859	06/02/14		14009259	108331	P	06/30/14	0081134 0431	HVAC/ELECTRIC REPAIR & MA	282.61
	INVOICE: 00750859									
	00750860	06/02/14		14009259	108331	P	06/30/14	1031134 0431	HVAC/ELECTRIC REPAIR & MA	4,361.00
	INVOICE: 00750860									
	00751405	06/02/14		14009259	108331	P	06/30/14	0501134 0431	HVAC/ELECTRIC REPAIR & MA	2,346.92
	INVOICE: 00751405									
	VENDOR TOTALS			100,005.66	YTD INVOICED			139,235.66	YTD PAID	7,273.14
1248	KURTZ BROS.									
	23072.00	06/02/14		14008175	108332	P	06/30/14	0061118 0610 7000	GENERAL SUPPLIES	476.93
	INVOICE: 23072.00									
	23147.00	06/02/14		14008176	108332	P	06/30/14	0061118 0610 7000	GENERAL SUPPLIES	341.11
	INVOICE: 23147.00									
	VENDOR TOTALS			4,980.40	YTD INVOICED			4,980.40	YTD PAID	818.04
13210	KY TESOL									
	855	06/02/14		14003169	108333	P	06/30/14	0002118 0338 3454	REGISTRATION FEES	360.00
	INVOICE: 855									
	VENDOR TOTALS			360.00	YTD INVOICED			360.00	YTD PAID	360.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
2825 LAB-AIDS	00101809	06/02/14		14008946	108334	P	06/30/14	9032156 0735 1064	OTHER INSTRUCTIONAL EQUIP	12,764.62
	INVOICE:	00101809								
VENDOR TOTALS				12,764.62	YTD INVOICED			12,764.62	YTD PAID	12,764.62
10469 LANGDON, LEAH	5-22-6-26	06/02/14			108335	P	06/30/14	0202104 0581 1254	TRAVEL - IN DISTRICT	154.00
	INVOICE:	5/22-6/26								
VENDOR TOTALS				1,458.72	YTD INVOICED			1,458.72	YTD PAID	154.00
14154 LAROSA'S	1-31-14	06/02/14		14006071	108336	P	06/30/14	0081118 0610 7000	GENERAL SUPPLIES	98.40
	INVOICE:	1/31/14								
	10-28-13	06/02/14		14003916	108336	P	06/30/14	0001118 0616 015X	FOOD NON-INSTRUCTIONAL no	132.00
	INVOICE:	10/28/13								
VENDOR TOTALS				847.02	YTD INVOICED			847.02	YTD PAID	230.40
6 LAROSA'S PIZZA	6-17-14	06/02/14		14006873	108337	P	06/30/14	0902104 0610 1254	GENERAL SUPPLIES	108.25
	INVOICE:	6/17/14								
VENDOR TOTALS				108.25	YTD INVOICED			108.25	YTD PAID	108.25
8961 HEALTHSPAN	0618014	06/02/14		14000529	108338	P	06/30/14	0011099 0349	OTHER PROFESSIONAL SERVIC	1,647.00
	INVOICE:	0618014								
VENDOR TOTALS				19,764.00	YTD INVOICED			19,764.00	YTD PAID	1,647.00
14029 LONG, KATHARINE	5-14-5-21	06/02/14			108339	P	06/30/14	0002118 0581 3453I	TRAVEL - IN DISTRICT	29.68
	INVOICE:	5/14-5/21								
VENDOR TOTALS				632.45	YTD INVOICED			632.45	YTD PAID	29.68
9087 LOWE'S	45691	06/02/14		14009320	108340	P	06/30/14	0401134 0610	GENERAL SUPPLIES	10.55
	INVOICE:	45691								
	67029	06/02/14		14009238	108340	P	06/30/14	0003607 0349 11096	OTHER PROFESSIONAL SERVIC	35.10
	INVOICE:	67029								
	67085	06/02/14		14009320	108340	P	06/30/14	1201134 0610	GENERAL SUPPLIES	118.42
	INVOICE:	67085								
	67384	06/02/14		14009238	108340	P	06/30/14	9011134 0610	GENERAL SUPPLIES	132.94
	INVOICE:	67384								
	67423	06/02/14		14009238	108340	P	06/30/14	0401134 0610	GENERAL SUPPLIES	10.12
	INVOICE:	67423								
	67501	06/02/14		14009320	108340	P	06/30/14	0451134 0610	GENERAL SUPPLIES	17.91
	INVOICE:	67501								

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	67685A INVOICE: 67685A	06/02/14		14009238	108340	P	06/30/14	9011134 0610	GENERAL SUPPLIES	220.94
	67686 INVOICE: 67686	06/02/14		14009238	108340	P	06/30/14	0051134 0610	GENERAL SUPPLIES	7.09
	67821 INVOICE: 67821	06/02/14		14009238	108340	P	06/30/14	0501134 0610	GENERAL SUPPLIES	10.96
	VENDOR TOTALS			7,626.08 YTD INVOICED				7,649.78 YTD PAID		564.03
243	LUCAS SANITATION COMPANY									
	140601-1 INVOICE: 140601-1	06/02/14		14000599	108341	P	06/30/14	0701087 0411	WATER/SEWAGE	200.00
	140601-1 INVOICE: 140601-1	06/02/14		14000599	108341	P	06/30/14	0801087 0411	WATER/SEWAGE	200.00
	140601-1 INVOICE: 140601-1	06/02/14		14000599	108341	P	06/30/14	1101087 0411	WATER/SEWAGE	200.00
	140601-2 INVOICE: 140601-2	06/02/14		14009269	108341	P	06/30/14	0701087 0411	WATER/SEWAGE	700.00
	140601-2 INVOICE: 140601-2	06/02/14		14009269	108341	P	06/30/14	0801087 0411	WATER/SEWAGE	525.00
	140601-3 INVOICE: 140601-3	06/02/14		14009269	108341	P	06/30/14	9201134 0411	WATER/SEWAGE	729.00
	VENDOR TOTALS			69,553.55 YTD INVOICED				72,596.05 YTD PAID		2,554.00
13162	MANN, DANIEL									
	5-19-6-19 INVOICE: 5/19-6/19	06/02/14			108342	P	06/30/14	9201134 0581	TRAVEL - IN DISTRICT	229.04
	VENDOR TOTALS			2,200.30 YTD INVOICED				2,200.30 YTD PAID		229.04
1612	MANN, TRACY									
	5-21-6-11 INVOICE: 5/21-6/11	06/02/14			108343	P	06/30/14	0001124 0581	TRAVEL - IN DISTRICT	79.52
	6-16-6-19 INVOICE: 6/16-6/19	06/02/14			108343	P	06/30/14	0001124 0580	TRAVEL	44.00
	VENDOR TOTALS			1,211.32 YTD INVOICED				1,261.61 YTD PAID		123.52
14392	MARKSBERRY, JEFF									
	5-21-6-7 INVOICE: 5/21-6/7	06/02/14			108344	P	06/30/14	0901118 0581 7000	TRAVEL - IN DISTRICT	620.50
	VENDOR TOTALS			620.50 YTD INVOICED				620.50 YTD PAID		620.50
13538	MCALISTER'S DELI									
	3-28-14 INVOICE: 3/28/14	06/02/14		14007311	108345	P	06/30/14	0202104 0616 1254	FOOD NON-INSTRUCTIONAL no	11.04
	3-28-14 INVOICE: 3/28/14	06/02/14		14007311	108345	P	06/30/14	0202104 0679 1254	OTHER STUDENT ACTIVITIES	76.62

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
	VENDOR TOTALS			428.76 YTD INVOICED				428.76 YTD PAID			87.66
14092	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC 80404316001 INVOICE: 80404316001	06/02/14		14007710	108346	P	06/30/14	1031118 0610 7000		GENERAL SUPPLIES	1,237.50
	VENDOR TOTALS			15,326.15 YTD INVOICED				15,326.15 YTD PAID			1,237.50
13623	MCMASTER CARR 75545889 INVOICE: 75545889	06/02/14		14003839	108347	P	06/30/14	9032156 0610 1064		GENERAL SUPPLIES	479.52
	VENDOR TOTALS			479.52 YTD INVOICED				479.52 YTD PAID			479.52
13912	MCPC, INC. 6490106 INVOICE: 6490106 6490241 INVOICE: 6490241	06/02/14		14000268	108348	P	06/30/14	0001013 0432Y 016X		TECH-RELATED REPAIRS & MA	40.00
		06/02/14		14000268	108348	P	06/30/14	0001013 0432Y 016X		TECH-RELATED REPAIRS & MA	19.55
	VENDOR TOTALS			4,910.00 YTD INVOICED				4,910.00 YTD PAID			59.55
13648	MENKE, ELIZABETH 4-14-5-9 INVOICE: 4/14-5/9	06/02/14			108349	P	06/30/14	0005101 0582		TRAVEL - OUT OF DISTRICT	25.20
	VENDOR TOTALS			1,087.24 YTD INVOICED				1,290.86 YTD PAID			25.20
14345	MID WEST GROUNDS 2932 INVOICE: 2932	06/02/14		14008908	108350	P	06/30/14	0003607 0349 11096		OTHER PROFESSIONAL SERVIC	9,236.00
	VENDOR TOTALS			9,236.00 YTD INVOICED				9,236.00 YTD PAID			9,236.00
12404	MILLER-HORN, JENNIFER 6-6-6-7 INVOICE: 6/6-6/7	06/02/14			108351	P	06/30/14	0002121 0582 3374		TRAVEL - OUT OF DISTRICT	334.20
	VENDOR TOTALS			2,484.57 YTD INVOICED				2,484.57 YTD PAID			334.20
8144	MODERN ENTRANCE SYSTEMS, INC. 58188 INVOICE: 58188	06/02/14		14009260	108352	P	06/30/14	0081134 0434Y		BLDG REPAIR & MAINTENANCE	112.50
	VENDOR TOTALS			3,167.08 YTD INVOICED				3,167.08 YTD PAID			112.50
14376	MOE'S SOUTHWEST KC001 INVOICE: KC001	06/02/14		14009203	108353	P	06/30/14	0001029 0630		FOOD	171.00

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
	VENDOR TOTALS			171.00 YTD INVOICED				171.00 YTD PAID	171.00
2960	MOREL INCORPORATED 6-15-14 INVOICE: 6/15/14	06/02/14			108354	P	06/30/14	0003607 0450 11096 CONSTRUCTION SERVICES	364,404.67
	VENDOR TOTALS			5,562,720.37 YTD INVOICED				5,562,720.37 YTD PAID	364,404.67
11667	MURAWSKI, GINA 5-19-6-17 INVOICE: 5/19-6/17	06/02/14			108355	P	06/30/14	0402104 0580 1254 TRAVEL	87.47
	VENDOR TOTALS			1,096.29 YTD INVOICED				1,096.29 YTD PAID	87.47
12071	MURRAY PROMOTIONS 11426 INVOICE: 11426	06/02/14		14006479	108356	P	06/30/14	0902104 0679 1254 OTHER STUDENT ACTIVITIES	503.78
	VENDOR TOTALS			4,056.18 YTD INVOICED				4,056.18 YTD PAID	503.78
2361	MUSIC IN MOTION 00470316 INVOICE: 00470316	06/02/14		14008179	108357	P	06/30/14	0061118 0610 7000 GENERAL SUPPLIES	296.88
	VENDOR TOTALS			296.88 YTD INVOICED				296.88 YTD PAID	296.88
14297	NAESP 218471 INVOICE: 218471	06/02/14		14008141	108358	P	06/30/14	0071118 0610 7000 GENERAL SUPPLIES	128.50
	VENDOR TOTALS			363.50 YTD INVOICED				363.50 YTD PAID	128.50
62	NASCO 850365 INVOICE: 850365	06/02/14		14007292	108359	P	06/30/14	0062006 0610 1354 GENERAL SUPPLIES	96.16
	863064 INVOICE: 863064	06/02/14		14007292	108359	P	06/30/14	0062006 0610 1354 GENERAL SUPPLIES	34.77
	865154 INVOICE: 865154	06/02/14		14007585	108359	P	06/30/14	0072118 0644 1609 TEXTBOOKS	434.24
	908372 INVOICE: 908372	06/02/14		14008668	108359	P	06/30/14	0062006 0610 1354 GENERAL SUPPLIES	121.18
	920178 INVOICE: 920178	06/02/14		14008668	108359	P	06/30/14	0062006 0610 1354 GENERAL SUPPLIES	9.31
	VENDOR TOTALS			3,618.19 YTD INVOICED				3,618.19 YTD PAID	695.66
14195	NATIONAL ACADEMY OF TELEVISION ARTS KCAIT-SEMEM INVOICE: KCAIT-SEMEM-2014-15	06/02/14		14005226	108360	P	06/30/14	9032143 0338 1064 REGISTRATION FEES	15.00

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VENDOR	NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>											
	VENDOR TOTALS		15.00 YTD INVOICED			15.00 YTD PAID				15.00	
14245	NATIONAL CATHOLIC EDUCATION ASSOCIATION										
	31152	06/02/14			14006024	108361	P	06/30/14	4202027 0338 4013	REGISTRATION FEES	125.00
	INVOICE: 31152										
	VENDOR TOTALS		125.00 YTD INVOICED			125.00 YTD PAID				125.00	
7065	NCTM										
	16415	06/02/14			14007466	108362	P	06/30/14	4152027 0338 4013	REGISTRATION FEES	385.00
	INVOICE: 16415										
	VENDOR TOTALS		2,907.00 YTD INVOICED			2,907.00 YTD PAID				385.00	
10954	NELTNER SERVICES, LLC										
	1062	06/02/14			14009321	108363	P	06/30/14	0401134 0424	CONTRACT GROUNDS SERVICE	235.00
	INVOICE: 1062										
	1062	06/02/14			14009321	108363	P	06/30/14	1031134 0424	CONTRACT GROUNDS SERVICE	85.00
	INVOICE: 1062										
	853	06/02/14			14006520	108363	P	06/30/14	0051134 0424	CONTRACT GROUNDS SERVICE	150.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0061134 0424	CONTRACT GROUNDS SERVICE	500.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0071134 0424	CONTRACT GROUNDS SERVICE	250.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0081134 0424	CONTRACT GROUNDS SERVICE	250.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0201134 0424	CONTRACT GROUNDS SERVICE	375.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0401134 0424	CONTRACT GROUNDS SERVICE	380.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0451134 0424	CONTRACT GROUNDS SERVICE	130.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0501134 0424	CONTRACT GROUNDS SERVICE	125.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0601134 0424	CONTRACT GROUNDS SERVICE	140.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0701134 0424	CONTRACT GROUNDS SERVICE	110.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0801134 0424	CONTRACT GROUNDS SERVICE	170.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	0901134 0424	CONTRACT GROUNDS SERVICE	125.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	1001134 0424	CONTRACT GROUNDS SERVICE	90.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	1031134 0424	CONTRACT GROUNDS SERVICE	525.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	1051134 0424	CONTRACT GROUNDS SERVICE	620.00
	INVOICE: 853										
	853	06/02/14			14006520	108363	P	06/30/14	1081134 0424	CONTRACT GROUNDS SERVICE	250.00

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853	INVOICE:	853							
	06/02/14			14006520	108363	P	06/30/14	1201134 0424	CONTRACT GROUNDS SERVICE 250.00
853	INVOICE:	853							
	06/02/14			14006520	108363	P	06/30/14	4951134 0424	CONTRACT GROUNDS SERVICE 310.00
853	INVOICE:	853							
	06/02/14			14006520	108363	P	06/30/14	9201134 0424	CONTRACT GROUNDS SERVICE 150.00
	INVOICE:	853							
	VENDOR TOTALS			8,540.00 YTD INVOICED				8,540.00 YTD PAID	5,220.00
14354	NEWMARK LEARNING								
	118838	06/02/14		14009120	108364	P	06/30/14	0001118 0610 015X	GENERAL SUPPLIES 131.93
	INVOICE:	118838							
	VENDOR TOTALS			131.93 YTD INVOICED				131.93 YTD PAID	131.93
11712	NICKELL, CINDY								
	5-1-5-23	06/02/14			108365	P	06/30/14	0072006 0581 1354	TRAVEL - IN DISTRICT 39.89
	INVOICE:	5/1-5/23							
	VENDOR TOTALS			94.01 YTD INVOICED				94.01 YTD PAID	39.89
14145	NIEHUES, KRISTIN								
	5-2-6-25	06/02/14			108366	P	06/30/14	1082104 0582 1254	TRAVEL - OUT OF DISTRICT 62.33
	INVOICE:	5/2-6/25							
	VENDOR TOTALS			815.72 YTD INVOICED				815.72 YTD PAID	62.33
1739	NOEL'S PLUMBING SUPPLY, INC.								
	0044649-IN	06/02/14		14009240	108367	P	06/30/14	0801134 0610	GENERAL SUPPLIES 234.07
	INVOICE:	0044649-IN							
	0045430-IN	06/02/14		14009240	108367	P	06/30/14	0061134 0610	GENERAL SUPPLIES 224.00
	INVOICE:	0045430-IN							
	VENDOR TOTALS			2,825.48 YTD INVOICED				2,825.48 YTD PAID	458.07
1288	NORTHERN KENTUCKY COOPERATIVE FOR								
	32893	06/02/14			108368	P	06/30/14	0011075 0338	REGISTRATION FEES 500.00
	INVOICE:	32893							
	VENDOR TOTALS			19,310.39 YTD INVOICED				19,310.39 YTD PAID	500.00
3574	O'BRIEN, AMBER								
	4-24-6-19	06/02/14			108369	P	06/30/14	0072104 0581 1254	TRAVEL - IN DISTRICT 202.16
	INVOICE:	4/24-6/19							
	VENDOR TOTALS			880.05 YTD INVOICED				880.05 YTD PAID	202.16
7356	O'BRIEN, VICKY SMITH								
	5-19-5-29	06/02/14			108370	P	06/30/14	0001037 0581	TRAVEL - IN DISTRICT 64.40
	INVOICE:	5/19-5/29							

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VENDOR TOTALS		1,803.57 YTD INVOICED			1,803.57 YTD PAID				64.40	
9925	OAKTREE PRODUCTS									
	0917798	06/02/14		14007320	108371	P	06/30/14	0061121 0610 9020	GENERAL SUPPLIES	47.26
	INVOICE: 0917798									
VENDOR TOTALS		47.26 YTD INVOICED			47.26 YTD PAID				47.26	
6024	OFFICE DEPOT									
	669750112001	06/02/14		14000932	108372	P	06/30/14	0701118 0610 7000	GENERAL SUPPLIES	22.35
	INVOICE: 669750112001									
	670414956001	06/02/14		14000160	108372	P	06/30/14	0701118 0610 7000	GENERAL SUPPLIES	11.49
	INVOICE: 670414956001									
	670862887001	06/02/14		14000291	108372	P	06/30/14	0551121 0610 337X	GENERAL SUPPLIES	258.30
	INVOICE: 670862887001									
	670863896001	06/02/14		14000291	108372	P	06/30/14	0551121 0610 337X	GENERAL SUPPLIES	33.38
	INVOICE: 670863896001									
	696912690001	06/02/14		14007276	108372	P	06/30/14	1032104 0610 1254	GENERAL SUPPLIES	199.80
	INVOICE: 696912690001									
	696920497001	06/02/14		14007291	108372	P	06/30/14	0062006 0610 1354	GENERAL SUPPLIES	31.94
	INVOICE: 696920497001									
	702503221001	06/02/14		14007456	108372	P	06/30/14	0052006 0610 1354	GENERAL SUPPLIES	42.20
	INVOICE: 702503221001									
	702547513001	06/02/14		14007812	108372	P	06/30/14	0901118 0610 7000	GENERAL SUPPLIES	223.65
	INVOICE: 702547513001									
	702823412001	06/02/14		14007812	108372	P	06/30/14	0901118 0610 7000	GENERAL SUPPLIES	-223.65
	INVOICE: 702823412001									
	702823413001	06/02/14		14007812	108372	P	06/30/14	0901118 0610 7000	GENERAL SUPPLIES	4.49
	INVOICE: 702823413001									
	707364506001	06/02/14		14008540	108372	P	06/30/14	1081118 0610 7000	GENERAL SUPPLIES	573.96
	INVOICE: 707364506001									
	707372350001	06/02/14		14008680	108372	P	06/30/14	0062006 0610 1354	GENERAL SUPPLIES	32.07
	INVOICE: 707372350001									
	707598836001	06/02/14		14007531	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	692.94
	INVOICE: 707598836001									
	711677774001	06/02/14		14008945	108372	P	06/30/14	1082104 0610 1254	GENERAL SUPPLIES	14.40
	INVOICE: 711677774001									
	711677775001	06/02/14		14008945	108372	P	06/30/14	1082104 0610 1254	GENERAL SUPPLIES	167.60
	INVOICE: 711677775001									
	711677776001	06/02/14		14008945	108372	P	06/30/14	1082104 0610 1254	GENERAL SUPPLIES	53.97
	INVOICE: 711677776001									
	712459565001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	18.38
	INVOICE: 712459565001									
	712459566001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	407.15
	INVOICE: 712459566001									
	712461828001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	43.20
	INVOICE: 712461828001									
	712461829001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	54.40
	INVOICE: 712461829001									
	712461830001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	748.06

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	INVOICE:	712461830001								
	714141776001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	2,221.99
	INVOICE:	714141776001								
	714141777001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	139.98
	INVOICE:	714141777001								
	714141778001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	20.95
	INVOICE:	714141778001								
	714144452001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	456.45
	INVOICE:	714144452001								
	714569854001	06/02/14		14007827	108372	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	30.16
	INVOICE:	714569854001								
	714619970001	06/02/14		14008206	108372	P	06/30/14	0402104 0610 1254	GENERAL SUPPLIES	304.39
	INVOICE:	714619970001								
	715028405001	06/02/14		14008540	108372	P	06/30/14	1081118 0610 7000	GENERAL SUPPLIES	226.14
	INVOICE:	715028405001								
	715375824001	06/02/14		14008368	108372	P	06/30/14	9032138 0610 1064	GENERAL SUPPLIES	-174.99
	INVOICE:	715375824001								
	715375825001	06/02/14		14008368	108372	P	06/30/14	9032138 0610 1064	GENERAL SUPPLIES	174.99
	INVOICE:	715375825001								
	715385451001	06/02/14		14009186	108372	P	06/30/14	0702104 0610 1254	GENERAL SUPPLIES	250.51
	INVOICE:	715385451001								
	VENDOR TOTALS			74,035.66 YTD INVOICED				74,035.66 YTD PAID		7,060.65
7063	OFFICE MAX									
	630177	06/02/14		14007307	108373	P	06/30/14	0902104 0679 1254	OTHER STUDENT ACTIVITIES	83.97
	INVOICE:	630177								
	VENDOR TOTALS			928.01 YTD INVOICED				928.01 YTD PAID		83.97
13608	OLSEN, JENNIFER									
	5-2-14	06/02/14			108374	P	06/30/14	0061118 0581 7000	TRAVEL - IN DISTRICT	15.74
	INVOICE:	5/2/14								
	VENDOR TOTALS			136.67 YTD INVOICED				136.67 YTD PAID		15.74
10124	OTIS, LISA									
	5-19-6-2	06/02/14			108375	P	06/30/14	0001037 0581	TRAVEL - IN DISTRICT	98.00
	INVOICE:	5/19-6/2								
	VENDOR TOTALS			1,947.67 YTD INVOICED				1,947.67 YTD PAID		98.00
13709	HILDRETH BROTHERS, LLC									
	1426	06/02/14		14002759	108376	P	06/30/14	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	99.00
	INVOICE:	1426								
	1482	06/02/14		14002759	108376	P	06/30/14	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	120.00
	INVOICE:	1482								
	7273	06/02/14		14002759	108376	P	06/30/14	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	89.00
	INVOICE:	7273								
	7278	06/02/14		14002759	108376	P	06/30/14	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	139.00
	INVOICE:	7278								

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VENDOR	NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
<hr/>												
	VENDOR TOTALS				96,632.97	YTD INVOICED				96,632.97	YTD PAID	4,697.00
2086	PHONAK											
	5198745436		06/02/14			108386	P	06/30/14	0001121 0735	0033X OTHER INSTRUCTIONAL EQUIP	19.95	
	INVOICE:	5198745436										
<hr/>												
	VENDOR TOTALS				3,108.11	YTD INVOICED				3,108.11	YTD PAID	19.95
339	PINER ELEMENTARY SCHOOL											
	1-15-4-16		06/02/14			108387	P	06/30/14	0002118 0616	0015X FOOD NON-INSTRUCTIONAL no	136.81	
	INVOICE:	1/15-4/16										
	5-21-14		06/02/14			108387	P	06/30/14	0701077 0531	7000 POSTAGE & PO BOX RENT	17.48	
	INVOICE:	5/21/14										
<hr/>												
	VENDOR TOTALS				9,379.73	YTD INVOICED				9,379.73	YTD PAID	154.29
13518	PLTW, INC.											
	027415		06/02/14		14007811	108388	P	06/30/14	9032154 0338	1064 REGISTRATION FEES	1,897.50	
	INVOICE:	027415										
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	VENDOR TOTALS				1,907.50	YTD INVOICED				1,907.50	YTD PAID	1,897.50
14372	POCSATKO, DAVID											
	5-27-14		06/02/14			108389	P	06/30/14	510 1624	A-LA-CARTE SALES	17.00	
	INVOICE:	5/27/14										
<hr/>												
	VENDOR TOTALS				17.00	YTD INVOICED				17.00	YTD PAID	17.00
523	POMEROY IT SOLUTIONS											
	300485790		06/02/14		14008570	108390	P	06/30/14	0061118 0734	7000 COMPUTERS & RELATED EQUIP	20,717.00	
	INVOICE:	300485790										
	300486992		06/02/14		14006606	108390	P	06/30/14	0003607 0734	11096 COMPUTERS & RELATED EQUIP	39,559.00	
	INVOICE:	300486992										
	300491628		06/02/14		14008582	108390	P	06/30/14	0003607 0734	11096 COMPUTERS & RELATED EQUIP	3,054.08	
	INVOICE:	300491628										
	300495065		06/02/14		14008776	108390	P	06/30/14	0401118 0734	7000 COMPUTERS & RELATED EQUIP	6,595.00	
	INVOICE:	300495065										
	300495103		06/02/14		14000270	108390	P	06/30/14	0001013 0432Y	016X TECH-RELATED REPAIRS & MA	40.00	
	INVOICE:	300495103										
	90037239		06/02/14		14008547	108390	P	06/30/14	9011096 0610	GENERAL SUPPLIES	180.00	
	INVOICE:	90037239										
<hr/>												
	VENDOR TOTALS				445,396.00	YTD INVOICED				445,396.00	YTD PAID	70,145.08
2409	POPHAM, JOHN W.											
	6-2-6-7		06/02/14			108391	P	06/30/14	0901118 0581	7000 TRAVEL - IN DISTRICT	406.00	
	INVOICE:	6/2-6/7										
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	VENDOR TOTALS				723.40	YTD INVOICED				723.40	YTD PAID	406.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
13620	POWELEIT, AL 5-8-5-9 INVOICE: 5/8-5/9	06/02/14			108392	P	06/30/14	0001029 0582	TRAVEL - OUT OF DISTRICT	256.25
	VENDOR TOTALS			2,435.04 YTD INVOICED				2,435.04 YTD PAID		256.25
4921	PRESENTATIONS SOLUTIONS 0061643-IN 06/02/14 INVOICE: 0061643-IN	06/02/14		14007826	108393	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	317.67
	VENDOR TOTALS			3,201.78 YTD INVOICED				3,201.78 YTD PAID		317.67
7108	PRUEITT, CATHY WEBER 5-15-6-16 06/02/14 INVOICE: 5/15-6/16	06/02/14			108394	P	06/30/14	0002118 0581 3453	TRAVEL - IN DISTRICT	98.00
	VENDOR TOTALS			1,240.08 YTD INVOICED				1,240.08 YTD PAID		98.00
13893	QUALITY ARCHITECTURAL FABRICATION 3575 06/02/14 INVOICE: 3575	06/02/14		13006516	108395	P	06/30/14	0003607 0450 11096	CONSTRUCTION SERVICES	2,475.00
	VENDOR TOTALS			90,225.00 YTD INVOICED				90,225.00 YTD PAID		2,475.00
92	QUILL CORPORATION 1674906 06/02/14 INVOICE: 1674906	06/02/14		14007877	108397	P	06/30/14	9032143 0610 1064	GENERAL SUPPLIES	958.45
	1692315 06/02/14 INVOICE: 1692315	06/02/14		14007877	108397	P	06/30/14	9032143 0610 1064	GENERAL SUPPLIES	35.96
	1693611 06/02/14 INVOICE: 1693611	06/02/14		14007877	108397	P	06/30/14	9032143 0610 1064	GENERAL SUPPLIES	161.98
	1693634 06/02/14 INVOICE: 1693634	06/02/14		14007877	108397	P	06/30/14	9032143 0610 1064	GENERAL SUPPLIES	249.98
	2707533 06/02/14 INVOICE: 2707533	06/02/14		14008808	108396	P	06/30/14	0001029 0610	GENERAL SUPPLIES	39.56
	3113101 06/02/14 INVOICE: 3113101	06/02/14		14009115	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	19.99
	3124302 06/02/14 INVOICE: 3124302	06/02/14		14009115	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	131.43
	3220570 06/02/14 INVOICE: 3220570	06/02/14		14009135	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	59.31
	3243072 06/02/14 INVOICE: 3243072	06/02/14		14004222	108397	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	71.99
	3323671 06/02/14 INVOICE: 3323671	06/02/14		14009168	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	14.02
	3332057 06/02/14 INVOICE: 3332057	06/02/14		14009168	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	400.07
	3332074 06/02/14 INVOICE: 3332074	06/02/14		14009169	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	32.28
	3450121 06/02/14 INVOICE: 3450121	06/02/14		14009189	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	1,215.84

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	3468740	06/02/14		14009187	108397	P	06/30/14	9011134 0610	GENERAL SUPPLIES	68.97
	INVOICE: 3468740									
	3495512	06/02/14		14009200	108397	P	06/30/14	0011075 0610	GENERAL SUPPLIES	207.94
	INVOICE: 3495512									
	VENDOR TOTALS			182,318.12	YTD INVOICED			182,421.79	YTD PAID	3,667.77
10359	RALEIGH-COLLINS, S									
	5-5-6-4	06/02/14			108398	P	06/30/14	0002121 0581 3374	TRAVEL - IN DISTRICT	162.96
	INVOICE: 5/5-6/4									
	VENDOR TOTALS			1,700.43	YTD INVOICED			1,700.43	YTD PAID	162.96
13826	RCF GROUP									
	36042	06/02/14			108399	P	06/30/14	0001118 0733	FURNITURE & FIXTURES	11,997.44
	INVOICE: 36042									
	VENDOR TOTALS			11,997.44	YTD INVOICED			11,997.44	YTD PAID	11,997.44
13079	REALLY GOOD STUFF READING									
	4647946	06/02/14		14007591	108400	P	06/30/14	0072118 0644 1609	TEXTBOOKS	145.71
	INVOICE: 4647946									
	VENDOR TOTALS			1,203.26	YTD INVOICED			1,203.26	YTD PAID	145.71
8981	REBER, AMY									
	5-12-5-29	06/02/14			108401	P	06/30/14	0002006 0581 1354	TRAVEL - IN DISTRICT	164.08
	INVOICE: 5/12-5/29									
	VENDOR TOTALS			1,479.74	YTD INVOICED			1,479.74	YTD PAID	164.08
670	REMKE MARKETS, INC.									
	5-28-14	06/02/14			108402	P	06/30/14	9032077 0616 1064	FOOD NON-INSTRUCTIONAL no	184.20
	INVOICE: 5/28/14									
	5-29-14	06/02/14			108402	P	06/30/14	9032077 0616 1064	FOOD NON-INSTRUCTIONAL no	22.32
	INVOICE: 5/29/14									
	5-29-14A	06/02/14			108402	P	06/30/14	9032077 0610 1064	GENERAL SUPPLIES	49.99
	INVOICE: 5/29/14A									
	VENDOR TOTALS			2,484.73	YTD INVOICED			2,484.73	YTD PAID	256.51
628	RICOH-USA									
	1047236021	06/02/14			108403	P	06/30/14	0201118 0610 7000	GENERAL SUPPLIES	59.00
	INVOICE: 1047236021									
	1047276601	06/02/14		14008152	108403	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	11,693.00
	INVOICE: 1047276601									
	1047404025	06/02/14		14008153	108403	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	11,693.00
	INVOICE: 1047404025									
	1047638413	06/02/14		14005413	108403	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	4,871.00
	INVOICE: 1047638413									
	5030430326	06/02/14			108403	P	06/30/14	9031118 0433 7000	EQUIPMENT REPAIR & MAINT	537.29

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	5030430326								
5030799312	06/02/14				108403	P	06/30/14	0081118 0433	7000 EQUIPMENT REPAIR & MAINT	84.17
	INVOICE:	5030799312								
5030799313	06/02/14				108403	P	06/30/14	9011096 0433	EQUIPMENT REPAIR & MAINT	13.01
	INVOICE:	5030799313								
5030799421	06/02/14				108403	P	06/30/14	0901118 0433	7000 EQUIPMENT REPAIR & MAINT	31.19
	INVOICE:	5030799421								
5030799764	06/02/14				108403	P	06/30/14	0051118 0433	7000 EQUIPMENT REPAIR & MAINT	232.50
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	1051118 0433	7000 EQUIPMENT REPAIR & MAINT	202.86
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0451118 0433	7000 EQUIPMENT REPAIR & MAINT	62.55
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0071118 0433	7000 EQUIPMENT REPAIR & MAINT	241.75
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0061118 0433	7000 EQUIPMENT REPAIR & MAINT	503.04
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0071118 0433	7000 EQUIPMENT REPAIR & MAINT	396.66
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0201118 0433	7000 EQUIPMENT REPAIR & MAINT	113.96
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	1201118 0433	7000 EQUIPMENT REPAIR & MAINT	192.58
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	1051118 0433	7000 EQUIPMENT REPAIR & MAINT	513.68
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0061118 0433	7000 EQUIPMENT REPAIR & MAINT	271.38
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	1201118 0433	7000 EQUIPMENT REPAIR & MAINT	75.17
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	1081118 0433	7000 EQUIPMENT REPAIR & MAINT	173.50
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0401118 0433	7000 EQUIPMENT REPAIR & MAINT	108.60
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0901118 0433	7000 EQUIPMENT REPAIR & MAINT	294.02
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0901118 0433	7000 EQUIPMENT REPAIR & MAINT	331.70
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	1081118 0433	7000 EQUIPMENT REPAIR & MAINT	203.40
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	1051118 0433	7000 EQUIPMENT REPAIR & MAINT	338.83
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0081118 0433	7000 EQUIPMENT REPAIR & MAINT	377.68
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0011075 0433	EQUIPMENT REPAIR & MAINT	.04
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0071118 0433	7000 EQUIPMENT REPAIR & MAINT	252.04
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0501118 0433	7000 EQUIPMENT REPAIR & MAINT	537.60
	INVOICE:	5030799764								
5030799764	06/02/14				108403	P	06/30/14	0451118 0433	7000 EQUIPMENT REPAIR & MAINT	.08
	INVOICE:	5030799764								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	5030799764	06/02/14			108403	P	06/30/14	4951118 0433 7000	EQUIPMENT REPAIR & MAINT	151.31
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	4951118 0433 7000	EQUIPMENT REPAIR & MAINT	86.58
	5030799764	06/02/14			108403	P	06/30/14	1031118 0433 7000	EQUIPMENT REPAIR & MAINT	46.66
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	1031118 0433 7000	EQUIPMENT REPAIR & MAINT	277.58
	5030799764	06/02/14			108403	P	06/30/14	1031118 0433 7000	EQUIPMENT REPAIR & MAINT	60.09
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0201118 0433 7000	EQUIPMENT REPAIR & MAINT	211.40
	5030799764	06/02/14			108403	P	06/30/14	1001118 0433 7000	EQUIPMENT REPAIR & MAINT	186.87
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	1201118 0433 7000	EQUIPMENT REPAIR & MAINT	196.27
	5030799764	06/02/14			108403	P	06/30/14	1081118 0433 7000	EQUIPMENT REPAIR & MAINT	626.72
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0901118 0433 7000	EQUIPMENT REPAIR & MAINT	248.63
	5030799764	06/02/14			108403	P	06/30/14	4951118 0433 7000	EQUIPMENT REPAIR & MAINT	22.21
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0081118 0433 7000	EQUIPMENT REPAIR & MAINT	52.86
	5030799764	06/02/14			108403	P	06/30/14	0081118 0433 7000	EQUIPMENT REPAIR & MAINT	62.44
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0601118 0433 7000	EQUIPMENT REPAIR & MAINT	247.82
	5030799764	06/02/14			108403	P	06/30/14	0051118 0433 7000	EQUIPMENT REPAIR & MAINT	351.09
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0061118 0433 7000	EQUIPMENT REPAIR & MAINT	265.32
	5030799764	06/02/14			108403	P	06/30/14	0011075 0433	EQUIPMENT REPAIR & MAINT	149.86
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	1081118 0433 7000	EQUIPMENT REPAIR & MAINT	45.15
	5030799764	06/02/14			108403	P	06/30/14	1001118 0433 7000	EQUIPMENT REPAIR & MAINT	246.74
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0401118 0433 7000	EQUIPMENT REPAIR & MAINT	82.97
	5030799764	06/02/14			108403	P	06/30/14	0401118 0433 7000	EQUIPMENT REPAIR & MAINT	391.53
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0951118 0433 0500	EQUIPMENT REPAIR & MAINT	11.13
	5030799764	06/02/14			108403	P	06/30/14	0901118 0433 7000	EQUIPMENT REPAIR & MAINT	32.23
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	1001118 0433 7000	EQUIPMENT REPAIR & MAINT	35.19
	5030799764	06/02/14			108403	P	06/30/14	0901118 0433 7000	EQUIPMENT REPAIR & MAINT	1,098.91
	INVOICE: 5030799764	06/02/14			108403	P	06/30/14	0081118 0433 7000	EQUIPMENT REPAIR & MAINT	310.70

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	61029949	06/02/14		14005715	108407	P	06/30/14	9032154 0338 1064	REGISTRATION FEES	40.00
	INVOICE:	61029949								
	VENDOR TOTALS			40.00	YTD INVOICED			40.00	YTD PAID	40.00
8399	RUMPKE									
	1407747	06/02/14		14009241	108408	P	06/30/14	0061134 0421	SANITATION SERVICE	30.00
	INVOICE:	1407747								
	1407747	06/02/14		14009241	108408	P	06/30/14	0065101 0349	OTHER PROFESSIONAL SERVIC	30.00
	INVOICE:	1407747								
	1422252	06/02/14		14009241	108408	P	06/30/14	0081134 0421	SANITATION SERVICE	215.00
	INVOICE:	1422252								
	1422252	06/02/14		14009241	108408	P	06/30/14	0085101 0349	OTHER PROFESSIONAL SERVIC	215.00
	INVOICE:	1422252								
	1422253	06/02/14		14009241	108408	P	06/30/14	0051134 0421	SANITATION SERVICE	148.75
	INVOICE:	1422253								
	1422253	06/02/14		14009241	108408	P	06/30/14	0055101 0349	OTHER PROFESSIONAL SERVIC	148.75
	INVOICE:	1422253								
	1422254	06/02/14		14009241	108408	P	06/30/14	0451134 0421	SANITATION SERVICE	127.50
	INVOICE:	1422254								
	1422254	06/02/14		14009241	108408	P	06/30/14	0455101 0349	OTHER PROFESSIONAL SERVIC	127.50
	INVOICE:	1422254								
	1422255	06/02/14		14009241	108408	P	06/30/14	0601134 0421	SANITATION SERVICE	118.75
	INVOICE:	1422255								
	1422255	06/02/14		14009241	108408	P	06/30/14	0605101 0349	OTHER PROFESSIONAL SERVIC	118.75
	INVOICE:	1422255								
	1422256	06/02/14		14009241	108408	P	06/30/14	1031134 0421	SANITATION SERVICE	148.75
	INVOICE:	1422256								
	1422256	06/02/14		14009241	108408	P	06/30/14	1035101 0349	OTHER PROFESSIONAL SERVIC	148.75
	INVOICE:	1422256								
	1422259	06/02/14		14009241	108408	P	06/30/14	0061134 0421	SANITATION SERVICE	181.25
	INVOICE:	1422259								
	1422259	06/02/14		14009241	108408	P	06/30/14	0065101 0349	OTHER PROFESSIONAL SERVIC	181.25
	INVOICE:	1422259								
	1422260	06/02/14		14009241	108408	P	06/30/14	0501134 0421	SANITATION SERVICE	148.75
	INVOICE:	1422260								
	1422260	06/02/14		14009241	108408	P	06/30/14	0505101 0349	OTHER PROFESSIONAL SERVIC	148.75
	INVOICE:	1422260								
	1422261	06/02/14		14009241	108408	P	06/30/14	9011134 0421	SANITATION SERVICE	85.00
	INVOICE:	1422261								
	1422262	06/02/14		14009241	108408	P	06/30/14	0021134 0421	SANITATION SERVICE	70.00
	INVOICE:	1422262								
	1422263	06/02/14		14009241	108408	P	06/30/14	0901134 0421	SANITATION SERVICE	312.50
	INVOICE:	1422263								
	1422263	06/02/14		14009241	108408	P	06/30/14	0905101 0349	OTHER PROFESSIONAL SERVIC	312.50
	INVOICE:	1422263								
	1422264	06/02/14		14009241	108408	P	06/30/14	1201134 0421	SANITATION SERVICE	85.00
	INVOICE:	1422264								
	1422265	06/02/14		14009241	108408	P	06/30/14	1201134 0421	SANITATION SERVICE	223.75
	INVOICE:	1422265								
	1422265	06/02/14		14009241	108408	P	06/30/14	1205101 0349	OTHER PROFESSIONAL SERVIC	223.75

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE: 1422265	1422265								
	1422266	06/02/14		14009241	108408	P	06/30/14	1081134 0421	SANITATION SERVICE	127.50
	INVOICE: 1422266	1422266								
	1422266	06/02/14		14009241	108408	P	06/30/14	1085101 0349	OTHER PROFESSIONAL SERVIC	127.50
	INVOICE: 1422266	1422266								
	1422267	06/02/14		14009241	108408	P	06/30/14	4951134 0421	SANITATION SERVICE	92.50
	INVOICE: 1422267	1422267								
	1422267	06/02/14		14009241	108408	P	06/30/14	4955101 0349	OTHER PROFESSIONAL SERVIC	92.50
	INVOICE: 1422267	1422267								
	1422268	06/02/14		14009241	108408	P	06/30/14	1001134 0421	SANITATION SERVICE	127.50
	INVOICE: 1422268	1422268								
	1422268	06/02/14		14009241	108408	P	06/30/14	1005101 0349	OTHER PROFESSIONAL SERVIC	127.50
	INVOICE: 1422268	1422268								
	1422269	06/02/14		14009241	108408	P	06/30/14	0401134 0421	SANITATION SERVICE	271.25
	INVOICE: 1422269	1422269								
	1422269	06/02/14		14009241	108408	P	06/30/14	0405101 0349	OTHER PROFESSIONAL SERVIC	271.25
	INVOICE: 1422269	1422269								
	1422271	06/02/14		14009241	108408	P	06/30/14	0071134 0421	SANITATION SERVICE	97.50
	INVOICE: 1422271	1422271								
	1422271	06/02/14		14009241	108408	P	06/30/14	0075101 0349	OTHER PROFESSIONAL SERVIC	97.50
	INVOICE: 1422271	1422271								
	1422272	06/02/14		14009241	108408	P	06/30/14	0081134 0421	SANITATION SERVICE	170.00
	INVOICE: 1422272	1422272								
	1422272	06/02/14		14009241	108408	P	06/30/14	0085101 0349	OTHER PROFESSIONAL SERVIC	170.00
	INVOICE: 1422272	1422272								
	1422276	06/02/14		14009241	108408	P	06/30/14	0701134 0421	SANITATION SERVICE	97.50
	INVOICE: 1422276	1422276								
	1422276	06/02/14		14009241	108408	P	06/30/14	0705101 0349	OTHER PROFESSIONAL SERVIC	97.50
	INVOICE: 1422276	1422276								
	1422277	06/02/14		14009241	108408	P	06/30/14	0801134 0421	SANITATION SERVICE	140.00
	INVOICE: 1422277	1422277								
	1422277	06/02/14		14009241	108408	P	06/30/14	0805101 0349	OTHER PROFESSIONAL SERVIC	140.00
	INVOICE: 1422277	1422277								
	1422280	06/02/14		14009241	108408	P	06/30/14	0451134 0421	SANITATION SERVICE	21.25
	INVOICE: 1422280	1422280								
	1422280	06/02/14		14009241	108408	P	06/30/14	0455101 0349	OTHER PROFESSIONAL SERVIC	21.25
	INVOICE: 1422280	1422280								
	1422281	06/02/14		14009241	108408	P	06/30/14	0201134 0421	SANITATION SERVICE	148.75
	INVOICE: 1422281	1422281								
	1422281	06/02/14		14009241	108408	P	06/30/14	0205101 0349	OTHER PROFESSIONAL SERVIC	148.75
	INVOICE: 1422281	1422281								
	1422283	06/02/14		14009241	108408	P	06/30/14	1051134 0421	SANITATION SERVICE	227.50
	INVOICE: 1422283	1422283								
	1422283	06/02/14		14009241	108408	P	06/30/14	1055101 0349	OTHER PROFESSIONAL SERVIC	227.50
	INVOICE: 1422283	1422283								
	1422287	06/02/14		14009241	108408	P	06/30/14	0951134 0421	SANITATION SERVICE	45.00
	INVOICE: 1422287	1422287								
	1422293	06/02/14		14009241	108408	P	06/30/14	0901134 0421	SANITATION SERVICE	70.00
	INVOICE: 1422293	1422293								
	1422300	06/02/14		14009241	108408	P	06/30/14	9031134 0421	SANITATION SERVICE	40.00
	INVOICE: 1422300	1422300								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	1427109	06/02/14		14009241	108408	P	06/30/14	1051134 0421	SANITATION SERVICE	55.00
	INVOICE: 1427109									
	1427338	06/02/14		14009241	108408	P	06/30/14	1031134 0421	SANITATION SERVICE	55.35
	INVOICE: 1427338									
	1427506	06/02/14		14009241	108408	P	06/30/14	0901134 0421	SANITATION SERVICE	55.00
	INVOICE: 1427506									
	1435658	06/02/14		14009241	108408	P	06/30/14	0401134 0421	SANITATION SERVICE	100.00
	INVOICE: 1435658									
	384507	06/02/14		14009241	108408	P	06/30/14	0951134 0421	SANITATION SERVICE	45.00
	INVOICE: 384507									
	VENDOR TOTALS			75,006.85	YTD INVOICED			75,486.85	YTD PAID	7,057.85
635	RUSH TRUCK CENTERS									
	352-480892	06/02/14		14009055	108409	P	06/30/14	9011096 0663	REPAIR PARTS	222.86
	INVOICE: 352-480892									
	VENDOR TOTALS			3,970.94	YTD INVOICED			3,970.94	YTD PAID	222.86
11638	RUST, PAULA									
	5-19-6-9	06/02/14			108410	P	06/30/14	0001037 0581	TRAVEL - IN DISTRICT	107.24
	INVOICE: 5/19-6/9									
	VENDOR TOTALS			1,617.63	YTD INVOICED			1,649.27	YTD PAID	107.24
4546	RYLE FENCE COMPANY									
	2715	06/02/14			108411	P	06/30/14	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	350.00
	INVOICE: 2715									
	2716	06/02/14		14009242	108411	P	06/30/14	1201134 0434Y	BLDG REPAIR & MAINTENANCE	225.00
	INVOICE: 2716									
	VENDOR TOTALS			8,186.00	YTD INVOICED			8,186.00	YTD PAID	575.00
4533	SCHAAF TARPULIN COMPANY									
	37350	06/02/14		14009196	108412	P	06/30/14	9011096 0433	EQUIPMENT REPAIR & MAINT	345.00
	INVOICE: 37350									
	37351	06/02/14		14009002	108412	P	06/30/14	9011096 0663	REPAIR PARTS	345.00
	INVOICE: 37351									
	VENDOR TOTALS			690.00	YTD INVOICED			690.00	YTD PAID	690.00
2166	SCHOETTLE, BETH									
	5-5-5-30	06/02/14			108413	P	06/30/14	0001121 0581	337X TRAVEL - IN DISTRICT	31.92
	INVOICE: 5/5-5/30									
	VENDOR TOTALS			292.46	YTD INVOICED			292.46	YTD PAID	31.92
2346	SCHOLASTIC, INC.									
	5989925	01/24/13		13000274	108414	P	06/30/14	0601118 0610	7000 GENERAL SUPPLIES	-718.80
	INVOICE: 5989925									
	M5375606	06/02/14		14008177	108414	P	06/30/14	0061118 0610	7000 GENERAL SUPPLIES	1,314.54

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT		GL ACCOUNT DESCRIPTION	
	INVOICE: M5376046	M5376046									
	M5376046	06/02/14		14008178	108414	P	06/30/14	0061118	0610	7000 GENERAL SUPPLIES	3,920.82
	INVOICE: M5376046	M5376046									
	VENDOR TOTALS			5,033.99 YTD INVOICED				5,033.99 YTD PAID			4,516.56
1052	SCHOOL SPECIALTY/BECKLEY-CARDY										
	208112019596	06/02/14		14006033	108415	P	06/30/14	4951118	0610	7000 GENERAL SUPPLIES	-9.54
	INVOICE: 208112019596										
	208112114962	06/02/14		14005369	108415	P	06/30/14	0801118	0610	7000 GENERAL SUPPLIES	-115.68
	INVOICE: 208112114962										
	208112140180	06/02/14		14006954	108415	P	06/30/14	0901118	0610	7000 GENERAL SUPPLIES	32.07
	INVOICE: 208112140180										
	208112150631	06/02/14		14007290	108415	P	06/30/14	0062006	0610	1354 GENERAL SUPPLIES	80.55
	INVOICE: 208112150631										
	208112340893	06/02/14		14008681	108415	P	06/30/14	0062006	0610	1354 GENERAL SUPPLIES	53.13
	INVOICE: 208112340893										
	208112418817	06/02/14		14008173	108415	P	06/30/14	0061118	0610	7000 GENERAL SUPPLIES	115.00
	INVOICE: 208112418817										
	208112431187	06/02/14		14009110	108415	P	06/30/14	0001121	0610	337X GENERAL SUPPLIES	87.11
	INVOICE: 208112431187										
	208112439514	06/02/14		14007822	108415	P	06/30/14	0401118	0610	7000 GENERAL SUPPLIES	820.77
	INVOICE: 208112439514										
	208112439525	06/02/14		14007822	108415	P	06/30/14	0401118	0610	7000 GENERAL SUPPLIES	2,011.62
	INVOICE: 208112439525										
	208112449160	06/02/14		14006954	108415	P	06/30/14	0901118	0610	7000 GENERAL SUPPLIES	400.11
	INVOICE: 208112449160										
	VENDOR TOTALS			105,251.04 YTD INVOICED				105,251.04 YTD PAID			3,475.14
13913	SCHUMPP, ALISON										
	5-9-5-23	06/02/14			108416	P	06/30/14	0061118	0581	7000 TRAVEL - IN DISTRICT	59.02
	INVOICE: 5/9-5/23										
	VENDOR TOTALS			179.72 YTD INVOICED				179.72 YTD PAID			59.02
600	SCOTT ELECTRIC										
	8415537	06/02/14		14007757	108417	P	06/30/14	1201118	0610	7000 GENERAL SUPPLIES	223.75
	INVOICE: 8415537										
	VENDOR TOTALS			1,051.75 YTD INVOICED				1,051.75 YTD PAID			223.75
13430	SCOTTS LAWN SERVICE										
	39521493	06/02/14		14006523	108418	P	06/30/14	0401134	0424	CONTRACT GROUNDS SERVICE	130.00
	INVOICE: 39521493										
	39521494	06/02/14		14006521	108418	P	06/30/14	0401134	0424	CONTRACT GROUNDS SERVICE	400.00
	INVOICE: 31521494										
	39521495	06/02/14		14006524	108418	P	06/30/14	1201134	0424	CONTRACT GROUNDS SERVICE	355.00
	INVOICE: 39521495										
	39521496	06/02/14		14006526	108418	P	06/30/14	1201134	0424	CONTRACT GROUNDS SERVICE	130.00
	INVOICE: 39521496										

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	39521497	06/02/14		14006530	108418	P	06/30/14	0081134 0424	CONTRACT GROUNDS SERVICE	205.00
	INVOICE: 39521497									
	39521498	06/02/14		14006529	108418	P	06/30/14	0901134 0424	CONTRACT GROUNDS SERVICE	120.00
	INVOICE: 39521498									
	39521499	06/02/14		14006527	108418	P	06/30/14	0901134 0424	CONTRACT GROUNDS SERVICE	305.00
	INVOICE: 39521499									
	VENDOR TOTALS			25,985.00	YTD INVOICED			25,985.00	YTD PAID	1,645.00
2568	SECO ELECTRIC CO., INC.									
	29495	06/02/14		14009322	108419	P	06/30/14	1201134 0347	SECURITY SERVICES	465.00
	INVOICE: 29495									
	29576	06/02/14		14009243	108419	P	06/30/14	0061134 0434Y	BLDG REPAIR & MAINTENANCE	818.00
	INVOICE: 29576									
	VENDOR TOTALS			46,744.00	YTD INVOICED			47,298.00	YTD PAID	1,283.00
5016	SETTERS, MARTHA									
	4-24-5-20	06/02/14			108420	P	06/30/14	0901118 0581 7000	TRAVEL - IN DISTRICT	79.52
	INVOICE: 4/24-5/20									
	5-22-6-13	06/02/14			108420	P	06/30/14	0901118 0581 7000	TRAVEL - IN DISTRICT	161.84
	INVOICE: 5/22-6/13									
	VENDOR TOTALS			1,941.86	YTD INVOICED			1,941.86	YTD PAID	241.36
14382	SHELLEY, MEGAN									
	5-15-5-29	06/02/14			108421	P	06/30/14	1201118 0581 7000	TRAVEL - IN DISTRICT	20.16
	INVOICE: 5/15-5/29									
	VENDOR TOTALS			20.16	YTD INVOICED			20.16	YTD PAID	20.16
10845	SHERMAN, BRIDGET									
	5-1-6-2	06/02/14			108422	P	06/30/14	0001121 0581 337X	TRAVEL - IN DISTRICT	114.80
	INVOICE: 5/1-6/2									
	VENDOR TOTALS			1,032.73	YTD INVOICED			1,032.73	YTD PAID	114.80
7932	SHERWIN WILLIAMS									
	0298-9A	06/02/14		14009244	108423	P	06/30/14	1031134 0610	GENERAL SUPPLIES	353.99
	INVOICE: 0298-9A									
	0299-7	06/02/14		14009244	108423	P	06/30/14	0201134 0610	GENERAL SUPPLIES	198.50
	INVOICE: 0299-7									
	0308-6	06/02/14		14009244	108423	P	06/30/14	1051134 0610	GENERAL SUPPLIES	303.76
	INVOICE: 0308-6									
	0309-4	06/02/14		14009244	108423	P	06/30/14	0451134 0610	GENERAL SUPPLIES	121.60
	INVOICE: 0309-4									
	0310-2	06/02/14		14009244	108423	P	06/30/14	0401134 0610	GENERAL SUPPLIES	41.89
	INVOICE: 0310-2									
	0312-8	06/02/14		14009244	108423	P	06/30/14	1051134 0610	GENERAL SUPPLIES	296.50
	INVOICE: 0312-8									
	0845-7	06/02/14		14009244	108423	P	06/30/14	0201134 0610	GENERAL SUPPLIES	427.38

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
819	INVOICE:	0845-7							
	0845-7	06/02/14		14009244	108423	P	06/30/14	9031134 0610	GENERAL SUPPLIES 427.38
	INVOICE:	0845-7							
	0978-6	06/02/14		14009326	108423	P	06/30/14	1031134 0610	GENERAL SUPPLIES 316.70
	INVOICE:	0978-6							
	1010-7	06/02/14		14009244	108423	P	06/30/14	0051134 0610	GENERAL SUPPLIES 315.95
	INVOICE:	1010-7							
	1033-9	06/02/14		14009326	108423	P	06/30/14	1031134 0610	GENERAL SUPPLIES 305.80
	INVOICE:	1033-9							
	1065-1	06/02/14		14009326	108423	P	06/30/14	0401134 0610	GENERAL SUPPLIES 305.80
	INVOICE:	1065-1							
	1066-9	06/02/14		14009326	108423	P	06/30/14	1031134 0610	GENERAL SUPPLIES 717.80
	INVOICE:	1066-9							
	1067-7	06/02/14		14009326	108423	P	06/30/14	0451134 0610	GENERAL SUPPLIES 717.80
	INVOICE:	1067-7							
	6421-5	06/02/14		14009244	108423	P	06/30/14	0501134 0610	GENERAL SUPPLIES 218.19
	INVOICE:	6421-5							
	VENDOR TOTALS			20,178.08 YTD INVOICED				22,359.90 YTD PAID	5,069.04
10230	SHIFFLER EQUIPMENT SALES, INC.								
	1413506400	06/02/14		14009245	108424	P	06/30/14	1051134 0610	GENERAL SUPPLIES 35.25
	INVOICE:	1413506400							
	VENDOR TOTALS			8,807.31 YTD INVOICED				8,807.31 YTD PAID	35.25
8505	SMITH, LESLEY BICKERS								
	3-22-5-23	06/02/14			108425	P	06/30/14	0071118 0581 7000 TRAVEL - IN DISTRICT	74.48
	INVOICE:	3/22-5/23							
	VENDOR TOTALS			283.21 YTD INVOICED				329.54 YTD PAID	74.48
12854	SOWARD, SHERRY								
	5-30-6-13	06/02/14			108426	P	06/30/14	1201118 0581 7000 TRAVEL - IN DISTRICT	45.36
	INVOICE:	5/30-6/13							
	VENDOR TOTALS			252.97 YTD INVOICED				252.97 YTD PAID	45.36
12749	SPARKS HARDWARE, INC.								
	16781	06/02/14		14009246	108427	P	06/30/14	0801134 0610	GENERAL SUPPLIES 90.00
	INVOICE:	16781							
	16916	06/02/14		14009246	108427	P	06/30/14	0901134 0610	GENERAL SUPPLIES 360.00
	INVOICE:	16916							
	16917	06/02/14		14009246	108427	P	06/30/14	0901134 0610	GENERAL SUPPLIES 440.00
	INVOICE:	16917							
	VENDOR TOTALS			13,860.00 YTD INVOICED				13,860.00 YTD PAID	890.00
12749	SPRINGER SCHOOL & CENTER								
	33-13-14	06/02/14		14007472	108428	P	06/30/14	4402027 0322 4014 EDUCATION CONSULTANT	1,900.00
	INVOICE:	33-13/14							

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				1,354.58	YTD INVOICED			1,354.58	YTD PAID	180.35
12287 THE BANK OF KENTUCKY CENTER	1730	06/02/14			108436	P	06/30/14	0001118 0891 014X	GRADUATION EXPENSES	10,535.40
	INVOICE:	1730								
VENDOR TOTALS				12,335.40	YTD INVOICED			12,335.40	YTD PAID	10,535.40
13432 THE POWER OF ICU	9513	06/02/14		14001921	108437	P	06/30/14	1081118 0734 7000	COMPUTERS & RELATED EQUIP	1,399.00
	INVOICE:	9513								
VENDOR TOTALS				1,399.00	YTD INVOICED			1,399.00	YTD PAID	1,399.00
3388 THELEN ASSOCIATES, INC.	78170	06/02/14			108438	P	06/30/14	0003607 0349 11096	OTHER PROFESSIONAL SERVIC	543.30
	INVOICE:	78170								
VENDOR TOTALS				41,814.49	YTD INVOICED			53,223.32	YTD PAID	543.30
14208 THERMAL BALANCE, INC	285663	06/02/14		14005533	108439	P	06/30/14	0003607 0349 11096	OTHER PROFESSIONAL SERVIC	7,650.00
	INVOICE:	285663								
VENDOR TOTALS				8,450.00	YTD INVOICED			8,450.00	YTD PAID	7,650.00
8888 TIME FOR KIDS	6-10-14	06/02/14		14008184	108440	P	06/30/14	0061118 0610 7000	GENERAL SUPPLIES	890.40
	INVOICE:	6/10/14								
VENDOR TOTALS				2,203.90	YTD INVOICED			2,203.90	YTD PAID	890.40
6077 TINDALL, KAREN PROPHET	5-1-5-29	06/02/14			108441	P	06/30/14	0002121 0581 3374	TRAVEL - IN DISTRICT	85.68
	INVOICE:	5/1-5/29								
VENDOR TOTALS				610.65	YTD INVOICED			610.65	YTD PAID	85.68
14308 TNT POWERWASH	116969	06/02/14		14007852	108442	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	1,510.50
	INVOICE:	116969								
VENDOR TOTALS				1,510.50	YTD INVOICED			1,510.50	YTD PAID	1,510.50
14386 TOEBBEN BUILDERS	2114	06/02/14			108443	P	06/30/14	9011096 0610	GENERAL SUPPLIES	479.00
	INVOICE:	2114								
VENDOR TOTALS				479.00	YTD INVOICED			479.00	YTD PAID	479.00

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
9263	TOM SEXTON & ASSOCIATES, INC. TSA31351 INVOICE: TSA31351 TSA31612 INVOICE: TSA31612 TSA31667 INVOICE: TSA31667 TSA31667 INVOICE: TSA31667	06/02/14 06/02/14 06/02/14 06/02/14		14000478 14008369 14008332 14008332	108444 108444 108444 108444	P P P P	06/30/14 06/30/14 06/30/14 06/30/14	0001118 0733 9032118 0610 9032154 0610 9032155 0610	FURNITURE & FIXTURES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	4,665.00 5,995.74 3,414.50 3,414.50
	VENDOR TOTALS			73,294.55 YTD INVOICED				73,294.55 YTD PAID		17,489.74
12251	TRI-DIM FILTER CORPORATION 1494566-1 INVOICE: 1494566-1	06/02/14		14008903	108445	P	06/30/14	0901134 0431	HVAC/ELECTRIC REPAIR & MA	1,374.37
	VENDOR TOTALS			19,705.26 YTD INVOICED				19,705.26 YTD PAID		1,374.37
797	TRI-STATE AUDIO VISUAL COMPANY TS140044 INVOICE: TS140044 TS140045 INVOICE: TS140045 TS140174 INVOICE: TS140174	06/02/14 06/02/14 06/02/14 06/02/14		14005272 14005272 14007535	108446 108446 108446	P P P	06/30/14 06/30/14 06/30/14	1031118 0433 1031118 0433 1031118 0610	EQUIPMENT REPAIR & MAINT EQUIPMENT REPAIR & MAINT GENERAL SUPPLIES	110.00 75.90 75.00
	VENDOR TOTALS			7,618.30 YTD INVOICED				7,618.30 YTD PAID		260.90
12151	TRI-STATE PEST MANAGEMENT 28149 INVOICE: 28149 28149 INVOICE: 28149 28151 INVOICE: 28151 28151 INVOICE: 28151 28152 INVOICE: 28152 28152 INVOICE: 28152 28153 INVOICE: 28153 28181 INVOICE: 28181 28194 INVOICE: 28194 28326 INVOICE: 28326 28326 INVOICE: 28326	06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14 06/02/14		14000818 14000818 14000819 14000819 14000822 14000822 14000829 14009249 14009249 14000814 14000814	108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447 108447	P P P P P P P P P P P P P P P P P P P	06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14 06/30/14	0081134 0349 0085101 0349 1031134 0349 1035101 0349 0401134 0349 0405101 0349 9031134 0349 0451134 0349 0201134 0349 0801134 0349 0805101 0349	OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC OTHER PROFESSIONAL SERVIC	18.00 27.00 18.00 27.00 18.00 27.00 32.00 90.00 45.00 18.00 27.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	28327	06/02/14		14000811	108447	P	06/30/14	0701134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28327									
	28327	06/02/14		14000811	108447	P	06/30/14	0705101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28327									
	28328	06/02/14		14000824	108447	P	06/30/14	0901134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28328									
	28328	06/02/14		14000824	108447	P	06/30/14	0905101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28328									
	28329	06/02/14		14000810	108447	P	06/30/14	0501134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28329									
	28329	06/02/14		14000810	108447	P	06/30/14	0505101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28329									
	28330	06/02/14		14000826	108447	P	06/30/14	9011134 0349	OTHER PROFESSIONAL SERVIC	30.00
	INVOICE: 28330									
	28331	06/02/14		14000827	108447	P	06/30/14	0951134 0349	OTHER PROFESSIONAL SERVIC	75.00
	INVOICE: 28331									
	28332	06/02/14		14000828	108447	P	06/30/14	1201134 0349	OTHER PROFESSIONAL SERVIC	35.00
	INVOICE: 28332									
	28333	06/02/14		14000823	108447	P	06/30/14	1201134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28333									
	28333	06/02/14		14000823	108447	P	06/30/14	1205101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28333									
	28334	06/02/14		14000821	108447	P	06/30/14	1081134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28334									
	28334	06/02/14		14000821	108447	P	06/30/14	1085101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28334									
	28335	06/02/14		14000820	108447	P	06/30/14	1051134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28335									
	28335	06/02/14		14000820	108447	P	06/30/14	1055101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28335									
	28336	06/02/14		14000812	108447	P	06/30/14	0451134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28336									
	28336	06/02/14		14000812	108447	P	06/30/14	0455101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28336									
	28337	06/02/14		14000819	108447	P	06/30/14	1031134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28337									
	28337	06/02/14		14000819	108447	P	06/30/14	1035101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28337									
	28338	06/02/14		14000808	108447	P	06/30/14	0201134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28338									
	28338	06/02/14		14000808	108447	P	06/30/14	0205101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28338									
	28339	06/02/14		14000829	108447	P	06/30/14	9031134 0349	OTHER PROFESSIONAL SERVIC	32.00
	INVOICE: 28339									
	28340	06/02/14		14000807	108447	P	06/30/14	0051134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28340									
	28340	06/02/14		14000807	108447	P	06/30/14	0055101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28340									
	28341	06/02/14		14000822	108447	P	06/30/14	0401134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28341									
	28341	06/02/14		14000822	108447	P	06/30/14	0405101 0349	OTHER PROFESSIONAL SERVIC	27.00

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KENTON COUNTY BOARD OF EDUCATION
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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	28450	06/02/14		14000824	108447	P	06/30/14	0905101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28450									
	28451	06/02/14		14000822	108447	P	06/30/14	0401134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28451									
	28451	06/02/14		14000822	108447	P	06/30/14	0405101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28451									
	28452	06/02/14		14000818	108447	P	06/30/14	0081134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28452									
	28452	06/02/14		14000818	108447	P	06/30/14	0085101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28452									
	28453	06/02/14		14000815	108447	P	06/30/14	0071134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28453									
	28453	06/02/14		14000815	108447	P	06/30/14	0075101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28453									
	28465	06/02/14		14000819	108447	P	06/30/14	1031134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28465									
	28465	06/02/14		14000819	108447	P	06/30/14	1035101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28465									
	28466	06/02/14		14000808	108447	P	06/30/14	0201134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28466									
	28466	06/02/14		14000808	108447	P	06/30/14	0205101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28466									
	28467	06/02/14		14000829	108447	P	06/30/14	9031134 0349	OTHER PROFESSIONAL SERVIC	32.00
	INVOICE: 28467									
	28468	06/02/14		14000825	108447	P	06/30/14	0021134 0349	OTHER PROFESSIONAL SERVIC	45.00
	INVOICE: 28468									
	28469	06/02/14		14000807	108447	P	06/30/14	0051134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28469									
	28469	06/02/14		14000807	108447	P	06/30/14	0055101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28469									
	28470	06/02/14		14000814	108447	P	06/30/14	0801134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28470									
	28470	06/02/14		14000814	108447	P	06/30/14	0805101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28470									
	28471	06/02/14		14000816	108447	P	06/30/14	1001134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28471									
	28471	06/02/14		14000816	108447	P	06/30/14	1005101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28471									
	28472	06/02/14		14000823	108447	P	06/30/14	1201134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28472									
	28472	06/02/14		14000823	108447	P	06/30/14	1205101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28472									
	28473	06/02/14		14000821	108447	P	06/30/14	1081134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 28473									
	28473	06/02/14		14000821	108447	P	06/30/14	1085101 0349	OTHER PROFESSIONAL SERVIC	27.00
	INVOICE: 28473									
	28474	06/02/14		14000828	108447	P	06/30/14	1201134 0349	OTHER PROFESSIONAL SERVIC	35.00
	INVOICE: 28474									
	28475	06/02/14		14000827	108447	P	06/30/14	0951134 0349	OTHER PROFESSIONAL SERVIC	75.00
	INVOICE: 28475									
	28476	06/02/14		14000813	108447	P	06/30/14	0061134 0349	OTHER PROFESSIONAL SERVIC	18.00

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VENDOR	NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
<hr/>											
	VENDOR TOTALS				26,573.41	YTD INVOICED			26,573.41	YTD PAID	1,163.84
10547	TRUGREEN CHEMLAWN										
	19814341	06/02/14			14009261	108453	P	06/30/14	0401134 0424	CONTRACT GROUNDS SERVICE	600.00
	INVOICE:	19814341									
	19817210	06/02/14			14009261	108453	P	06/30/14	0401134 0424	CONTRACT GROUNDS SERVICE	700.00
	INVOICE:	19817210									
	20246918	06/02/14			14009327	108453	P	06/30/14	0701134 0424	CONTRACT GROUNDS SERVICE	100.00
	INVOICE:	20246918									
	VENDOR TOTALS				29,788.00	YTD INVOICED			32,288.00	YTD PAID	1,400.00
12248	TURNITIN (I PARADIGUS)										
	IN11065672	06/02/14			14007578	108454	P	06/30/14	1201118 0734 7000	COMPUTERS & RELATED EQUIP	2,895.00
	INVOICE:	IN11065672									
	VENDOR TOTALS				2,895.00	YTD INVOICED			2,895.00	YTD PAID	2,895.00
12239	TWISTED SISTERS CAFE'										
	6-13-14	06/02/14			14008375	108455	P	06/30/14	0001118 0616 058X2	FOOD NON-INSTRUCTIONAL no	239.00
	INVOICE:	6/13/14									
	6-6-14	06/02/14			14008374	108455	P	06/30/14	0001118 0616 058X2	FOOD NON-INSTRUCTIONAL no	239.00
	INVOICE:	6/6/14									
	VENDOR TOTALS				1,642.50	YTD INVOICED			1,642.50	YTD PAID	478.00
11077	TYLER TECHNOLOGIES										
	045-107824	06/02/14			14007692	108456	P	06/30/14	0011082 0349	OTHER PROFESSIONAL SERVIC	350.00
	INVOICE:	045-107824									
	045-108162	06/02/14			14007694	108456	P	06/30/14	0011082 0349	OTHER PROFESSIONAL SERVIC	3,300.00
	INVOICE:	045-108162									
	045-110652	06/02/14				108456	P	06/30/14	0011082 0650	Other Supplies-Technology	10,498.05
	INVOICE:	045-110652									
	VENDOR TOTALS				65,958.58	YTD INVOICED			65,958.58	YTD PAID	14,148.05
12653	UNITED DAIRY FARMERS, INC.										
	76188	06/02/14				108457	P	06/30/14	9011096 0627	DIESEL FUEL	3,801.36
	INVOICE:	76188									
	76189	06/02/14				108457	P	06/30/14	9011096 0627	DIESEL FUEL	3,463.39
	INVOICE:	76189									
	VENDOR TOTALS				180,220.18	YTD INVOICED			180,324.60	YTD PAID	7,264.75
2092	UNITED PARCEL SERVICE										
	76190	06/02/14				108458	P	06/30/14	9011096 0627	DIESEL FUEL	437.26
	INVOICE:	76190									
	VENDOR TOTALS				2,787.26	YTD INVOICED			2,787.26	YTD PAID	437.26

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
10091 USBORNE	5-9-14	06/02/14		14009077	108459	P	06/30/14	0802121 0616	3103M FOOD NON-INSTRUCTIONAL no	333.00
	INVOICE:	5/9/14								
VENDOR TOTALS				333.00	YTD INVOICED			333.00	YTD PAID	333.00
2229 VALLEY JANITOR SUPPLY CO.	89815	06/02/14		14009262	108460	P	06/30/14	0001087 0433	EQUIPMENT REPAIR & MAINT	524.46
	INVOICE:	89815								
VENDOR TOTALS				524.46	YTD INVOICED			524.46	YTD PAID	524.46
5069 VERNIER SOFTWARE	5135737	06/02/14		14008390	108461	P	06/30/14	0401118 0610	7000 GENERAL SUPPLIES	7,935.65
	INVOICE:	5135737								
VENDOR TOTALS				7,935.65	YTD INVOICED			7,935.65	YTD PAID	7,935.65
1810 VIRCO MFG. CORPORATION	91562691	06/02/14		14008398	108462	P	06/30/14	0061118 0610	7000 GENERAL SUPPLIES	6,242.00
	INVOICE:	91562691								
VENDOR TOTALS				10,031.23	YTD INVOICED			10,031.23	YTD PAID	6,242.00
14240 VROMAN SYSTEMS INC	730454	06/02/14		14005817	108463	P	06/30/14	9032077 0734	1064 COMPUTERS & RELATED EQUIP	499.95
	INVOICE:	730454								
VENDOR TOTALS				499.95	YTD INVOICED			499.95	YTD PAID	499.95
292 W. W. GRAINGER, INC.	9446607997	06/02/14		14008816	108464	P	06/30/14	0051087 0610	GENERAL SUPPLIES	241.43
	INVOICE:	9446607997								
	9451652250	06/02/14		14009054	108464	P	06/30/14	9011096 0433	EQUIPMENT REPAIR & MAINT	121.75
	INVOICE:	9451652250								
	9451652268	06/02/14		14009054	108464	P	06/30/14	9011096 0433	EQUIPMENT REPAIR & MAINT	46.48
	INVOICE:	9451652268								
	9452160030	06/02/14		14009054	108464	P	06/30/14	9011096 0433	EQUIPMENT REPAIR & MAINT	69.72
	INVOICE:	9452160030								
	9453066673	06/02/14		14009148	108464	P	06/30/14	0002009 0734	1624 COMPUTERS & RELATED EQUIP	346.06
	INVOICE:	9453066673								
	9463809328	06/02/14		14009254	108464	P	06/30/14	1201134 0610	GENERAL SUPPLIES	220.47
	INVOICE:	9463809328								
	9463809336	06/02/14		14009254	108464	P	06/30/14	1201134 0610	GENERAL SUPPLIES	21.68
	INVOICE:	9463809336								
	9463809344	06/02/14		14009254	108464	P	06/30/14	1201134 0610	GENERAL SUPPLIES	67.32
	INVOICE:	9463809344								
	9463809351	06/02/14		14009254	108464	P	06/30/14	0401134 0610	GENERAL SUPPLIES	287.55
	INVOICE:	9463809351								
	9463809369	06/02/14		14009254	108464	P	06/30/14	1201134 0610	GENERAL SUPPLIES	187.90
	INVOICE:	9463809369								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	9463809377	06/02/14		14009254	108464	P	06/30/14	0401134 0610	GENERAL SUPPLIES	42.17
	INVOICE: 9463809377									
	9463809385	06/02/14		14009254	108464	P	06/30/14	1201134 0610	GENERAL SUPPLIES	168.68
	INVOICE: 9463809385									
	9463809393	06/02/14		14009254	108464	P	06/30/14	0401134 0610	GENERAL SUPPLIES	233.02
	INVOICE: 9463809393									
	9463809401	06/02/14		14009254	108464	P	06/30/14	0401134 0610	GENERAL SUPPLIES	116.51
	INVOICE: 9463809401									
	9463809419	06/02/14		14009254	108464	P	06/30/14	0401134 0610	GENERAL SUPPLIES	233.02
	INVOICE: 9463809419									
	9463809427	06/02/14		14009254	108464	P	06/30/14	1201134 0610	GENERAL SUPPLIES	233.02
	INVOICE: 9463809427									
	9463809435	06/02/14		14009254	108464	P	06/30/14	0401134 0610	GENERAL SUPPLIES	233.02
	INVOICE: 9463809435									
	9463809443	06/02/14		14009254	108464	P	06/30/14	0401134 0610	GENERAL SUPPLIES	233.02
	INVOICE: 9463809443									
	9463877168	06/02/14			108464	P	06/30/14	9011096 0433	EQUIPMENT REPAIR & MAINT	-2.28
	INVOICE: 9463877168									
	9463877176	06/02/14			108464	P	06/30/14	9011096 0433	EQUIPMENT REPAIR & MAINT	-1.52
	INVOICE: 9463877176									
	9465064286	06/02/14		14008819	108464	P	06/30/14	0061087 0610	GENERAL SUPPLIES	15.20
	INVOICE: 9465064286									
	9465890243	06/02/14		14009254	108464	P	06/30/14	0901134 0610	GENERAL SUPPLIES	53.01
	INVOICE: 9465890243									
VENDOR TOTALS				12,494.60	YTD INVOICED			12,494.60	YTD PAID	3,167.23
12991	WADDEY, MERISSA									
	6-6-6-7	06/02/14			108465	P	06/30/14	0002121 0582 3374	TRAVEL - OUT OF DISTRICT	329.72
	INVOICE: 6/6-6/7									
VENDOR TOTALS				818.01	YTD INVOICED			902.76	YTD PAID	329.72
9174	WATCON, INC.									
	14468	06/02/14		14000685	108466	P	06/30/14	0051134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0061134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0071134 0431	HVAC/ELECTRIC REPAIR & MA	45.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0081134 0431	HVAC/ELECTRIC REPAIR & MA	45.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0201134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0401134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0451134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0501134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE: 14468									
	14468	06/02/14		14000685	108466	P	06/30/14	0601134 0431	HVAC/ELECTRIC REPAIR & MA	25.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	0701134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	0801134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	0901134	0431	HVAC/ELECTRIC REPAIR & MA	55.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	0951134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	1001134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	1031134	0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	1051134	0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	1081134	0431	HVAC/ELECTRIC REPAIR & MA	110.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	1201134	0431	HVAC/ELECTRIC REPAIR & MA	95.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	4951134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14468								
14468	06/02/14		14000685	108466	P	06/30/14	9031134	0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	14468								
14762	06/02/14		14000685	108466	P	06/30/14	0051134	0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0061134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0071134	0431	HVAC/ELECTRIC REPAIR & MA	45.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0081134	0431	HVAC/ELECTRIC REPAIR & MA	45.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0201134	0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0401134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0451134	0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0501134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0601134	0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0701134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0801134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0901134	0431	HVAC/ELECTRIC REPAIR & MA	55.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	0951134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14762								
14762	06/02/14		14000685	108466	P	06/30/14	1001134	0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	14762								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	14762	06/02/14		14000685	108466	P	06/30/14	1031134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE: 14762									
	14762	06/02/14		14000685	108466	P	06/30/14	1051134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE: 14762									
	14762	06/02/14		14000685	108466	P	06/30/14	1081134 0431	HVAC/ELECTRIC REPAIR & MA	110.00
	INVOICE: 14762									
	14762	06/02/14		14000685	108466	P	06/30/14	1201134 0431	HVAC/ELECTRIC REPAIR & MA	95.00
	INVOICE: 14762									
	14762	06/02/14		14000685	108466	P	06/30/14	4951134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE: 14762									
	14762	06/02/14		14000685	108466	P	06/30/14	9031134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE: 14762									
	VENDOR TOTALS			9,497.09	YTD INVOICED			9,497.09	YTD PAID	1,530.00
3590	WAYMAN, CHARLOTTE									
	4-3-6-2	06/02/14			108467	P	06/30/14	9011096 0581	TRAVEL - IN DISTRICT	109.76
	INVOICE: 4/3-6/2									
	VENDOR TOTALS			485.34	YTD INVOICED			629.00	YTD PAID	109.76
9927	WEBER, MICHELLE BOUTWELL									
	5-1-5-30	06/02/14			108468	P	06/30/14	0002121 0581 3374	TRAVEL - IN DISTRICT	210.56
	INVOICE: 5/1-5/30									
	6-24	06/02/14			108468	P	06/30/14	0002121 0581 3374	TRAVEL - IN DISTRICT	119.84
	INVOICE: 6/24									
	VENDOR TOTALS			2,309.50	YTD INVOICED			2,309.50	YTD PAID	330.40
14323	WENDELN, JESSICA									
	5-21-5-29	06/02/14			108469	P	06/30/14	9981121 0580 337X	TRAVEL	34.05
	INVOICE: 5/21-5/29									
	VENDOR TOTALS			126.78	YTD INVOICED			126.78	YTD PAID	34.05
97	WERT MUSIC									
	56214	06/02/14		14008593	108470	P	06/30/14	0081118 0610 7000	GENERAL SUPPLIES	100.00
	INVOICE: 56214									
	56390	06/02/14		14008151	108470	P	06/30/14	0401118 0610 7000	GENERAL SUPPLIES	100.00
	INVOICE: 56390									
	VENDOR TOTALS			685.70	YTD INVOICED			685.70	YTD PAID	200.00
4050	WHAYNE SUPPLY COMPANY									
	16C046419	06/02/14		14007853	108471	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	121.96
	INVOICE: 16C046419									
	PC160035221	06/02/14		14007853	108471	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	84.72
	INVOICE: PC160035221									
	PC160038068	06/02/14		14007853	108471	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	546.54
	INVOICE: PC160038068									
	PC160038069	06/02/14		14007853	108471	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	169.90

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	PC160038069								
	PC160038070	06/02/14		14007853	108471	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	93.60
	INVOICE:	PC160038070								
	PC160038268	06/02/14		14007853	108471	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	898.13
	INVOICE:	PC160038268								
	PC160038284	06/02/14		14007853	108471	P	06/30/14	9011096 0435	VEHICLE REPAIR & MAINT	122.04
	INVOICE:	PC160038284								
	VENDOR TOTALS			468,666.09	YTD INVOICED			468,666.09	YTD PAID	2,036.89
11074	WHITIS, JULIE									
	3-21-5-23	06/02/14			108472	P	06/30/14	9031947 0581	106X TRAVEL - IN DISTRICT	127.12
	INVOICE:	3/21-5/23								
	VENDOR TOTALS			1,237.58	YTD INVOICED			1,237.58	YTD PAID	127.12
10289	WILDER WINLECTRIC									
	094717-00	06/02/14		14008905	108473	P	06/30/14	0601134 0610	GENERAL SUPPLIES	51.35
	INVOICE:	094717-00								
	095275-00	06/02/14		14009154	108473	P	06/30/14	0061134 0610	GENERAL SUPPLIES	250.75
	INVOICE:	095275-00								
	095349-00	06/02/14		14009180	108473	P	06/30/14	0801134 0610	GENERAL SUPPLIES	201.60
	INVOICE:	095349-00								
	095725-00	06/02/14		14009328	108473	P	06/30/14	0061134 0610	GENERAL SUPPLIES	90.35
	INVOICE:	095725-00								
	VENDOR TOTALS			10,848.39	YTD INVOICED			10,848.39	YTD PAID	594.05
14365	WILKE, SUSAN									
	5-30-14	06/02/14			108474	P	06/30/14	510 1624	A-LA-CARTE SALES	6.10
	INVOICE:	5/30/14								
	VENDOR TOTALS			6.10	YTD INVOICED			6.10	YTD PAID	6.10
13244	WILSON, MEGAN									
	4-18-5-28	06/02/14			108475	P	06/30/14	0901118 0581	7000 TRAVEL - IN DISTRICT	19.60
	INVOICE:	4/18-5/28								
	VENDOR TOTALS			71.31	YTD INVOICED			71.31	YTD PAID	19.60
226	WISHER, EMILY									
	5-1-5-30	06/02/14			108476	P	06/30/14	0001118 0581	TRAVEL - IN DISTRICT	105.60
	INVOICE:	5/1-5/30								
	6-22-6-25	06/02/14			108476	P	06/30/14	0002121 0582	3374C TRAVEL - OUT OF DISTRICT	186.00
	INVOICE:	6/22-6/25								
	VENDOR TOTALS			2,264.25	YTD INVOICED			2,264.25	YTD PAID	291.60
14381	WOLSING, DANA									
	6-5-14	06/02/14			108477	P	06/30/14	510 1624	A-LA-CARTE SALES	27.40
	INVOICE:	6/5/14								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				27.40	YTD INVOICED			27.40	YTD PAID	27.40
47 XPEDX/CINCINNATI	6004855135	06/02/14		14008134	108478	P	06/30/14	0071118 0610P 7000	GENERAL SUPPLIES	2,207.20
	INVOICE: 6004855135									
VENDOR TOTALS				102,405.74	YTD INVOICED			102,405.74	YTD PAID	2,207.20
11391 ZEE MEDICAL, INC	0101307227	06/02/14		14009253	108479	P	06/30/14	0011134 0610	GENERAL SUPPLIES	251.55
	INVOICE: 0101307227									
VENDOR TOTALS				2,765.60	YTD INVOICED			2,765.60	YTD PAID	251.55
11920 ZEMBRODT, JANE	12-12-13	06/02/14			108480	P	06/30/14	0002121 0582 3374	TRAVEL - OUT OF DISTRICT	179.00
	INVOICE: 12/12/13									
	5-1-5-27	06/02/14			108480	P	06/30/14	0002121 0581 3374	TRAVEL - IN DISTRICT	57.68
	INVOICE: 5/1-5/27									
VENDOR TOTALS				580.06	YTD INVOICED			580.06	YTD PAID	236.68
4023 ZIMMER, ELLEN KUEHNE	4-24-6-19	06/02/14			108481	P	06/30/14	0002121 0580 3104	TRAVEL	117.88
	INVOICE: 4/24-6/19									
VENDOR TOTALS				1,196.85	YTD INVOICED			1,196.85	YTD PAID	117.88
11156 ZIMMERMAN, DENEEN	5-12-6-9	06/02/14			108482	P	06/30/14	0001118 0581	TRAVEL - IN DISTRICT	110.32
	INVOICE: 5/12-6/9									
VENDOR TOTALS				1,748.11	YTD INVOICED			1,857.38	YTD PAID	110.32
3716 ZINK, SUSAN	4-18-5-30	06/02/14			108483	P	06/30/14	0001121 0580 337X	TRAVEL	16.80
	INVOICE: 4/18-5/30									
VENDOR TOTALS				16.80	YTD INVOICED			16.80	YTD PAID	16.80
REPORT TOTALS										1,556,858.01

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	307	1,556,858.01

** END OF REPORT - Generated by Sarah Steffen **

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8151 BORDEN DAIRY COMPANY										
	116975	05/31/14		14007086	108485	P	06/30/14	4955101 0635	MILK	2,148.75
	INVOICE:	688413495								
	116976	05/31/14		14008977	108484	P	06/30/14	1005101 0635	MILK	1,844.42
	INVOICE:	688413100								
	116977	05/31/14		14009105	108484	P	06/30/14	0085101 0635	MILK	4,875.90
	INVOICE:	688413008								
	116978	05/31/14		14008978	108484	P	06/30/14	0905101 0635	MILK	3,820.16
	INVOICE:	688413090								
	116979	05/31/14		14008976	108485	P	06/30/14	0805101 0635	MILK	1,526.42
	INVOICE:	688413080								
	116980	05/31/14		14008097	108484	P	06/30/14	0065101 0635	MILK	3,509.47
	INVOICE:	688413006								
	116981	05/31/14		14000961	108485	P	06/30/14	0705101 0635	MILK	1,723.81
	INVOICE:	688413070								
	116982	05/31/14		14009106	108484	P	06/30/14	0605101 0635	MILK	2,379.03
	INVOICE:	688413060								
	116983	05/31/14		14008306	108484	P	06/30/14	0505101 0635	MILK	2,207.53
	INVOICE:	688413050								
	116984	05/31/14		14008096	108484	P	06/30/14	0205101 0635	MILK	2,451.61
	INVOICE:	688413020								
	116985	05/31/14		14008981	108484	P	06/30/14	1085101 0635	MILK	2,954.30
	INVOICE:	688413108								
	116986	05/31/14		14008979	108484	P	06/30/14	1035101 0635	MILK	3,179.84
	INVOICE:	688413103								
	116987	05/31/14		14000958	108485	P	06/30/14	1205101 0635	MILK	2,762.02
	INVOICE:	688413120								
	116988	05/31/14		14008980	108484	P	06/30/14	1055101 0635	MILK	3,209.97
	INVOICE:	688413105								
	116989	05/31/14		14001097	108485	P	06/30/14	0405101 0635	MILK	2,951.41
	INVOICE:	688413040								
	116990	05/31/14		14008975	108484	P	06/30/14	0055101 0635	MILK	2,545.71
	INVOICE:	688413005								
	116991	05/31/14		14000963	108485	P	06/30/14	0455101 0635	MILK	852.12
	INVOICE:	688413045								
	117016	05/31/14			108485	P	06/30/14	4955101 0635	MILK	-11.18
	INVOICE:	130645871								
	117017	05/31/14		14008977	108484	P	06/30/14	1005101 0635	MILK	-86.30
	INVOICE:	130645870								
	117018	05/31/14		14009105	108484	P	06/30/14	0085101 0635	MILK	-39.28
	INVOICE:	130645872								
	117019	05/31/14		14008978	108484	P	06/30/14	0905101 0635	MILK	-11.82
	INVOICE:	130645858								
	117020	05/31/14		14008976	108485	P	06/30/14	0805101 0635	MILK	-37.30
	INVOICE:	130645869								
	117021	05/31/14			108484	P	06/30/14	0065101 0635	MILK	-13.74
	INVOICE:	123439622								
	117022	05/31/14		14000961	108485	P	06/30/14	0705101 0635	MILK	-30.90
	INVOICE:	130645867								
	117023	05/31/14			108484	P	06/30/14	0605101 0635	MILK	-16.07
	INVOICE:	123439620								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	117024	05/31/14			108484	P	06/30/14	0505101 0635	MILK	-63.27
	INVOICE:	130645865								
	117025	05/31/14		14008981	108484	P	06/30/14	1085101 0635	MILK	-39.28
	INVOICE:	130645861								
	117026	05/31/14			108484	P	06/30/14	1035101 0635	MILK	-43.98
	INVOICE:	123439613								
	117027	05/31/14		14000958	108485	P	06/30/14	1205101 0635	MILK	-36.31
	INVOICE:	130645857								
	117028	05/31/14		14008980	108484	P	06/30/14	1055101 0635	MILK	-11.34
	INVOICE:	130645860								
	117029	05/31/14			108485	P	06/30/14	0405101 0635	MILK	-42.30
	INVOICE:	123439610								
	117030	05/31/14			108484	P	06/30/14	0055101 0635	MILK	-23.24
	INVOICE:	123439616								
	117031	05/31/14			108485	P	06/30/14	0455101 0635	MILK	-9.21
	INVOICE:	123439617								
	117032	05/31/14			108484	P	06/30/14	0205101 0635	MILK	-31.13
	INVOICE:	123439618								
VENDOR TOTALS				411,409.12 YTD INVOICED				411,409.12 YTD PAID		44,395.82
9052	CENTRAL RESTAURANT PRODUCTS									
	116880	05/23/14		14009101	108486	P	06/30/14	1085101 0610	GENERAL SUPPLIES	550.97
	INVOICE:	11152714								
VENDOR TOTALS				9,473.27 YTD INVOICED				9,473.27 YTD PAID		550.97
13729	COCA-COLA REFRESHMENTS									
	116881	05/16/14		14009040	108488	P	06/30/14	0085101 0630N	NON-PROGRAM FOOD	450.72
	INVOICE:	1656316207								
	116882	05/16/14		14008941	108487	P	06/30/14	1205101 0630N	NON-PROGRAM FOOD	759.96
	INVOICE:	1656316211								
	116883	05/09/14		14008804	108487	P	06/30/14	1205101 0630N	NON-PROGRAM FOOD	436.52
	INVOICE:	1656315713								
	116884	05/20/14		14008990	108487	P	06/30/14	0405101 0630N	NON-PROGRAM FOOD	384.00
	INVOICE:	1626177911								
VENDOR TOTALS				100,601.98 YTD INVOICED				100,601.98 YTD PAID		2,031.20
8154	ELLENBEE-LEGGETT COMPANY									
	116885	05/21/14		14008967	108489	P	06/30/14	0065101 0630	FOOD	67.86
	INVOICE:	188476								
	116886	05/21/14		14008967	108489	P	06/30/14	0065101 0630	FOOD	1,244.62
	INVOICE:	187794								
	116886	05/21/14			108489	P	06/30/14	0065101 0630N	NON-PROGRAM FOOD	83.16
	INVOICE:	187794								
	116888	05/21/14			108489	P	06/30/14	1005101 0630	FOOD	79.80
	INVOICE:	187602								
	116889	04/21/14		14007438	108489	P	06/30/14	0085101 0630	FOOD	906.42
	INVOICE:	183667								
	116890	05/19/14		14008994	108489	P	06/30/14	0085101 0630	FOOD	485.22

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	116901	05/13/14			108492	P	06/30/14	0805101 0630N	NON-PROGRAM FOOD	96.28
	INVOICE: 492392									
	116902	05/20/14		14009030	108492	P	06/30/14	0605101 0630	FOOD	138.59
	INVOICE: 492651									
	116995	05/27/14		14009086	108492	P	06/30/14	0065101 0630	FOOD	181.65
	INVOICE: 492831									
	116995	05/27/14			108492	P	06/30/14	0065101 0630N	NON-PROGRAM FOOD	361.00
	INVOICE: 492831									
	117035	04/29/14		14009207	108492	P	06/30/14	0505101 0630	FOOD	141.75
	INVOICE: 491796									
	117035	04/29/14			108492	P	06/30/14	0505101 0630N	NON-PROGRAM FOOD	246.00
	INVOICE: 491796									
VENDOR TOTALS				62,396.23 YTD INVOICED				62,396.23 YTD PAID		1,575.44
11678 K.C. PROVISION, LLC										
	116903	04/10/14		14008192	108493	P	06/30/14	1205101 0583	HAULING OF COMMODITIES	104.72
	INVOICE: 188517									
	116904	04/17/14		14005684	108493	P	06/30/14	0085101 0583	HAULING OF COMMODITIES	46.20
	INVOICE: 188684									
	116996	04/17/14		14007058	108493	P	06/30/14	0705101 0583	HAULING OF COMMODITIES	55.44
	INVOICE: 188688									
	117034	05/21/14		14005788	108493	P	06/30/14	0905101 0583	HAULING OF COMMODITIES	73.92
	INVOICE: 189500									
VENDOR TOTALS				23,330.05 YTD INVOICED				23,330.05 YTD PAID		280.28
2067 KENT REFRIGERATION COMPANY										
	116997	05/28/14		14009163	108494	P	06/30/14	1205101 0433	EQUIPMENT REPAIR & MAINT	272.26
	INVOICE: 101874									
VENDOR TOTALS				5,899.08 YTD INVOICED				5,899.08 YTD PAID		272.26
8155 KLOSTERMAN'S BAKING COMPANY										
	116905	05/22/14		14008427	108495	P	06/30/14	0705101 0630	FOOD	153.42
	INVOICE: 014017514209									
	116906	05/23/14		14009103	108495	P	06/30/14	1085101 0630	FOOD	106.92
	INVOICE: 014010414325									
	116907	05/23/14		14009071	108495	P	06/30/14	1205101 0630	FOOD	211.00
	INVOICE: 014010414324									
	116909	05/19/14		14009060	108495	P	06/30/14	0085101 0630	FOOD	449.20
	INVOICE: 014017513907									
	116910	05/16/14		14008857	108495	P	06/30/14	0805101 0630	FOOD	37.80
	INVOICE: 014010413617									
	116911	05/19/14		14008940	108495	P	06/30/14	1205101 0630	FOOD	173.70
	INVOICE: 014010413914									
	116912	05/19/14		14009038	108495	P	06/30/14	1055101 0630	FOOD	156.84
	INVOICE: 014010413912									
	116913	05/17/14		14008610	108495	P	06/30/14	0205101 0630	FOOD	75.60
	INVOICE: 014010613706									
	116914	05/27/14		14008934	108495	P	06/30/14	1035101 0630	FOOD	262.60

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	014010614708								
116915		05/24/14		14009094	108495	P	06/30/14	0455101 0630	FOOD	86.90
	INVOICE:	014010614403								
116916		05/19/14		14008982	108495	P	06/30/14	1085101 0630	FOOD	121.06
	INVOICE:	014010413913								
116917		05/19/14		14009032	108495	P	06/30/14	0605101 0630	FOOD	31.50
	INVOICE:	014010613903								
116918		05/22/14		14008865	108495	P	06/30/14	0905101 0630	FOOD	271.60
	INVOICE:	014017514208								
116919		05/27/14		14009093	108495	P	06/30/14	0905101 0630	FOOD	54.40
	INVOICE:	014017514708								
116920		05/22/14		14008989	108495	P	06/30/14	0405101 0630	FOOD	45.92
	INVOICE:	014010614206								
116921		05/12/14		14008806	108495	P	06/30/14	1205101 0630	FOOD	214.38
	INVOICE:	014010413214								
116922		05/19/14		14008988	108495	P	06/30/14	0405101 0630	FOOD	180.40
	INVOICE:	014010613906								
116966		05/19/14		14007929	108495	P	06/30/14	0085101 0630	FOOD	465.40
	INVOICE:	014017511111								
116999		05/27/14		14009124	108495	P	06/30/14	0605101 0630	FOOD	175.42
	INVOICE:	014010614703								
117000		05/27/14		14009098	108495	P	06/30/14	0505101 0630	FOOD	175.70
	INVOICE:	014010614709								
117001		05/27/14		14009104	108495	P	06/30/14	0405101 0630	FOOD	120.50
	INVOICE:	014010614705								
117002		05/24/14		14009064	108495	P	06/30/14	0205101 0630	FOOD	193.44
	INVOICE:	014010614402								
117003		05/23/14		14009091	108495	P	06/30/14	1055101 0630	FOOD	224.26
	INVOICE:	014010414319								
117004		05/23/14		14008921	108495	P	06/30/14	0805101 0630	FOOD	52.00
	INVOICE:	014010414318								
117005		05/25/14		14008531	108495	P	06/30/14	1005101 0630	FOOD	117.20
	INVOICE:	014010414811								
117006		05/23/14		14009062	108495	P	06/30/14	0505101 0630	FOOD	43.80
	INVOICE:	014017514329								
117007		05/24/14		14008473	108495	P	06/30/14	0065101 0630	FOOD	192.78
	INVOICE:	014011014414								
117033		05/27/14		14009122	108495	P	06/30/14	0085101 0630	FOOD	130.00
	INVOICE:	014017514707								
VENDOR TOTALS				90,720.08	YTD INVOICED			90,720.08	YTD PAID	4,523.74
6221	KSNA									
	116998	05/28/14		14009026	108496	P	06/30/14	0025101 0582	TRAVEL - OUT OF DISTRICT	225.00
	INVOICE:	KSNA								
VENDOR TOTALS				225.00	YTD INVOICED			225.00	YTD PAID	225.00
8157	REEVES PRODUCE									
	116923	05/22/14		14009116	108497	P	06/30/14	0705101 0630	FOOD	131.70
	INVOICE:	38356								

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KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT

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WARRANT: 070714FS

TO FISCAL 2014/12 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	116924	05/13/14		14008415	108497	P	06/30/14	1205101 0630	FOOD	211.65
	INVOICE:	35876								
	116925	05/20/14		14008987	108497	P	06/30/14	0405101 0630	FOOD	162.00
	INVOICE:	37171								
	116926	04/21/14		14008303	108497	P	06/30/14	0085101 0630	FOOD	485.90
	INVOICE:	37123								
	116927	05/27/14		14009123	108497	P	06/30/14	0085101 0630	FOOD	272.55
	INVOICE:	38376								
	116928	05/19/14		14009061	108497	P	06/30/14	0085101 0630	FOOD	419.45
	INVOICE:	37178								
	116929	05/19/14		14008983	108497	P	06/30/14	1085101 0630	FOOD	328.90
	INVOICE:	35896								
	116930	05/19/14		14009037	108497	P	06/30/14	1055101 0630	FOOD	206.00
	INVOICE:	37179								
	116931	05/15/14		14008920	108497	P	06/30/14	0805101 0630	FOOD	84.50
	INVOICE:	35883								
	116932	05/22/14		14009089	108497	P	06/30/14	0455101 0630	FOOD	124.90
	INVOICE:	38358								
	116933	05/22/14		14009085	108497	P	06/30/14	0905101 0630	FOOD	405.25
	INVOICE:	38355								
	116934	05/27/14		14009102	108497	P	06/30/14	1085101 0630	FOOD	338.30
	INVOICE:	38362								
	116935	05/19/14		14009033	108497	P	06/30/14	0605101 0630	FOOD	81.25
	INVOICE:	37176								
	116936	05/27/14		14009088	108497	P	06/30/14	1035101 0630	FOOD	36.00
	INVOICE:	38373								
	116937	05/23/14		14009088	108497	P	06/30/14	1035101 0630	FOOD	252.60
	INVOICE:	37182								
	117008	05/22/14		14009090	108497	P	06/30/14	0805101 0630	FOOD	101.25
	INVOICE:	38357								
	117009	05/23/14		14009096	108497	P	06/30/14	0055101 0630	FOOD	123.60
	INVOICE:	38359								
	117010	05/23/14		14009092	108497	P	06/30/14	1055101 0630	FOOD	215.00
	INVOICE:	38360								
	117011	05/19/14		14009063	108497	P	06/30/14	0505101 0630	FOOD	231.00
	INVOICE:	37156								
	117012	05/23/14		14009131	108497	P	06/30/14	0205101 0630	FOOD	233.50
	INVOICE:	38371								
	117013	05/27/14		14009095	108497	P	06/30/14	0065101 0630	FOOD	24.90
	INVOICE:	38361								
VENDOR TOTALS				210,195.05	YTD INVOICED			210,195.05	YTD PAID	4,470.20
10748	RICKING PAPER & SPECIALTY COMPANY									
	116938	05/22/14		14009031	108498	P	06/30/14	0605101 0610	GENERAL SUPPLIES	240.32
	INVOICE:	210155								
	116939	05/22/14		14009066	108498	P	06/30/14	0065101 0610	GENERAL SUPPLIES	346.62
	INVOICE:	210156								
	116940	05/15/14		14008837	108498	P	06/30/14	0605101 0610	GENERAL SUPPLIES	291.94
	INVOICE:	209346								
	116941	05/15/14		14008916	108498	P	06/30/14	1055101 0610	GENERAL SUPPLIES	152.58

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KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT

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WARRANT: 070714FS

TO FISCAL 2014/12 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	209373								
	116942	05/15/14		14008943	108498	P	06/30/14	1205101 0610	GENERAL SUPPLIES	225.38
	INVOICE:	209358								
	116943	05/15/14		14008919	108498	P	06/30/14	0805101 0610	GENERAL SUPPLIES	192.53
	INVOICE:	209374								
	116944	05/22/14		14008984	108498	P	06/30/14	1085101 0610	GENERAL SUPPLIES	174.28
	INVOICE:	210052								
	116945	05/22/14		14009072	108498	P	06/30/14	1205101 0610	GENERAL SUPPLIES	301.38
	INVOICE:	210051								
	116946	05/22/14		14009087	108498	P	06/30/14	1035101 0610	GENERAL SUPPLIES	199.20
	INVOICE:	210160								
	117036	02/25/14			108498	P	06/30/14	0405101 0610	GENERAL SUPPLIES	34.88
	INVOICE:	200028								
	117037	02/25/14			108498	P	06/30/14	1035101 0610	GENERAL SUPPLIES	52.32
	INVOICE:	200017								
	117039	02/25/14			108498	P	06/30/14	1055101 0610	GENERAL SUPPLIES	34.88
	INVOICE:	200013								
	117040	02/25/14			108498	P	06/30/14	0055101 0610	GENERAL SUPPLIES	34.88
	INVOICE:	200020								
	117041	02/25/14			108498	P	06/30/14	0205101 0610	GENERAL SUPPLIES	34.88
	INVOICE:	200034								
	117042	02/25/14			108498	P	06/30/14	0505101 0610	GENERAL SUPPLIES	17.44
	INVOICE:	200032								
	117043	02/25/14			108498	P	06/30/14	0065101 0610	GENERAL SUPPLIES	17.44
	INVOICE:	200030								
	117044	02/25/14			108498	P	06/30/14	1005101 0610	GENERAL SUPPLIES	69.76
	INVOICE:	200011								
	117045	02/25/14			108498	P	06/30/14	4955101 0610	GENERAL SUPPLIES	34.88
	INVOICE:	200025								
	117048	04/25/14		14008339	108498	P	06/30/14	0905101 0610	GENERAL SUPPLIES	-31.08
	INVOICE:	206967								
	117049	03/31/14		14007071	108498	P	06/30/14	0805101 0610	GENERAL SUPPLIES	-33.20
	INVOICE:	203796								
	117050	02/28/14		14005520	108498	P	06/30/14	0455101 0610	GENERAL SUPPLIES	-40.23
	INVOICE:	200554								
	117052	01/10/14		14005233	108498	P	06/30/14	1205101 0610	GENERAL SUPPLIES	-58.60
	INVOICE:	195342								
VENDOR TOTALS				115,304.77	YTD INVOICED			115,304.77	YTD PAID	2,292.48
8273	SYSCO FOOD SERVICE									
	116947	05/22/14			108499	P	06/30/14	0405101 0630	FOOD	-63.84
	INVOICE:	405221022								
	116948	05/21/14		14009027	108499	P	06/30/14	0405101 0630	FOOD	1,673.43
	INVOICE:	405210470								
	116948	05/21/14			108499	P	06/30/14	0405101 0630N	NON-PROGRAM FOOD	66.60
	INVOICE:	405210470								
	116949	05/21/14		14008970	108499	P	06/30/14	1035101 0630	FOOD	47.88
	INVOICE:	405210475								
	116950	05/22/14		14008970	108499	P	06/30/14	1035101 0630N	NON-PROGRAM FOOD	103.65
	INVOICE:	405220649								

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KENTON COUNTY BOARD OF EDUCATION
PAID WARRANT REPORT

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WARRANT: 070714FS

TO FISCAL 2014/12 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	116951	05/21/14		14008970	108499	P	06/30/14	1035101 0630	FOOD	1,135.73
	INVOICE:	405210476								
	116951	05/21/14			108499	P	06/30/14	1035101 0630N	NON-PROGRAM FOOD	220.34
	INVOICE:	405210476								
	116952	05/21/14		14008969	108499	P	06/30/14	0065101 0630	FOOD	1,807.93
	INVOICE:	405210480								
	116953	05/14/14		14008835	108499	P	06/30/14	0605101 0630	FOOD	673.52
	INVOICE:	405140737								
	116954	05/21/14		14009028	108499	P	06/30/14	0605101 0630	FOOD	1,081.48
	INVOICE:	405210479								
	116955	05/15/14		14008895	108499	P	06/30/14	0805101 0630	FOOD	39.08
	INVOICE:	405150333								
	116956	05/14/14		14008895	108499	P	06/30/14	0805101 0630	FOOD	1,053.38
	INVOICE:	405140654								
	116957	05/14/14		14008974	108499	P	06/30/14	1205101 0630	FOOD	2,233.12
	INVOICE:	405140657								
	116958	05/14/14		14008883	108499	P	06/30/14	1055101 0630	FOOD	231.44
	INVOICE:	405140652								
	116958	05/14/14			108499	P	06/30/14	1055101 0630N	NON-PROGRAM FOOD	116.27
	INVOICE:	405140652								
	116959	05/22/14		14008966	108499	P	06/30/14	0905101 0630N	NON-PROGRAM FOOD	33.30
	INVOICE:	405220648								
	116960	04/16/14		14008088	108499	P	06/30/14	0085101 0630	FOOD	1,212.07
	INVOICE:	404160625								
	116960	04/16/14			108499	P	06/30/14	0085101 0630N	NON-PROGRAM FOOD	95.98
	INVOICE:	404160625								
	116963	05/15/14		14008971	108499	P	06/30/14	0085101 0630	FOOD	195.40
	INVOICE:	405150334								
	116964	04/23/14		14008971	108499	P	06/30/14	0085101 0630	FOOD	2,117.12
	INVOICE:	404230594								
	116965	05/21/14		14009073	108499	P	06/30/14	1205101 0630	FOOD	1,039.88
	INVOICE:	405210474								
	116965	05/21/14			108499	P	06/30/14	1205101 0630N	NON-PROGRAM FOOD	33.30
	INVOICE:	405210474								
	117014	05/21/14		14009065	108499	P	06/30/14	0505101 0630	FOOD	1,150.62
	INVOICE:	405210472								
	117015	05/28/14			108499	P	06/30/14	0405101 0630	FOOD	63.84
	INVOICE:	405280457								
VENDOR TOTALS				918,812.87	YTD INVOICED			918,812.87	YTD PAID	16,361.52
									REPORT TOTALS	85,010.89

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	16	85,010.89

** END OF REPORT - Generated by Sarah Steffen **

THE KENTON COUNTY BOARD OF EDUCATION
BUS FLUIDS BID

Effective 7/1/14 - 6/30/15

		APOLLO OIL			RD HOLDER		
COMMODITY CODE	ITEM	BRAND	COST		BRAND	COST	
FLU-10000	Engine Oil – 15W-40	MULTIGUARD	\$ 6.97	GALLON	GULF	\$ 8.50	GALLON
			\$ 3,485.00	500 GALLON TANK		\$ 4,250.00	500 GALLON TANK
FLU-10010	Engine Oil – 10W-30	MULTIGUARD	\$ 2.25	QUART	GULF	\$ 3.31	QUART
			\$ 26.97	CASE		\$ 39.72	CASE
FLU-10025	Automatic Transmission Fluid Allison TES-295	SHELL	\$ 30.54	GALLON	BP AUTRAN SYN 295	\$ 32.11	GALLON
			\$ 1,679.97	55 GALLON DRUM		\$ 8,830.25	275 GALLON TANK
FLU-10020	Automatic Transmission Fluid Allison TES-295	MULTIGUARD	\$ 5.97	GALLON	HEARTLAND ATF	\$ 7.87	GALLON
			\$ 1,641.75	275 GALLON TANK		\$ 2,164.25	275 GALLON TANK
FLU-10030	Power Steering Fluid	PURE GUARD	\$ 1.83	QUART	N/A		QUART
			\$ 21.97	CASE			CASE
FLU-10110	Antifreeze – Fully Formulated Glycol Base Engine Coolant – <u>PURPLE ONLY</u>	SHELL	\$ 6.73	GALLON	N/A		GALLON
			\$ 369.97	55 GALLON DRUM			55 GALLON DRUM
FLU-10065	Gear Oil – Synthetic 75W-140	MULTIGUARD VENOM	\$ 4.08	POUND	GULF	\$ 4.81	POUND
			\$ 489.97	120 POUND DRUM		\$ 577.20	120 POUND DRUM
FLU-10060	Gear Oil – 85W-140	MULTIGUARD	\$ 1.58	POUND	GULF	\$ 1.91	POUND
			\$ 189.97	120 POUND DRUM		\$ 229.20	120 POUND DRUM
FLU-10070	Chassis Grease	SHELL	\$ 2.82	POUND	SHELL RETINEX	\$ 3.20	POUND
			\$ 1,129.97	400 POUND DRUM		\$ 1,280.00	400 POUND DRUM
FLU-10080	Windshield Washer Solvent Concentrate	BRENNTAG	\$ 3.82	GALLON	N/A		GALLON
			\$ 209.97	55 GALLON DRUM			55 GALLON DRUM
FLU-10100	Diesel Exhaust Fluid	TERRACAIR	\$ 2.36	GALLON	BLUE DEF	\$ 2.55	GALLON
			\$ 129.97	55 GALLON DRUM		\$ 140.25	55 GALLON DRUM
STORE DISCOUNT			0%		STORE DISCOUNT	0%	

THE FOLLOWING BIDDERS WERE CONSIDERED NON-RESPONSIVE DUE TO MISSING PAPERWORK: HARPER OIL (INSURANCE CERTIFICATE & MSDS SHEETS), LYKINS (INSURANCE CERTIFICATE & MSDS SHEETS), NORTHEAST LUBRICANTS (RESIDENT BIDDERS STATUS AFFIDAVIT)

RECOMMENDATION: THE KENTON COUNTY BOARD OF EDUCATION AWARD THE BID ON A TOTAL BASIS TO APOLLO OIL AS INDICATED IN HIGHLIGHTED CELLS.

THE KENTON COUNTY BOARD OF EDUCATION

BUS PARTS - STORE DISCOUNT BID Effective July 7, 2014 - June 30, 2015)

COMPANY	DISCOUNT	EXCEPTIONS
AMERICAN BUS & ACCESSORIES	0%	
AUTO-JET MUFFLER	0%	
BATTERY MEN	0%	
BLUEGRASS INTERNATIONAL	3-54%	BUS BODY PARTS
BRIGHTON TRUCK SERVICE	0%	
EASYWAY SAFETY	10%	
GEORGE'S TRUCK CENTER	0%	
GEORGE J HUST COMPANY	0%	
KOI	VARIES	
RIDGEWAY DISTRIBUTORS	20-50%	
TERMINALS PLUS	10%	
TRUCK & TRAILER	0%	
TRUCKPRO	0%	
WHAYNE SUPPLY	20%	

The following companies were considered non-compliant: Prevost (Resident Bidders Affidavit), VMP (Resident Bidders Affidavit), Bluegrass Diesel (unsigned Bid Form)

The Kenton County Board of Education award the contract
Recommendation: to all fully compliant vendors as listed above

**ALL PARTS MUST BE COMPATIBLE WITH OTHER SYSTEMS SUCH AS: AUTO-JET
EXHAUST SYSTEMS**

	DESCRIPTION	AUTO-JET MUFFLER					BLUEGRASS INTERNATIONAL					KOI				
	1999-2001 Amtran R.E. 466E Engine, Automatic Transmission, 72 Passenger Air Suspension	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMAT ED QUANTIT Y	UOM	UNIT PRICE	TOTAL PRICE
EXH-11350	Header Pipe	T444TRE	1	Each	107.76	107.76		1	Each			58422	1	Each	137.14	137.14
EXH-11375	Muffler	T444REV	1	Each	154.14	154.14		1	Each			3716	1	Each	76.48	76.48
EXH-11400	Extension Pipe	N/R	1	Each				1	Each			83001	1	Each	81.61	81.61
EXH-11425	Tail Pipe	T444RETP SD	1	Each	54.61	51.61		1	Each			83014	1	Each	87.32	87.32
	1997-1998 Amtran FC DT466E Engine Automatic Transmission, 72 Passenger Air Suspension	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMAT ED QUANTIT Y	UOM	UNIT PRICE	TOTAL PRICE
EXH-12025	Header Pipe	466DTFC	1	Each	115.95	115.95		1	Each			58422	1	Each	137.14	137.14
EXH-12050	Muffler	350400LHD A	1	Each	127.28	127.28		1	Each			3716	1	Each	76.48	76.48
EXH-12075	Extension Pipe	NAVFPFC2 29	1	Each	101.79	101.79		1	Each			83001	1	Each	81.61	81.61
EXH-12100	Overaxle Pipe	IDOAAS	1	Each	128.38	128.38		1	Each			74632	1	Each	105.10	105.10
EXH-12125	Tail Pipe	IDTPAS	1	Each	114.81	114.81		1	Each			83014	1	Each	87.32	87.32
	Clamps and Hangers	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMAT ED QUANTIT Y	UOM	UNIT PRICE	TOTAL PRICE
EXH-12225	3 1/2" Band Clamp	350SC	30	Each	6.99	209.70		30	Each			9605	30	Each	6.42	192.60
EXH-12250	3" Band Clamp	300SC	30	Each	6.93	207.90		30	Each			9604	30	Each	6.08	182.40
EXH-12325	4" Band Clamp	400SC	30	Each	6.97	209.10		30	Each			9606	30	Each	6.54	196.20
	2001-2003 Thomas F.S. 65 3126 CAT Engine Automatic Transmission Air Suspension 52 Passenger	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMAT ED QUANTIT Y	UOM	UNIT PRICE	TOTAL PRICE
EXH-12400	Header Pipe 62241190	FRTL759	2	Each	187.82	375.69		2	Each			28719	2	Each	63.51	127.02
EXH-12405	Straight Pipe 6220682	FRL400STP	2	Each	85.87	171.74		2	Each			8972	2	Each	8.44	16.88
EXH-12410	Muffler 61240911	11-0065	2	Each	206.54	413.08		2	Each			4246	2	Each	138.8	277.60
EXH-12415	Clamp Mounting Upper 62240901	FRL11MH	2	Each	56.51	113.02		2	Each			No Bid	2	Each		0.00
EXH-12420	Strap Mounting 62240537	FRLPH	2	Each	44.27	88.54		2	Each			9327	2	Each	41.66	83.32
EXH-30500	Over Axle Pipe	FRLOARFT AS	1	Each	203.29	203.29		1	Each			No Bid	1	Each		0.00

THE KENTON COUNTY BOARD OF EDUCATION

BUS PARTS - EXHAUST PARTS BID

Effective July 7, 2014 through June 30, 2015

EXH-30350	Tail Pipe	FRLTP	1	Each	99.54	99.54		1	Each			No Bid	1	Each		0.00
	2004 Thomas R.E. C-7 Cat	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE
EXH-29950	Header Pipe	TP3126T190	2	Each	100.19	200.38		2	Each			No Bid	2	Each		0.00
EXH-29975	Muffler	TPTP400SI	2	Each	193.62	387.84		2	Each			No Bid	2	Each		0.00
EXH-30000	Tail Pipe	TPTP96TB	2	Each	67.62	135.24		2	Each			No Bid	2	Each		0.00
1W2431	CAT TURBO CLAMP	3116VCL	4	EACH	27.53	110.12	TBB 61240208	4	EACH			No Bid	4	EACH		0.00
	2005-2006 Thomas F.S.65 C7 CAT Engine Automatic Air Suspension 66 Passenger	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE
EXH-30100	Header Pipe, 04-21077-000	FRLT1077	2	Each	147.16	294.32		2	Each			68449	2	Each	116.78	233.56
EXH-30150	Straight Pipe	FRL400STP	2	Each	85.87	171.74		2	Each			400A1016	2	Each	39.48	78.96
EXH-30200	Muffler - CAT 2284860	11-0065	2	Each	206.54	413.08		2	Each			3700	2	Each	127.79	255.58
EXH-30250	Over Axle Pipe, FRLOAS434	FRLOAS434	2	Each	131.76	263.52		2	Each			64807	2	Each	97.01	194.02
EXH-30300	Tail Pipe, FRLTP02	FRLTP02	2	Each	144	288		2	Each			54166	2	Each	95.59	191.18
	2006 International C.E.	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE
EXH-40235	Over Axle Pipe, NAVCE427	NAVCE427	2	Each	104.81	209.62		2	Each			44892	2	Each	55.95	111.90
EXH-40240	Over Axle Pipe, NAVCE451	NAVCE451	2	Each	158.69	317.38		2	Each			64810	2	Each	121.27	242.54
EXH-40260	Header Pipe, 3584619C2	T46619RE	2	Each	198.00	396.00		2	Each	370.16		No Bid	2	Each		0.00
	2007 Thomas R.E.	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE
EXH-40245	Tail Pipe, TPTP96TB	TPTP96TB	8	Each	67.62	540.96		8	Each			24985	8	Each	38.26	306.08
	CATALYTIC MUFFLER 2008 THOMAS	400CATSI	2	Each			400CATSI	2	Each			No Bid	2	Each		0.00
	Muffler Support FC International	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE
EXH-40250	Muffler Support, 1680153C91	OVMHIHFC	12	Each	44.95	539.40		12	Each	72.27		9449	12	Each	30.59	367.08

THE KENTON COUNTY BOARD OF EDUCATION

BUS PARTS - EXHAUST PARTS BID

Effective July 7, 2014 through June 30, 2015

	2010 Thomas 340	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE	PART NUMBER	ESTIMATED QUANTITY	UOM	UNIT PRICE	TOTAL PRICE
EXH-40255	Exhaust Diffuser 04-24971-000	FRLDIFF	2	Each	61.95	123.90		2	Each			24011	2	Each	68.08	136.16

The following companies were considered non-compliant: Prevost (Resident Bidders Affidavit), VMP (Resident Bidders Affidavit), Bluegrass Diesel (unsigned Bid Form)

Recommendation: The Kenton County Board of Education award as indicated in highlighted cells

THE KENTON COUNTY BOARD OF EDUCATION
BUS PARTS BID

Effective July 7, 2014 through June 30, 2015

COMMODITY CODE	ITEM NUMBER	DESCRIPTION	EST. QTY.	AM BUS		BATTERY MEN		BLUEGRASS INTERNATIONAL		BRIGHTON TRUCK		GEORGE'S TRUCK		KCI		RIDGEWAY DISTRIBUTORS		TERMINALS PLUS		TRUCK & TRAILER		TRUCKPRO		WHAYNE SUPPLY									
				STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE								
Air Brake Parts																																	
BUS-11375	107800	AD-9 CK/V MAINT KIT AIR DRYER, BENDIX, ARMADA, OR MERITOR ONLY	5		NO BID			EX107800N	29.60	MERITOR R	21.72	E- BN107800N	EUCLID	19.78	R95510780 IN	Meritor	EA	16.22		NO BID		\$ 26.67	BW107800	ARMADA	11.39	Arvin Meritor	EA	21.94					
BUS-11400	107794	AD-9 DESCANT AIR DRYER, BENDIX, ARMADA, OR MERITOR ONLY	30		NO BID			EX107794X	EXCHANGE	26.97	MERITOR R	56.01	E- BN107794N	EUCLID	53.77	R95510779 4X	Meritor	EA	19.63		NO BID		\$ 42.60	BW107794	ARMADA	16.95	Bendix	EA	143.86				
BUS-11425	5004341X	AD-9 PURGE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	5		NO BID			EX5004341 X	EXCHANGE	57.95	MERITOR R	57.14			R95550043 41X	Meritor	EA	42.21		NO BID		\$ 61.57	BW500404	ARMADA	NEW	38.19	No Bid						
BUS-11450	109569	AD-9 PURGE VALVE KIT AIR DRYER, BENDIX, ARMADA, OR MERITOR ONLY	5		NO BID			EX600405		153.39					R9558040 5N	Meritor	EA	106.34		NO BID		BWS8004 05	\$ 179.83	BW580404	ARMADA	NEW	38.19	Bendix	EA	153.53			
BUS-11475	EX5005037	AD-9 VALVE MAINT KIT AIR DRYER, BENDIX, ARMADA, OR MERITOR ONLY	30		NO BID			EX5005037		31.35	MERITOR R	28.48			R9550050 37N	Meritor	EA	21.29		NO BID		\$ 33.50	BW5005037	ARMADA	16.95	Bendix	EA	30.89					
BUS-11725	386398C91	AIR TANK SAFETY VALVE	2		NO BID			386398C91		12.25						No Bid				NO BID		BWS2841 42N	\$ 10.39				No Bid						
BUS-40170	MGM-1431034	BRAKE CHAMBER, THOMAS, FRONT, MGM ONLY	4		NO BID			2A1J431034							MOE143180 1	MGM	EA	46.64		NO BID						MGM	EA	53.89					
BUS-11800	MGM-3429051	REG STROKE 24/30 CHAMBER, MGM ONLY	6		NO BID			2A1J4329051		100.08			MGM		98.32	MOE342905 1	MGM	EA	84.12		NO BID		\$ 100.28	MOE3429051	MGM		88.19	MGM	EA	90.91			
BUS-11825	MGM-3430051X	REG STROKE 30/30 CHAMBER, MGM ONLY	6		NO BID			2A1J430051 X		72.49		MGM-3430051	MGM		79.28	MOE343005 1	MGM	EA	71.78		NO BID		\$ 84.08	MOE3430051	MGM		71.89	MGM	EA	74.32			
BUS-39390	MGM-3230051X	LONG STROKE 30/30 CHAMBER, MGM ONLY	20		NO BID			2H4320050 1X		102.03		MGM-3230051	MGM		100.75	MOE323005 1	MGM	EA	85.90		NO BID		\$ 102.39	BW3230051 X	MGM		83.89	MGM	EA	86.63			
MGM-324051		LONG STROKE 24/30 CHAMBER, MGM ONLY			NO BID			2A1J324051		115.67			MGM		110.66	MOE32405 1	MGM	EA	96.00		NO BID		\$ 114.44	MOE324051	MGM		99.97	MGM	EA	103.73			
BUS-11950	275491	GOVERNOR, BENDIX, ARMADA, OR MERITOR ONLY	24		NO BID			EXOR27549 1X		17.00	MERITOR NEW	20.88	E- BN284305N	EUCLID	20.04	R95550527 5491X	Meritor	EA	16.22		NO BID		\$ 15.67	BW275491	ARMADA	11.69	Bendix	EA	37.96				
BUS-11975	KN-20901	HANDLE PP-1, BENDIX, ARMADA, OR MERITOR ONLY	6		NO BID			RN20901		10.13		MDKN-20901	MIDLAND ORIG		10.85	HEXKN2090 1	HalDEX	EA	7.69		NO BID		\$ 6.96	MDKN20901	HALDEX		8.19	No Bid					
BUS-39265	258952C1	KNOB COVER 3-Z GRIP INTERNATIONAL	15		NO BID			258952C1		11.14						No Bid				NO BID				BW981526	BENDIX		9.29	No Bid					
BUS-39264	8014593	KNOB COVER E-Z GRIP BENDIX	15		NO BID			EX8014593								No Bid			OEM	20.00							Bendix	EA	10.05				
BUS-39266	801526	KNOB COVER E-Z GRIP BENDIX	15		NO BID			EX801526		10.42	EX92268	MERITOR R				No Bid			OEM	14.95			\$ 10.37	BW981526	BENDIX		9.29	Bendix	EA	10.25			
BUS-12715	40010140	HALDEX SLACK ADJUSTER REAR R.E. INT'L 02	2		NO BID			HAL400101 40		105.23		94.26	E-69268	EUCLID	96.26	40010140	HalDEX	EA	85.27		NO BID		\$ 95.69	MD4001014 0	HALDEX		75.79	HalDEX	EA	94.25			
BUS-12730	40010048	HALDEX SLACK ADJUSTER RIGHT TR. R.E. INT'L	2		NO BID			HAL400100 48		93.14					40010048	HalDEX	EA	85.27		NO BID		\$ 95.69	MD4001004 8	HALDEX		75.79	HalDEX	EA	94.25				
	40020241	HALDEX SLACK ADJUSTER	2		NO BID			HAL400202 41							40020241	HalDEX	EA	87.05		NO BID		\$ 97.71	MD4002024 1	HALDEX		77.49	HalDEX	EA	96.26				
	40010182	HALDEX SLACK ADJUSTER	2		NO BID			HAL400101 82							40010182	HalDEX	EA	85.27		NO BID		\$ 95.69	MD4001018 2	HALDEX		75.79	No Bid						
BUS-12425	65245	BENDIX SLACK ADJUSTER	4		NO BID			EX065245		97.53			BW065245	BENDIX		96.77	EX065245 5	Meritor	EA	75.54		NO BID		\$ 95.44	BW065245	BENDIX		83.97	No Bid				
BUS-12825	18300	TYPE 30 DIAPHRAGM	15		NO BID							461230	SLOAN		2.70	DP30	HalDEX	EA	3.91		NO BID		PHD-D30-HAD	\$ 3.69	BD30025	TRUCKPRO		1.89	Alliance	EA	2.39		
BUS-39405		TYPE 30 LONG STROKE DIAPHRAGM	6		NO BID							PLD-303	PROLINE		3.31	DP30L	HalDEX	EA	5.99		NO BID		PHD-D303-HAD	\$ 5.47	BD300305	TRUCKPRO		1.87	Alliance	EA	3.64		
BUS-11175	800665	VALVE, BENDIX ABS RELAY, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID			EX800665			NEW MERITOR R R955276		R/B BW801481	BENDIX	239.55		No Bid			NO BID		BW5-801481	\$ 202.63	BW801481	BENDIX		184.29	Bendix	EA	191.55			
BUS-12000	276566	VALVE, PARK BRAKE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID			EX276566		61.87		14.32	E- BN276566N	EUCLID	14.33	R955276566	Meritor	EA	13.44		NO BID		\$ 16.00	BW276567	ARMADA		8.89	Bendix	EA	31.13			
BUS-12025	2032342C91	VALVE, PARK BRAKE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID			2032342C91 X		141.13						No Bid				NO BID		BW5-065661	\$ 129.04	BW065661	BENDIX		113.69	Bendix	EA	121.99			
BUS-12125	KN-20033	VALVE, PARK BRAKE VALVE PP-1, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID					32.81					HEXKN2003 3	HalDEX	EA	25.93		NO BID		\$ 29.09	BWKN20033	ARMADA		22.89	Meritor	EA	29.88				
BUS-12150	287421	VALVE, QUICK RELEASE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID			EX287421		142.57					HEXKN2807 1	HalDEX	EA	109.10		NO BID		\$ 144.83	BW287421	BENDIX		128.19	No Bid						
BUS-12175	229844	VALVE, QUICK RELEASE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID			EX229844		28.74					HEXKN2801 1	HalDEX	EA	10.23		NO BID		\$ 28.05	BW229844	ARMADA		5.69	Bendix	EA	26.27				
BUS-12200	229860	VALVE, QUICK RELEASE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID			EX229860N		28.75			E- BN229860N	EUCLID	8.15	HEXKN2801 1	HalDEX	EA	10.23		NO BID		BW5-OR22986 0X	\$ 12.50	BW229860	ARMADA		5.69	Bendix	EA	26.27		
BUS-12225	229859	VALVE, QUICK RELEASE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	4		NO BID			EX229859N		29.77			E- BN229859N	EUCLID	8.74	HEXKN2803 5	HalDEX	EA	10.23		NO BID		OR22985 9X	\$ 11.90	BW229859	ARMADA		5.69	Bendix	EA	25.20		
BUS-12250	356596C91	VALVE, QUICK RELEASE VALVE, BENDIX, ARMADA, OR MERITOR ONLY	2		NO BID			256547029 3		26.71					REXKN2001 000	HalDEX	EA	21.69		NO BID		MD-9055539 6	\$ 24.23	MD9055539 6	HALDEX		21.39	No Bid					
BUS-12700	2504432C91	VALVE, TREADLE VALVE F.C., BENDIX, ARMADA, OR MERITOR ONLY	3		NO BID			EX800629		151.40					REXKN55580 002N	Meritor	EA	111.61		NO BID		BW5-800629	\$ 131.80				Bendix	EA	124.59				
Alternator & Starter Parts																																	

THE KENTON COUNTY BOARD OF EDUCATION
BUS PARTS BID

Effective July 7, 2014 through June 30, 2015

COMMODITY		DESCRIPTION		EST	AM BUS		BATTERY MEN		BLUEGRASS INTERNATIONAL		BRIGHTON TRUCK		GEORGE'S TRUCK		JOI		RIDGEWAY DISTRIBUTORS		TERMINALS PLUS		TRUCK & TRAILER		TRUCKPRO		WHAYNE SUPPLY			
CODE	ITEM NUMBER			QTY.	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE
BUS-39755	2670LC	ALTERNATOR REBUILT LEECE NEVILLE 130 AMP		30		NO BID				LNDR70LC		307.35		164.70	ALT0050	MERITO R		171.28	HP2670LC									
BUS-23830	110-573P	ALTERNATOR REBUILT LEECE NEVILLE 150 AMP 2006 INTL		4		NO BID				ZLN10573 P		256.94		132.43	ALT0060	MERITO R		183.40										
BUS-39415	LP-4943PGH	ALTERNATOR REBUILT LEECE NEVILLE 185 AMP		4		NO BID				ZLN4943PG H		593.68			ALT1080	MERITO R		262.48										
BUS-13185	RJ2805	ALTERNATOR REBUILT LEECE NEVILLE 145 AMP.		2		NO BID								176.35	ALT0060	MERITO R		183.40										
BUS-13195	RJ2800	ALTERNATOR REBUILT LEECE NEVILLE 160 AMP.		2		NO BID								176.35	ALT0060	MERITO R		183.40										
BUS-39273	4836LQHRM	ALTERNATOR REBUILT LEECE NEVILLE 185 AMP		2		NO BID									ALT1082	MERITO R		262.48										
BUS-39375	35260900S	STARTER 3126CAT		2		NO BID																						
BUS-39376	ND428000-1610	STARTER, 3126CAT DENSO		2		NO BID				ND4280001 610		259.90																
BUS-39374	35259730S	STARTER, 0T466 WITH GR. POST		12		NO BID									5780122	MERITO R		289.48										
BUS-23800	MT-37RE	STARTER/REAR ENGINE BUSES		3		NO BID																						
BUS-23825	MT-42	STARTERS		3		NO BID																						
BUS-13450	31S-1200	Battery BATTERY TOP STUD 1000 CCA		40		NO BID				1231MF		93.90				PF3157100 0CCA	POWER FAST 1YR	99.11	31-1000T									
BUS-13475	1841575C1	Belts BELT SERPENTINE		10		NO BID																						
BUS-13575	1819391C1	BELT SERPENTINE		10		NO BID																						
BUS-39800	1842464C1	BELT SERPENTINE 06 I/C		6		NO BID																						
BUS-39810	K080726- GATES	BELT SERPENTINE 06 I/C R.E.		6		NO BID																						
BUS-14405	1820547C3	BELT SERPENTINE 460E		6		NO BID																						
BUS-14425	1195	Bulbs & Wiper Blades BULB 1195		20		NO BID																						
BUS-39267	795	BULB 795		20		NO BID																						
BUS-14475	1076	BULBS 1076		50		NO BID																						
BUS-14500	1156	BULBS 1156		50		NO BID																						
BUS-14525	1157	BULBS 1157		100		NO BID																						
BUS-14550	1157NA	BULBS 1157NA		20		NO BID																						
BUS-14575	1816	BULBS 1816		30		NO BID																						
BUS-14600	1895	BULBS 1895		30		NO BID																						
BUS-14625	194	BULBS 194		100		NO BID																						
BUS-14650	211-2	BULBS 211-2		20		NO BID																						
BUS-14675	3156	BULBS 3156		30		NO BID																						
BUS-14700	3157	BULBS 3157		30		NO BID																						
BUS-14715	3157NA	BULBS 3157NA		1		NO BID																						
BUS-14800	74	BULBS 74		50		NO BID																						
BUS-14825	89	BULBS 89		100		NO BID																						
BUS-14850	906	BULBS 906		50		NO BID																						
BUS-14875	689D	BULBS/HALOGEN BULB 689D		50		689D	1.74																					
BUS-40095	9007	BULB, HEADLIGHT 9007		20		NO BID																						
BUS-15355	EL12	FLASHER		50		NO BID																						
BUS-14975	H6024	HEADLIGHT 6024		30		NO BID																						
BUS-15000	H6054	HEADLIGHT 6054		20		NO BID																						
BUS-15025	H6017	HEADLIGHTS 6017		20		NO BID																						
BUS-20550	51-0026	RELAY FLASHER 51-0026		24		NO BID																						
BUS-39430	431490001	WIPER ARM I/C 2000 YR		6		431490001	106.76																					
BUS-15150	31-24	WIPER BLADE 31-24		20		NO BID																						
BUS-39425	91-28	WIPER BLADE 91-28		12		NO BID																						
BUS-15175	25-16	WIPER BLADES 25-16		20		NO BID																						
BUS-15200	25-24	WIPER BLADES 25-24		24		NO BID																						
BUS-15250	31-20	WIPER BLADES 31-20		24		NO BID																						
BUS-15275	31-22	WIPER BLADES 31-22		24		NO BID																						
BUS-39435	431494001	WIPER PIVOT PLATE I/C 2000 YR		6		431494001	16.49																					
BUS-16375	698107	Bus Parts ALARM, BACKUP ALARM 107DB		20		698107	30.02																					
BUS-16375	698107	ALARM, BACKUP ALARM 107DB		20		698107	30.02																					

COMMODITY CODE	ITEM NUMBER	DESCRIPTION	EST QTY.	AM BUS		STOCK NUMBER	BATTERY MEN		BLUEGRASS INTERNATIONAL		BRIGHTON TRUCK		GEORGE'S TRUCK		KCI		RIDGEWAY DISTRIBUTORS		TERMINALS PLUS		TRUCK & TRAILER		TRUCKPRO		WHAYNE SUPPLY	
				UNIT PRICE	UNIT PRICE		UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	
BUS-20900	WCFE8705	BELT, SEABELT CUTTER-SURELOCK WEB	12		6.55									No Bid			OEM	6.95						SURELOCK CK	EA	7.98
BUS-16925	DL5B80126	BUCKLEGUARD	20		3.90									No Bid			OEM	3.95						No Bid		
BUS-27825	202445C1	CROSS GATE ACCESS T FOR RE	2		NO BID									No Bid				NO BID						No Bid		
BUS-40045	INT-4000-030	CROSSING GATE ARM THOMAS 2010 & 2011	6		47.71									No Bid			OEM	67.00						No Bid		
BUS-39760	4000-027	CROSSING GATE ARM THOMAS FS65 05 & UP TRANSPEC	2		67.16									No Bid			OEM	67.00						No Bid		
BUS-39450	SA68164K	CROSSING GATE ARM ADAPTER KIT THOMAS RE	4		39.95									No Bid			REPLAC ED BY 68123K	SMC	48.00					SPECIAL TY MANUFACTURING	EA	73.12
BUS-39257	SA68151	CROSSING GATE ARM WITH PLATE	2		36.25									No Bid			OEM	39.75						SPECIAL TY MANUFACTURING	EA	46.73
BUS-39258	SA68164	CROSSING GATE ARM WITH PLATE	2		39.95									No Bid			REPLAC ED BY 68123K	SMC	48.00					SPECIAL TY MANUFACTURING	EA	73.12
BUS-22015	SA78218	CROSSING GATE ASSY S.M.C. 02 & UP I.C.P.	4		199.11									No Bid			OEM	231.00						No bid		
BUS-39440	SA68114 SMC	CROSSING GATE ASSY SMC 3800	6		325.00									No Bid			OEM	250.00						No bid		
BUS-22010	68600	CROSSING GATE ASSY SPECIALTY	2		225.00									No Bid			78600	SMC	234.00					No bid		
BUS-39765	4000-000E11FL	CROSSING GATE ASSY THOMAS FS65 05 & UP TRANSPEC	2		228.76									No Bid			OEM	258.00						No bid		
BUS-22020	SA78300	CROSSING GATE ASSY TRANSPEC	2		228.76									No Bid			OEM	256.25						No bid		
BUS-39281	SA-6120	CROSSING GATE CONTROL MODULE	2		180.00									No Bid			OEM	184.60						SPECIAL TY MANUFACTURING	EA	224.15
BUS-39271	8100	CROSSING GATE MAGNET	2		49.99									No Bid			OEM	51.20						SPECIAL TY MANUFACTURING	EA	53.85
BUS-22030	008100	CROSSING GATE MAGNETIC S.M.C.	4		49.99									No Bid			OEM	51.20						SPECIAL TY MANUFACTURING	EA	53.85
	8204	CROSSING GATE MAGNET	4		45.36									No Bid			OEM	51.50						No Bid		
BUS-39270	1514	CROSSING GATE MOTOR	2		89.95									No Bid			5172K	SMC	93.60					No Bid		
BUS-39282	SA-6014	CROSSING GATE MOTOR	2		89.95									No Bid			OEM	93.00						SPECIAL TY MANUFACTURING	EA	106.62
BUS-39445	SA78120	CROSSING GATE MOTOR SMC ASSY	6		255.00									No Bid			OEM	270.00						SPECIAL TY MANUFACTURING	EA	304.51
BUS-22005	4040	CROSSING GATE MOTOR TRANSPEC	2		47.00									No Bid			OEM	50.00						TRANSP EC	EA	52.97
BUS-39460	437005001	DOOR BUSHING LOWER AMTRAN	12		7.95									No Bid			OEM	8.30						No Bid		
BUS-39465	437018001	DOOR BUSHING UPPER AMTRAN	12		5.10									No Bid			OEM	5.25						No Bid		
BUS-16800	448544001	DOOR, BOTTOM DOOR BUSHING KIT 97 & 99	8		53.24									No Bid			OEM	53.00						No Bid		
BUS-16825	WD42685001	DOOR, BOTTOM DOOR GUIDE AMTRAN	2		73.83									No Bid			OEM	45.00						No Bid		
BUS-16150	2807-406-009	FAN, AUXILIARY FAN ASSEMBLY	20		35.99									No Bid			OEM	82.00						No Bid		
BUS-16175	900052030	FAN, AUXILIARY FAN ASSEMBLY	10		NO BID									No Bid			OEM							No Bid		
BUS-18425	ELS-B1	FLASHER	6		NO BID									No Bid			OEM	69.00						No Bid		
BUS-39790	7000-1000-00-7001	FLASHER WELDON 7001 HANDLE RED EMER EXIT K/O WINDOW AMTRAN	8		59.95									No Bid			OEM	71.00						WELDON	EA	106.05
BUS-18600	898	HATCH ROOF HATCH	12		10.00									No Bid			OEM	12.70						No Bid		
BUS-22035	8945-0204	SPECIALTY HATCH ROOF HATCH	4		231.00									No Bid			2E+09	SMC	234.00					No Bid		
BUS-20825	SA-8640-02	HATCH ROOF HATCH SLIM LINE WITH VENT	2		NO BID									No Bid			2E+09	SMC	234.00					No Bid		
BUS-19000	73-1054	HORN LOW	10		NO BID									No Bid			72110-5	OEM	19.95					FIAMM	5.97	
BUS-19025	166166R91	HORN LOW TONE	10		NO BID									No Bid										FIAMM	5.97	
BUS-18950	730-1055	HORN, HIGH-TONE HORN LATCH, WINDOW LATCH	10		NO BID									No Bid			OEM	19.95						FIAMM	5.97	
BUS-22625	WD434869007	66 & UP LENS, AMBER AND RED MARK LENS WELDON	4		34.74									No Bid										No Bid		
BUS-15650	2-5002	LENS, MARKER LENS	10		2.25									No Bid			OEM	2.45						WELDON	EA	2.37
BUS-19375	2-5020	LENS, MARKER LENS	30		2.25									No Bid			OEM	2.45						WELDON	EA	2.37
BUS-20400	5000-SLR	LENS, RED STOP LENS	10		6.33									No Bid			OEM	4.90						No Bid		
BUS-20475	526632	LENS, REFLECTOR	12		1.50									No Bid			OEM	1.55						No Bid		
BUS-21475	194-K	LENS, STOP SIGN LENS KIT	30		4.50									No Bid			OEM	5.20						No Bid		
BUS-21650	6000-TSLA	LENS, T/S LENS	10		6.59									No Bid			OEM	6.60						No Bid		
BUS-21900	2-1002	LENS, TURN SIGNAL	12		9.49									No Bid			OEM	10.85						No Bid		

COMMODITY CODE	ITEM NUMBER	DESCRIPTION	EST QTY.	AM BUS		BATTERY MEN		BLUEGRASS INTERNATIONAL		BRIGHTON TRUCK		GEORGE'S TRUCK		KCI		RIDGEWAY DISTRIBUTORS		TERMINALS PLUS		TRUCK & TRAILER		TRUCKPRO		WHAYNE SUPPLY				
				STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	
BUS-22500	1080	LENS, WELDON LENS RED	10		8.19									No Bid			OEM	8.95					No Bid					
BUS-22065	2700-150-000	FLASHING BADER BROWN	6		14.70									No Bid									No Bid					
BUS-22065	1080-1106-20	FLASHING WELDON LIGHT AMBER WARNING	6		16.75									No Bid			OEM	15.95					No Bid					
BUS-39254	845-2101	LIGHT ASSY "DIRECTIONAL SIDE THOMAS"	6		15.81									No Bid			OEM	14.25					No Bid					
BUS-22040	22020378	LIGHT ENTRANCE DOOR SIDE LIGHT	6		7.88									No Bid			OEM	8.85					TRUCK LITE	EA	13.74			
BUS-38500	KD-856	GROTE AMBER 2007 THOMAS	10		12.99									No Bid			OEM	13.00					No Bid					
BUS-39785	9216A	GROTE RED THOMAS 2007	6		9.99								90233	Grote	EA	1.29							No Bid					
BUS-39780	9216R	GROTE RED THOMAS 2007	6		9.99								90232	Grote	EA	1.31							No Bid					
BUS-39255	845-2601	LIGHT RED ASSY FLASHING WELDON	6		18.34									No Bid			OEM	14.10					No Bid					
BUS-22060	1080-1106-10	LIGHT, B/U LIGHT	6		15.75									No Bid			OEM	15.95					No Bid					
BUS-16275	2025	ASSEMBLY GROTE LIGHT, BASE XMMIS	4		10.10									No Bid			OEM	10.40					No Bid					
BUS-16300	62011	SINGLE WIRE	12		5.87								62011	Grote	EA	7.22			OEM	7.15			GR62011	GROTE	6.49	GROTE	EA	9.91
BUS-16450	5000BA	BASE WELDON 1 WIRE	6		13.48									No Bid									No bid					
BUS-16900	1010-B1	ASSEMBLY AMBER WELDON	6		NO BID									No Bid									No bid					
BUS-19450	2-5050	ASSEMBLY MARKER LIGHT	30		4.00									No Bid			OEM	4.50					WELDO N	EA	6.25			
BUS-19475	2-5000	ASSEMBLY WELDON AMBER	12		4.49									No Bid			OEM	4.50					WELDO N	EA	6.35			
BUS-21550	515-400	LIGHT, STROBE LIGHT	10		65.00									No Bid			OEM	67.50					CTW	EA	65.34			
BUS-21700	50852	GROTE LIGHT, TURN SIGNAL	20		4.76									50852	Grote	EA	3.99			OEM	5.20		GR50852	GROTE	4.64	GROTE	EA	5.95
BUS-21925	2-20302	LIGHT ASSM WELDON	10		10.10									No Bid			OEM	10.15					No bid					
BUS-40050	1020-8100-10	LED RED WELDON	4		83.92									No Bid									No bid					
BUS-40055	1020-8100-20	LED RED WELDON	4		83.92									No Bid									No bid					
BUS-40175	5802-0100-10	LED RED WELDON	4		57.27									No Bid									No bid					
BUS-40255	5388 LED	LED	4		NO BID									No Bid					OEM	35.49			No Bid					
BUS-40260	5342 LED	LED	4		NO BID									53422	Grote	EA	34.67			OEM	46.95		GR53422	GROTE	36.49	No Bid		
BUS-40265	5325 LED	LED	4		NO BID									53252	Grote	EA	14.33			OEM	21.00		GR53252	GROTE	15.19	No Bid		
BUS-40270	6227 LED	LED	4		NO BID									62271	Grote	EA	4.13						No Bid					
BUS-39775	M3365H-3360/3365	MIRROR HAWKEYE HEATED ROSCO	2		43.40									No Bid			OEM	45.40					ROSCO	EA	55.05			
BUS-19775	715-BH	MIRROR HEAT AND MOTOR ROSCO LEFT	6		183.22									No Bid			OEM	203.58					ROSCO	EA	162.95			
BUS-19800	717-BH	MIRROR HEAT AND MOTOR ROSCO RIGHT	6		195.53									No Bid			OEM	213.60					No Bid					
BUS-19925	M715	MIRROR ROSCO LEFT	6		76.22									No Bid			OEM	79.15					No Bid					
BUS-39455	1016H	MIRROR ROSCO RIGHT	6		76.22									No Bid			OEM	79.15					No Bid					
BUS-39455	1016H	MIRROR ROSCO	2		432.70									No Bid									ROSCO	EA	218.60			
BUS-20830	32A2H4200H	MIRROR, ROSCO INTEGRASTYLE HEATED & MOTORIZED DRIVER SIDE	2		913.00									No Bid									ROSCO	EA	519.25			
BUS-20835	32A2C4200H	MIRROR, ROSCO INTEGRASTYLE HEATED & MOTORIZED PASS. SIDE	2		913.00									No Bid									ROSCO	EA	519.25			
BUS-22090	530277	THOMAS CONVEX HEATED MIRROR	6		40.53									No Bid									Bergstro m	EA	77.69			
BUS-22070	452046009	MTR BLOWER ASSY BERGSTROM THOMAS	6		56.60									No Bid			OEM	64.00					Bergstro m	EA	166.71			
BUS-22080	452046010	DOUBLE SHAFT R.E. INTL	6		82.22									No Bid									No Bid					
BUS-22085	311369	MTR BLOWER ASSY DOUBLE SHAFT THOMAS	20		67.23									No Bid			OEM	83.55					No Bid					
BUS-15875	437122023	MTR, AMYTRAN DEF MOTOR ASSY	2		65.17									No Bid									No Bid					
BUS-15975	4500-370-10	MTR, AMYTRAN HEATER MOTOR/HEATER-DEFROST DUAL FAN	2		51.47									No Bid			OEM	59.95					No Bid					
BUS-16025	HMS01	DEFROST/HEATER MOTOR UC	4		86.01									No Bid			OEM	32.00					No Bid					
BUS-16050	HMS04	MTR, AMYTRAN REAR HEATER AND MID-SHIP HEATER #201520	10		31.48									No Bid			OEM	34.95					No Bid					
BUS-16100	HMS03	MTR, AMYTRAN REAR HEATER MOTOR	2		31.48									No Bid			OEM	34.95					No Bid					
BUS-16100	HMS03	MTR, AMYTRAN RIGHT HTR DEF MOTOR	4		51.00									No Bid			OEM	51.75					No Bid					
BUS-16100	HMS07	MTR, AMYTRAN REAR HEATER MOTOR	5		32.31									No Bid									No Bid					
BUS-16100	HMS12	STEPPWELL THOMAS CONV HEATER MOTOR	4		64.81									No Bid									No Bid					
BUS-16100	HMS09	MTR, THOMAS HEATER MID AND REAR	6		46.64									No Bid									No Bid					
BUS-21950	HMB05	MTR, UNIVERSAL HEATER MTR #2807-510146	6		22.90									No Bid			OEM	22.95					No Bid					
BUS-20225	436388001	PUMP HEATER 90° ELBOW 436388001	24		98.00									No Bid			OEM	108.50					No Bid					
BUS-20225	CP-20-BBC	PUMP RE BOOSTER PUMP HEATER	24		148.20									No Bid			OEM	159.00					No Bid					

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COMMODITY CODE	ITEM NUMBER	DESCRIPTION	EST QTY.	AM BUS		BATTERY MEN		BLUEGRASS INTERNATIONAL		BRIGHTON TRUCK		GEORGE'S TRUCK		KCI		RIDGEWAY DISTRIBUTORS		TERMINALS PLUS		TRUCK & TRAILER		TRUCKPRO		WHAYNE SUPPLY	
				STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE
BUS-29825	1807249C1	SENSOR, MAP SENSOR 466 DT466E	2	NO BID				40248	125.44																
BUS-31625	1826583C91	SENSOR, SHIM RYFGR DT466 CAM	2	NO BID				1841591C3	36.42																
BUS-32250	1675751C1	SENSOR, TEMP SENSOR DT466E	2	NO BID				1675751C1	27.17			406001	24.16												
BUS-39510	1830256C93	THERMOSTAT 466E	6	NO BID				481632	48.41			481632	22.32												
BUS-32900	675559C2	TURBO DRAIN HOSE	4	NO BID				421041	3.87			421041	3.87												
BUS-40145	1842907C83	TURBO OIL SUPPLY HOSE 466E	4	NO BID				1842907C3	58.35																
BUS-33350	1817687C98	WATER PUMP DT466	4	NO BID				1832045C3	155.93			6313	65.37												
BUS-39695	1842664C92	WATER PUMP DT466 2006/C	8	NO BID				1842665C3	178.22			481805	92.08												
	King Pins, Shocks & Steering																								
BUS-39940	66613	SHOCK ABSORBER F5 65 AIR BAG FC DT466, FIRESTONE OR GOODYEAR ONLY	4	NO BID				AM566613	35.86			MERITO R 550A3	42.18												
BUS-27200	GY1R-12401	AIR BAG 1/C 06, FIRESTONE OR GOODYEAR ONLY	8	NO BID				GY1R12401	135.79			F58371	129.95												
	GY1R-12622	AIR BAG 1/C 06, FIRESTONE OR GOODYEAR ONLY	4	NO BID				GY1R12622	193.06																
	F58648 FIRESTONE	AIR BAG R.E. 1/C, FIRESTONE OR GOODYEAR ONLY	2	NO BID					195.18			F/S MERITO R	126.25												
BUS-34535	3500044	BLOCK HEATER DT466E	4	NO BID				2BL302004	67.80																
BUS-33575	860-2891	CORD KIT	4	NO BID				2BL302029	48.03																
BUS-37500	3511195C1	DRAG LINK	2	NO BID																					
	E-4614	TE ROD END, MERITOR, EUCLID OR INTERNATIONAL ONLY	2	NO BID				FL7423L	26.62			MERITO R	29.73												
	E-4615	TE ROD END, MERITOR, EUCLID OR INTERNATIONAL ONLY	2	NO BID				FL7423R	26.62			MERITO R	29.73												
	E-9951	TE ROD END, MERITOR, EUCLID OR INTERNATIONAL ONLY	12	NO BID				FL7323RL	95.75			MERITO R	106.16												
	E-9952	TE ROD END, MERITOR, EUCLID OR INTERNATIONAL ONLY	12	NO BID				FL7323RR	104.24			MERITO R	55.07												
BUS-39535	74426	SHOCK ABSORBER RE FRONT 99 YR AND UP	6	NO BID				AM574426	60.47			FLAGG E	12.00												
BUS-33925	3511254C1	SHACKLE PIN 3800 INTER	2	NO BID				3511254C1	22.72			FLAGG RMK	8.00												
BUS-33950	1698113C1	SHACKLE PIN BUSHING 3800 INTERNATIONAL	2	NO BID				1698113C1	25.01																
BUS-34075	E-4578	SHRM KITS FRONT SHOCK ABSORBER 1/C INCLUDING ALL HARDWARE	2	NO BID				R219215	2.14																
	3604282C1	SHOCK ABSORBER 3800 FRONT	15	NO BID				3604282C1	66.06			MERITO R 83456	42.18												
BUS-34100	66923	SHOCK ABSORBER 3800 REAR	2	NO BID				AM566923	30.59			MERITO R 83317	40.58												
BUS-34125	66924	SPRING, FRONT INT'L R.E. 99 YR & UP	2	NO BID				AM566924	32.56																
BUS-34540	3509153C92	SPRING, R.E. FRONT SPRING BUSHING	10	NO BID				3509153C3	397.55																
BUS-38225	2504926C1	SPRING, REAR SPRING INTERNATIONAL RE	2	NO BID				2504926C1	21.21																
BUS-31000	1684471C91	SPRING, REAR SPRING INTERNATIONAL RE	2	NO BID				1684471C3	191.16																
BUS-33875	B11496	SPRING, REBOUND PIN REAR	4	NO BID																					
BUS-40405	27140	Miscellaneous Parts PERMATEX THREAD LOCKER RED	6	NO BID																					
BUS-40410	24240	PERMATEX THREAD LOCKER BLUE	6	NO BID																					
BUS-34550	B317850-NF	18" ALEMITE FLEX GREASE HOSE	4	NO BID																					
BUS-34575	700-99-65	22' LONG BUNGEE CORD 3M 120 GR CLOTH ROLL	24	NO BID																					
BUS-34600	MMM05008	1" X 50 YARDS 3M 180 GR CLOTH ROLL	2	NO BID																					
BUS-34625	MMM05006	1" X 50 YARDS 3M 80 GRADE CLOTH ROLL	2	NO BID																					
BUS-34650	MMM05010	3M WEATHER STRIP ADHESIVE 5-02 TUBE YELLOW	2	NO BID																					
BUS-34675	MMM08001	AIR HOSE COUPLER 3/8" F 3/8 FAPT	12	NO BID																					
BUS-34700	S1839	ALEMITE HYDRAULIC COUPLER FOR GREASE GUN	6	NO BID																					
BUS-34725	B308730	CLEAR SILICONE 16-02 CAULK TUBE	12	NO BID																					
BUS-34750	CLEAR SL	CONNECTOR 1" HEATER HOSE	24	NO BID																					
BUS-34775	1301	CONST TORQUE CLAMP HOSE CLAMP	4	2.39																					
BUS-34800	HCB130	CONST TORQUE CLAMP HOSE CLAMP	12	NO BID																					
BUS-34825	HCB125	CONST TORQUE CLAMP HOSE CLAMP	12	NO BID																					
BUS-34850	HCB135	CONST TORQUE CLAMP HOSE CLAMP	12	NO BID																					
BUS-34875	HCB140	CONST TORQUE CLAMP HOSE CLAMP	12	NO BID																					
BUS-34900	BF-1	DOT 5 BRAKE FLUID GALLON	4	NO BID																					
BUS-34925	WC37337	DOT 5 SILICONE BRAKE FLUID GALLON	1	NO BID																					

COMMODITY			AM BUS		BATTERY MEN		BLUEGRASS INTERNATIONAL		BRIGHTON TRUCK		GEORGE'S TRUCK		KCI		RIDGEWAY DISTRIBUTORS		TERMINALS PLUS		TRUCK & TRAILER		TRUCKPRO		WHAYNE SUPPLY				
CODE	ITEM NUMBER	DESCRIPTION	EST QTY.	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE
BUS-34950	75 WATTS	DROP LIGHT BULB 75 WATT	60		NO BID								754R3	Eiko	EA	0.88											
BUS-34975	TAPE	ELECTRIC TAPE 3/4 X 30 FT ROLL	36		NO BID								49656	MMM	ROLL	23.40											
BUS-35000	FL DRY	FLOOR DRY 40 LBS.	50		NO BID								2P20R8	OIL	BAG	5.36											
BUS-35025	CH 84	SLOW PLUG 7.3	20		NO BID								184	CHAMP	ON	EA	10.59										
BUS-35050	002	HOSE CLAMP #002	30		NO BID								5293	IDEAL	EA	0.29											
BUS-35075	006	HOSE CLAMP #006	30		NO BID								5296	IDEAL	EA	0.24											
BUS-35100	10	HOSE CLAMP #10	30		NO BID								5210	IDEAL	EA	0.24											
BUS-35125	12	HOSE CLAMP #12	40		NO BID								5212	IDEAL	EA	0.29											
BUS-35150	20	HOSE CLAMP #20	30		NO BID								5220	IDEAL	EA	0.24											
BUS-35175	28	HOSE CLAMP #28	30		NO BID								5228	IDEAL	EA	0.24											
BUS-35200	36	HOSE CLAMP #36	20		NO BID								5236	IDEAL	EA	0.24											
BUS-35225	40	HOSE CLAMP #40	20		NO BID								5240	IDEAL	EA	0.80											
BUS-35250	52	HOSE CLAMP #52	12		NO BID								5252	IDEAL	EA	0.79											
BUS-35275	56	HOSE CLAMP #56	12		NO BID								5256	IDEAL	EA	0.76											
BUS-35300	1/4 PNT	LIQUID TEFLOX PIPE TAPE 1/4 PT.	12		NO BID								5851	PERMAT	EX	EA	8.01										
BUS-35325	80078	PERMAT EX ANTI-SEIZE COMP 1/2 PT.	12		NO BID								58078	PERMAT	EX	EA	5.35										
BUS-35350	6BR	RTY SILICONE GASKET SEALANT 3-OZ TUBE	24		NO BID								80022	PERMAT	EX	EA	2.41										
BUS-35375	W.D.40	SPRAY LUBRICATE 10-OZ SPRAY CAN	60		NO BID								WD411007	WD-40	EA	5.02											
BUS-35400	IQLSFR-11	STARTING FLUID TEFLOX PIPE TAPE 1/2 X 1/2 INCH ROLL	36		NO BID								5811	Pyroll	EA	1.55											
BUS-35425	6195		12		NO BID								56195	3M	ROLL	5.32											
BUS-35450	W2914	TIE STRAP 14 INCH	100		NO BID								W2914	Wilmor	BOX	5.09											
BUS-35475	W2916	TIE STRAP 16 INCH	100		NO BID								W2916	Wilmor	BOX	5.09											
BUS-35500	W2908	TIE STRAP 8 INCH	100		NO BID								W2908	Wilmor	BOX	2.90											
BUS-35525	U-418	URETHANE WINDSHIELD ADHESIVE 10-OZ CAULK TUBE	48		NO BID								5418	PAI	EA	6.80											
BUS-35550	WHT. SIL.	WHITE SILICONE 10-OZ CAULK TUBE	24		NO BID									No Bid													
BUS-35575	16067	WINDSHIELD REPAIR KIT	6		NO BID									59162	PERMAT	EX	EA	4.11									
BUS-35600	14 GA BLACK	WIRE BLACK-100 FT ROLL 14 GA.	2		NO BID									4145B	Standard Wire	ROLL	16.00										
BUS-35625	12GA BLU	WIRE BLUE-100 FT ROLL 14 GA	2		NO BID									4125B	Standard Wire	ROLL	23.00										
BUS-35650	12GA GRN	WIRE GREEN-100 FT ROLL 14 GA	2		NO BID									4125B	Standard Wire	ROLL	23.00										
BUS-35675	14 GA RED	WIRE RED-100 FT ROLL 14 GA	2		NO BID									4145B	Standard Wire	ROLL	16.00										
BUS-35700	12GA WHT	WIRE WHITE-100 FT ROLL 14 GA	2		NO BID									4125W	Standard Wire	ROLL	23.00										
BUS-35725	14 GA YELLOW	WIRE YELLOW-100FT ROLL 14 GA	2		NO BID									4145Y	Standard Wire	ROLL	16.00										
Seal and Brake Parts																											
BUS-35800	3566166C1	AXLE GASKET	24		NO BID									No Bid													
BUS-35825	895493R2	AXLE GASKET	16		NO BID									No Bid													
BUS-35850	50016C1	AXLE GASKET	12		NO BID									No Bid													
BUS-35950	3710	BRAKE DRUM 96/97 REAR BUDD 7", WEBB, MERITOR, OR GUNITE ONLY	8		NO BID									2BR3710X	Gunite	EA	186.14										
BUS-35975	3757/1670179C1	BRAKE DRUM 96/97 REAR BUDD 7", WEBB, MERITOR, OR GUNITE ONLY	12		NO BID									2BR3757	Gunite	EA	158.36										
BUS-37440	3721	BRAKE DRUM AMTRAN 1800 2000YR, WEBB, MERITOR, OR GUNITE ONLY	4		NO BID									2BR3721X	Gunite	EA	125.96										
BUS-39540	3774X	BRAKE DRUM F.5.65 THOMAS FRONT, WEBB, MERITOR, OR GUNITE ONLY	4		NO BID									3774X	Gunite	EA	216.56										
BUS-35980	3600A	BRAKE DRUM F65 FREIGHTLINER FRONT, WEBB, MERITOR, OR GUNITE ONLY	6		NO BID									03-123207-002	MERITO R		94.18										
BUS-36080	3800X	BRAKE DRUM FREIGHT LINER FRONT, WEBB, MERITOR, OR GUNITE ONLY	10		NO BID									03-123448-002	MERITO R		115.96										
BUS-36085	3600AX	BRAKE DRUM FREIGHT LINER REAR, WEBB, MERITOR, OR GUNITE ONLY	6		NO BID									03-123207-002	MERITO R		94.18										
BUS-36125	3136B	BRAKE DRUM INTERL REAR, WEBB, MERITOR, OR GUNITE ONLY	2		NO BID									03-122925-002	MERITO R		200.46										
BUS-36150	3687	6", WEBB, MERITOR, OR GUNITE ONLY	6		NO BID									85-123359-002	MERITO R		180.13										
BUS-36175	3782	BRAKE DRUM R.E. REAR 6", WEBB, MERITOR, OR GUNITE ONLY	40		NO BID									2BR3782	Gunite	EA	164.08										

THE KENTON COUNTY BOARD OF EDUCATION
BUS PARTS BID

Effective July 7, 2014 through June 30, 2015

COMMODITY CODE	ITEM NUMBER	DESCRIPTION	EST QTY.	AM BUS		BATTERY MEN		BLUEGRASS INTERNATIONAL		BRIGHTON TRUCK		GEORGE'S TRUCK		KCI		RIDGEWAY DISTRIBUTORS		TERMINALS PLUS		TRUCK & TRAILER		TRUCKPRO		WHAYNE SUPPLY						
				STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE					
BUS-36379	66854B/3607	BRAKE DRUM REAR THOMAS R.E., WEBB, MERITOR, OR GUNITE ONLY	12		NO BID				ZBR3807	218.68		05-123446-102	MERITOR R	145.52	38075	Gunite	EA	209.47			3807A	\$ 212.99	WE868482-0	WEBB	192.49	GUNITE	1	177.86		
BUS-37410	3731	BRAKE DRUM THOMAS & AMTRAN R.E. FRONT, WEBB, MERITOR, OR GUNITE ONLY	12		NO BID				ZBR3721A1	148.30					No Bid								WE812285-39	WEBB	143.19					
BUS-36225	E4691	BRAKE KIT	6		NO BID				KIT8094	33.22		EUCLID	32.97	RSK00709-4	Meritor	EA	27.36					\$ 30.53	E-4691	EUCLID	29.39					
BUS-39387	LS4725DAR3ES 2	BRAKE SHOE 238 EATON 6 INCH, MERITOR OR ARMADA ONLY	6		NO BID									RSK3MA31-24725ES	Meritor	EA	62.22			4725D-557	\$ 36.98	LS4725ES3-AR23P	ARMADA	26.59						
BUS-37415	LS4725DAR3E S2	BRAKE SHOE EATON REAR THOMAS R.E., MERITOR OR ARMADA ONLY	12		NO BID									RSK3MA31-24725ES	Meritor	EA	80.00			4726D-557	\$ 44.41	LS4725ES2-AR23P	ARMADA	27.29						
BUS-36250	4524-Q	BRAKE SHOE F.C. FRONT ROCKWELL MB23, MERITOR OR ARMADA ONLY	20		NO BID				X3MA31245-24Q	26.39				RSK3MA31-24524Q	Meritor	EA	34.47			4524Q-F-557	\$ 23.38	LS4524QAR-23P	ARMADA	21.09						
BUS-36300	4702Q+	BRAKE SHOE FRONT 4" MB 23, MERITOR OR ARMADA ONLY	8		NO BID				X3MA31247-02QP	21.10		KEMA-2124702QP	MERITOR R	66.18	RSK3MA31-24702QP	Meritor	EA	33.03			4702D-423	\$ 22.74	LS4702QPA-R23P	ARMADA	20.29	MERRIT OR	1	56.38		
BUS-36375	4715Q+	BRAKE SHOE R.E. FRONT 6" MB23, MERITOR OR ARMADA ONLY	12		NO BID				X3MA31247-15QP	28.66				RSK3MA31-24715QP	Meritor	EA	42.44			4715Q-557	\$ 25.08	LS4715QPA-R23P	ARMADA	23.89						
BUS-36400	4718Q+	BRAKE SHOE R.E. REAR 8" MB23, MERITOR OR ARMADA ONLY	80		NO BID				X3MA31247-18QP	28.05				RSK3MA31-24718QP	Meritor	EA	50.73			4718Q-557	\$ 47.39	LS4718QPA-R23P	ARMADA	29.49						
BUS-36425	4707Q+	BRAKE SHOE REAR 7" MB23, MERITOR OR ARMADA ONLY	20		NO BID				X3MA31247-07QP	22.76		KEMA-2124707QP	MERITOR R	92.48	RSK3MA31-24707QP	Meritor	EA	34.29			4707Q-423	\$ 23.38	LS4707QPA-R23P	ARMADA	19.59	MERRIT OR	1	51.07		
BUS-39950	SMA3124711QP	BRAKE SHOE REAR 8 1/2" MERITOR THOMAS R.E., MERITOR OR ARMADA ONLY	4		NO BID				hsm312471-11p	46.22				RSK3MA31-24711QP	Meritor	EA	58.11			4711D-557	\$ 48.24	LS4711QPA-R23P	ARMADA	27.69	MERRIT OR	1	122.86			
	XK3124524Q	COMPLETE 4524 BRAKE KIT, MERITOR OR ARMADA ONLY	10		NO BID				W3124524Q	62.55		MERITOR R	74.00	RSK3K3124-024Q	Meritor	EA	60.53					\$ 73.06	RSK4524Q-R23P	ARMADA	50.89					
	XK3124702QP	COMPLETE 4702 BRAKE KIT, MERITOR OR ARMADA ONLY	8		NO BID				A03124702Q	52.31		MERITOR R	68.00	RSK3K3124-702QP	Meritor	EA	53.30					\$ 64.31	RSK4702QP-AR23P	ARMADA	50.29	MERRIT OR	1	56.38		
	XK3124715QP	COMPLETE 4715 BRAKE KIT, MERITOR OR ARMADA ONLY	12		NO BID				XK31247-15QP	63.10		MERITOR R	67.93	RSK3K3124-715QP	Meritor	EA	63.88					\$ 77.09	RSK4715QP-AR23P	ARMADA	57.97					
	XK3124718QP	COMPLETE 4718 BRAKE KIT, MERITOR OR ARMADA ONLY	40		NO BID				XK31247-18QP	62.70		MERITOR R	81.00	RSK3K3124-718QP	Meritor	EA	63.48					\$ 76.62	RSK4718QPA-R23P	ARMADA	67.97					
	XK3124707QP	COMPLETE 4707 BRAKE KIT, MERITOR OR ARMADA ONLY	20		NO BID				XK31247-07QP	54.50		MERITOR R	72.33	RSK3K3124-707QP	Meritor	EA	56.88					\$ 68.40	RSK4707QPA-R23P	ARMADA	47.79	MERRIT OR	1	51.07		
	BF4725ES2AR2 3P	COMPLETE 4725 BRAKE KIT, MERITOR OR ARMADA ONLY	6		NO BID									RSK3K3124-725E	Meritor	EA	79.35			XK31247-25E	\$ 95.80	RSK4725ES2-AR23P	ARMADA	67.39						
	BF4726ES2AR2 3P	COMPLETE 4726 BRAKE KIT, MERITOR OR ARMADA ONLY	12		NO BID									RSK3K3124-726E	Meritor	EA	92.80			XK31247-26E	\$ 112.00	RSK4726ES2-AR23P	ARMADA	62.29						
BUS-36475	4515-Q	BRAKE SHOE REPAIR ROCKWELL MB23, MERITOR OR ARMADA ONLY	20		NO BID				X3MA31245-15Q	21.93		E-4515Q	EUCLID	6.05	MKT4515Q-HDB	Meritor	EA	5.09			XK31245-15Q	\$ 69.40	RSK4515QAR-23P	ARMADA	44.39					
BUS-36388	AR4709ES2	BRAKE SPRING KIT EATON FRONT R.E.	12		NO BID							E-4709ES2	EUCLID	5.50	MKT4709ES-2N	Meritor	EA	4.29			E10244	\$ 11.20	EUE4709ES-2N	EUCLID	5.39					
BUS-36550	E-1887HD	BRAKE SPRING KIT EATON REAR	8		NO BID				RS7002	8.53		EUCLID	7.91	E1887ADHD	Euclid	EA	8.19					\$ 8.40	EUE-1887ADHD	EUCLID	9.39					
BUS-36575	8000HD	BRAKE SPRING KIT FRONT AND REAR ROCKWELL	100		NO BID				XTR8000HD	9.31		E-4515Q	EUCLID	6.05	KIT8000HD	Meritor	EA	8.10					\$ 8.59	EUE-27819-CR23Q-0	EUCLID	9.39				
BUS-39545	RWS-8847HDA	BRAKE SPRING KIT FS 65 FRONT	4		NO BID				KIT8847HDA					KIT8847HDA	Meritor	EA	13.79					\$ 37.05	RSK78847-HDA	MERITOR R	39.79					
BUS-36625	8081	BRAKE SPRING KIT NEW REAR ROCKWELL CH	12		NO BID				KIT8081	9.97		E-9644	MERITOR R	16.63	KIT8081	Meritor	EA	7.80					\$ 8.71	EUE8044	EUCLID	14.26				
BUS-37445	KIT8824HD	ROCKWELL 4702 SHOE DUST SHIELD REJ/C	6		NO BID				KIT8824HD	9.26		E-9644	MERITOR R	16.63	KIT8824HD	Meritor	EA	7.69					\$ 8.53	EUE-9044	EUCLID	9.59	MERRIT OR	1	9.33	
BUS-40155	A13236Q2123	BACKING PLATE	12		NO BID				A13236Q2123	48.99		MERITOR R	54.57	A13236Q21-23	Meritor	EA	43.93							EUE-11940	EUCLID	49.89	MERRIT OR	1	44.04	
BUS-39625	503007C91	DUST SHIELD REAR BRAKE I/C R.E.	4		NO BID				503007C91	39.79				A3736W007	Meritor	EA	33.73							RSK403009-907	MERITOR R	36.49	MERRIT OR	1	33.80	
	3514484C1	DUST SHIELD I/C	4		NO BID										No Bid															
BUS-36825	1695989C91	HUB CAP	6		NO BID				CR1638	13.81				SKF1630	SKF	EA	14.89					CRX-1630	\$ 14.31	CR1630	CR	14.97	CHCAG O RAWHD E	1	15.98	
	CR1644	HUB CAP	4		NO BID				CR1644	13.30		CR	13.80	SKF1644	SKF	EA	14.37						\$ 13.81	CR1644	CR	14.39	CHCAG O RAWHD E	1	15.83	
	359-5990	HUB CAP PLUG	12		NO BID							AUTOMA NN	1.19	359-5990	POC	EA	2.88						\$ 2.68	STEMCO-0990	STEMCO	3.09	STEMCO CHCAG O	1	3.96	
BUS-36850	3531209C91	HUB CAP OIL SEAL R.E. BUS	4		NO BID				CR1612	18.28				SKF1612	SKF	EA	19.49					CRX-1612	\$ 18.72	CR1612	CR	19.49	CHCAG O RAWHD E	1	20.54	
BUS-36900	1651281C91	PINION SEAL	4		NO BID				1651281C91	21.27		436140	PAI	16.30	SKF30140	SKF	EA	20.17					CRX-30140	\$ 28.27	NA7008	NATIONAL L	35.69	CHCAG O RAWHD E	1	26.65
BUS-36925	1691143C2	PINION SEAL	2		NO BID				1691143C2	16.90		436130	PAI	11.59	SKF30140	SKF	EA	20.17						\$ 28.27	NA7008	NATIONAL L	35.69	CHCAG O RAWHD E	1	26.65
BUS-37435	2503294C1	PINION SEAL	2		NO BID				2503294C1	26.14		436138	PAI	20.10	SKF3009A	SKF	EA	18.49								NA7008	NATIONAL L	35.69		

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CODE	ITEM NUMBER	DESCRIPTION	EST QTY	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE
BUS-36950	8029	ROCKWELL FRONT BRAKE KIT	8		NO BID				KTR8029	14.80			E-3869	EUCLID	17.22	KTR8029	Meritor	EA	14.30																	
BUS-37025	28425	SEAL CR SEALS OR NATIONAL ONLY	2		NO BID				CR38425	7.00						284	National	EA	6.88																	
BUS-37125	34980	SEAL CR SEALS OR NATIONAL ONLY	8		NO BID				CR34980	21.19				CR	14.94	34980	SKF	EA	22.73																	
BUS-37150	35066	SEAL CR SEALS OR NATIONAL ONLY	24		NO BID				CR35066	26.32				CR	27.03	378001A	National	EA	22.46																	
BUS-37200	38779	SEAL CR SEALS OR NATIONAL ONLY	20		NO BID				CR38779	35.20						378023A	National	EA	29.27																	
BUS-37225	44922	SEAL CR SEALS OR NATIONAL ONLY	8		NO BID				CR44922	33.53						370124A	National	EA	42.47																	
BUS-37275	47695	SEAL CR SEALS OR NATIONAL ONLY	2		NO BID				CR47692	35.79						378033A	National	EA	29.09																	
BUS-37475	CR47697	SEAL CR SEALS OR NATIONAL ONLY	20		NO BID				CR47697	33.57				CR	34.47	378033A	National	EA	29.09																	
BUS-40415	TBB-64039887	AIR DOOR CYLINDER RE	3		319.00																															
BUS-40420	135-2151	BELT TENSIONER CAT	1		NO BID																															
BUS-40425	190-0642	BELT TENSIONER	2		NO BID																															
BUS-40430	BHT-91665	RADIATOR 07 RE	2		NO BID																															
BUS-40435	TBB-61331351	TRANSMISSION COOLER HOSE 07	2		NO BID																															
BUS-40440	GT-1290-TT073	TRANSMISSION COOLER HOSE 07	2		NO BID																															
BUS-40445	SA78104	CROSSING GATE ASSY THOMAS RE	4		250.00																															
BUS-40450	SMA-68151	CROSSING GATE ARM FS 06 ANGLED BASE	4		39.90																															
BUS-40455	05-23045-000	RADIATOR SURGE YANK RE	2		NO BID																															
BUS-40460	05-20763-001	RADIATOR SURGE YANK CAP RE	2		NO BID																															
BUS-40465	TBB-150990	RADIATOR SURGE TANK BRACKET RE	1		NO BID																															
BUS-40470	TBB-150905	RADIATOR SURGE TANK STRAP RE	2		NO BID																															
BUS-12740	61201117	A.B.S. WHEEL "SEASON" FR. STRAIGHT THOMAS	2		NO BID																															
BUS-39990	4721950779 WABCO	ABS LT RELAY VALVE	2		NO BID																															
BUS-39970	4721950760 WABCO	ABS RT RELAY VALVE	2		NO BID																															
BUS-39735	801546	BENDIX THOMAS BUS ABS FRONT WHEEL SENSOR	2		NO BID				8X801546	79.92																										
BUS-39740	801552	BENDIX THOMAS BUS ABS WHEEL SENSOR	2		NO BID				8X801552	99.51																										
BUS-39740	801563	BENDIX THOMAS BUS ABS WHEEL SENSOR	2		NO BID				8X801563	72.44																										
BUS-40180	BW-8015411	ABS WHEEL SENSOR	2		NO BID																															
BUS-12745	61201160	REAR 90° THOMAS	2		NO BID																															
BUS-37935	35000015	BLOCK HEATER 3126 CAT BUZZER EMERGENCY REAR WINDOW OR SIDE DOOR	1		NO BID																															
BUS-40010	52004023	CAP RADIATOR R.E. THOMAS	4		14.66																															
BUS-37940	CT31521	CAP SURGE YANK R.E. THOMAS	2		NO BID																															
BUS-37945	05-16271-000	CONTROL WIPER XND HEAD LIGHT THOMAS R.E.	2		NO BID																															
BUS-39990	2847230 SIGNAL-STAT	CROSSING GATE ARM 2010 THOMAS	4		120.00																															
BUS-40060	INT-4000030	CROSSING GATE ARM 2011 THOMAS	4		NO BID																															
BUS-40165	136302	CROSSING GATE ASSEMBLY SPECIALTY 2011 THOMAS	4		43.95																															
BUS-40065	28114	DOOR CYLINDER PARKER	2		131.00																															
BUS-40185	6400-9887	ENGINE OIL PAN 3126 CAT 2004 R.E.	2		312.96																															
BUS-39675	115-4170	FAN DRIVE HORTON	1		NO BID																															
BUS-40190	HOR-996020	GASKET OIL PAN 3126CAT	1		NO BID																															
BUS-39680	261-3816	GASKET THERMOSTAT C	2		NO BID																															
BUS-39725	225915	7 ENGINE	6		NO BID																															
BUS-39680	BSM89162	HEATER CONTROL WATER VALVE FRONT RE HEATER DASH CONTROL	2		NO BID																															
BUS-39675	TBB66004757	HEATER HOSE MANIFOLD F.S. 65	3		NO BID																															
BUS-37835	2231178	HOSE BOTTOM	2		NO BID																															
BUS-39650	205-133245-SU	HOSE HIGH PRESSURE PUMP 2007 R.E.	2		NO BID																															
BUS-37830	62191159	HOSE TOP 90° ELBOW	2		NO BID																															
BUS-37708	THS200-2241	LIGHT, PILOT, DBL AMBER & RED W/ WARNING LIGHT SYMBOL	3		19.19																															

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				STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE
BUS-39730	TB852005374	MODULE NO CHILD LEFT BEHIND	4		87.12										No Bid									THOMAS	1	55.70		
BUS-37930	61202076	MODULE TRANS INTERFACE R.E. THOMAS	3		NO BID										No Bid									THOMAS	1	98.61		
BUS-39201	TH8566-0378	MTR. REAR HEATER MOTOR C.W.	4		40.29										No Bid		OEM	40.40						ULTRACOST ROM	1	46.83		
BUS-40195	MOD-1W120050	POWER STEERING COOLER 04 RE	1		NO BID										No Bid									MODINE	1	1166.65		
BUS-39665	144-5611	PULLEY IDLER	2		NO BID							CAT	56.33		No Bid								DC89106	DAYCO	41.19	CAT	1	60.01
BUS-37840	144-5611	PULLEY IDLER 3126	2		NO BID							CAT	56.33		No Bid								DC89106	DAYCO	41.19	CAT	1	60.01
BUS-40200	10R8897	PUMP HIGH PRESSURE 04-3126	2		NO BID							CAT	1200.00		No Bid									CAT	1	1122.08		
BUS-40160	2275904	PUMP SEAL HIGH PRESSURE 04-3126	2		NO BID							CAT	16.67		No Bid									CAT	1	18.17		
BUS-38550	QR-1013	PUMP WATER 3126 CAT	2		NO BID							381806	PAI	202.51		No Bid								ASC INDUSTRIES				
BUS-37820	34516290	RADIATOR	2		NO BID										No Bid								WP2200	112.19	CAT	1	230.58	
BUS-40205	MOD-3550220	RADIATOR 04 RE	2		NO BID										No Bid													
BUS-39268	R3110	RELAY BORGWARNER RUBER KIT HIGH PRESSURE PUMP 3126CAT	10		NO BID										RY282	STI	EA	18.89							MODINE FREIGHT LINER	1	2550.25	
BUS-39660	240-0717	S.W. TURN SIGNAL FS 65 2008YR	2		NO BID							CAT	102.92		No Bid									CAT	1	5.53		
BUS-40000	RG7480807	S.W. TURN SIGNAL FS 65 2008YR	2		110.00										48303	Grote	EA	76.95		OEM	114.25				CAT	1	100.77	
BUS-37805	61231308	S/W BRAKE THOMAS R.E.	6		110.00										No Bid									THOMAS	1	76.13		
BUS-39670	TB861202164	S/W DUAL POWER SWITCH 07 THOMAS RE	1		NO BID										No Bid									THOMAS	1	58.29		
BUS-39670	TB861202164	S/W DUAL POWER SWITCH 2004 R.E.	1		NO BID										No Bid									THOMAS	1	325.05		
BUS-39715	61202164	SWITCH 2004 R.E.	2		NO BID										No Bid									THOMAS	1	325.05		
BUS-37815	61201735	S/W LOW AIR PRESSURE	2		70.03										No Bid									THOMAS	1	28.80		
BUS-39645	SIG-9607101	S/W TURN SIGNAL 2007 R.E.	4		84.69										No Bid									KYSOR FREIGHT LINER	1	71.71		
BUS-39380	TDARBE1325	S/W BRAKE LIGHT R.E.	10		NO BID										No Bid									THOMAS	1	59.97		
BUS-38050	52003066	S/W DOOR SWITCH	10		21.87										No Bid									TRUCKLINER	1	71.71		
BUS-38050	52003066	S/W DOOR SWITCH THOMAS	10		21.87										No Bid									THOMAS	1	19.41		
BUS-37717	TH8120-1506	S/W ECM ROCKER SWITCH	3		11.90										No Bid									THOMAS	1	12.63		
BUS-37707	TH5200-3730	S/W STROBE LIGHT	3		15.66										No Bid									THOMAS	1	12.63		
BUS-37710	TH5200-3207	S/W SWITCH EMERGENCY WARN. RED - 6 BLADE	3		18.95										No Bid									THOMAS	1	9.39		
BUS-37706	TH5200-3720	S/W SWITCH INTERIOR LIGHT	3		15.66										No Bid									THOMAS	1	9.06		
BUS-37703	TH5200-3751	S/W SWITCH MIRROR	3		19.85										No Bid									THOMAS	1	11.25		
BUS-37702	TH5200-3766	S/W SWITCH NOISE KILL	3		19.63										No Bid									THOMAS	1	9.06		
BUS-37701	TH5200-3750	S/W SWITCH PUMP	3		15.66										No Bid									THOMAS	1	11.25		
BUS-37716	TH8120-1501	S/W TH FAST IDLE SWITCH	3		23.95										No Bid									THOMAS	1	11.25		
BUS-37718	TH8120-1513	S/W TH ROCKER STYLE HEAD LIGHT SWITCH	3		26.74										No Bid									THOMAS	1	13.18		
BUS-37709	TH5200-2965	S/W TH SW PUSH BUTTON SINGLE POLE	3		24.30										No Bid									THOMAS	1	15.47		
BUS-37720	TH8120-1834	S/W TH SW ROCKER CHASSIS MASTER - RED	3		23.00										No Bid									THOMAS	1	10.86		
BUS-37705	TH5200-5582	S/W TH SW ROCKER ASS. HEATER 20 AMP	3		18.99										No Bid									THOMAS	1	11.79		
BUS-37715	TH8120-1837	S/W TH SW ROCKER ENGINE COMP SPST	3		18.24										No Bid									THOMAS	1	12.59		
BUS-37713	TH8120-1835	S/W TH SW ROCKER ENGINE START	3		15.38										No Bid									THOMAS	1	9.50		
BUS-37714	TH8120-1836	S/W TH SW ROCKER IGNITION SPST ON/OFF	3		18.98										No Bid									THOMAS	1	8.78		
BUS-37712	TH5200-3759	S/W TH SW ROCKER SPEAKER	3		18.68										No Bid									THOMAS	1	9.50		
BUS-37719	TH8120-1833	S/W TH SW ROCKER BODY MASTER READ LED	3		20.37										No Bid									THOMAS	1	10.81		
BUS-37721	TH2203-6377	S/W TH SW STOP LIGHT	3		23.50										No Bid									THOMAS	1	11.79		
BUS-37711	TH5200-5578	S/W TH SW PADLOCK (RED) DOOR	3		21.90										No Bid									THOMAS	1	11.79		
BUS-37704	TH5200-3745	S/W TH SW ROCKER FAN 20 AMP SPST	3		16.44										No Bid									THOMAS	1	14.80		
BUS-37700	AO6-22743-002	S/W TURN SIGNAL SWITCH 2001 THOMAS	2		97.48										No Bid									THOMAS	1	12.63		
BUS-37810	61200379	SENDER TEMP 3126 CAT	2		NO BID										No Bid									THOMAS	1	9.06		
BUS-39655	130-9811	SENSOR AIR TEMP C-7 CAT	2		NO BID										No Bid									THOMAS	1	9.06		
BUS-37860	1946722	SENSOR ATMOSPHERIC PRESSURE 3126	2		NO BID										No Bid									THOMAS	1	73.66		
BUS-37895	1611703	SENSOR ATMOSPHERIC PRESSURE C7 CAT	2		NO BID										No Bid									THOMAS	1	11.41		
BUS-37865	1946723	SENSOR BOOST PRESSURE 3126 CAT	2		NO BID										No Bid									THOMAS	1	146.29		
BUS-37905	1611704	SENSOR BOOST PRESSURE C7 CAT	2		NO BID										No Bid									THOMAS	1	143.48		
BUS-40040	276-6793	SENSOR BOOSTER PRESSURE C-7	2		NO BID										No Bid									THOMAS	1	143.48		
BUS-39660	245-4630J	SENSOR CAM 1326 CAT	2		NO BID										No Bid									THOMAS	1	146.29		
BUS-37845	1309811	SENSOR COOLANT INLET MANIFOLD TEMP 3126 CAT	2		NO BID										No Bid									THOMAS	1	133.20		
BUS-37845	1309811	SENSOR COOLANT INLET MANIFOLD TEMP 3126 CAT	2		NO BID										No Bid									THOMAS	1	133.20		
BUS-37885	1309811	SENSOR COOLANT INLET MANIFOLD TEMP C7 CAT	2		NO BID										No Bid									THOMAS	1	133.20		
BUS-37870	2244536	SENSOR INJECTOR ACTUATION PRESSURE 3126 CAT	2		NO BID										No Bid									THOMAS	1	133.20		
BUS-39665	8L-2786	SENSOR O RING SEAL CAM SENSOR	2		NO BID										No Bid									THOMAS	1	143.48		
BUS-39665	8L-2786	SENSOR O RING SEAL CAM SENSOR	2		NO BID										No Bid									THOMAS	1	143.48		

THE KENTON COUNTY BOARD OF EDUCATION
BUS PARTS BID

Effective July 7, 2014 through June 30, 2015

COMMODITY CODE	ITEM NUMBER	DESCRIPTION	EST. QTY.	AM BUS			BATTERY MEN			BLUEGRASS INTERNATIONAL			BRIGHTON TRUCK			GEORGE'S TRUCK			KCI			RIDGEWAY DISTRIBUTORS			TERMINALS PLUS			TRUCK & TRAILER			TRUCKPRO			WHAYNE SUPPLY		
				STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UNIT PRICE	STOCK NUMBER	UOM	UNIT PRICE	STOCK NUMBER	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE	STOCK NUMBER	BRAND NAME	UOM	UNIT PRICE			
BUS-37910	1611705	SENSOR OIL PRESSURE C7 CAT	2		NO BID										30830	PAI		60.23														CAT	1	146.20		
BUS-37880	2047949	SENSOR PEDAL POSITION 3126 CAT	2		NO BID															No Bid												CAT	1	125.01		
BUS-37855	2454630	SENSOR SPEED TIMING 3126 CAT	2		NO BID										30830	PAI		112.80			No Bid											CAT	1	133.20		
BUS-37890	2454630	SENSOR SPEED TIMING C7 CAT	2		NO BID										30830	PAI		112.80			No Bid											CAT	1	133.20		
BUS-37920	1602443	SENSOR THROTTLE POSITION LONG PIGTAIL C7 CAT	2		NO BID															No Bid												CAT	1	125.01		
BUS-37915	2047949	SENSOR THROTTLE POSITION SHORT PIGTAIL C7 CAT	2		NO BID															No Bid												CAT	1	125.01		
BUS-39200	194-8726	SENSOR, HIGH PRESSURE OIL	4		NO BID										360585	PAI		191.20			No Bid											CAT	1	143.48		
BUS-39705	CAS-721036	SURGE TANK BREATHER CAP R.E.	2		NO BID															No Bid												THOMAS	1	0.53		
BUS-39690	05-16271-000	SURGE TANK CAP R.E.	2		NO BID										572.2017	AUTOMANN		7.82			No Bid					SL5-19974	S & S		7.89			THOMAS	1	8.65		
BUS-40030	TBB62191802	SURGE TANK DEFLECTOR R.E.	2		NO BID															No Bid												THOMAS	1	27.89		
BUS-37955	VMLT 155H	THOMAS SURGE TANK P65	3		NO BID															No Bid												THOMAS	1	77.40		
BUS-39700	TBB-61190454	SURGE TANK GASKEY R.E.	2		NO BID															No Bid												THOMAS	1	0.73		
BUS-39685	A05-17076-000	SURGE TANK R.E.	2		NO BID															No Bid												THOMAS	1	179.60		
BUS-39695	TBB-61190319	SURGE TANK RAD CAP R.E.	2		NO BID															No Bid												THOMAS	1	25.01		
BUS-39720	1154223	THERMOSTAT C-7 ENGINE	6		NO BID										381861	PAI		17.50			No Bid											CAT	1	18.34		
BUS-39655	RDH-RD123580	VALVE HEATER CONTROL 2005	1		123.73															No Bid												RED DOT	1	72.00		
BUS-18525	TH5400-6664	VALVE FREIGHTLINER AIR DOOR CONTROL VALVE	10		NO BID															No Bid												THOMAS	1	120.56		
BUS-39670	OR-1013	WATER PUMP 3126CAT WINDSHIELD LEFT SIDE R.E.	2		NO BID										381806	PAI		202.51			No Bid					WP289	ASC INDUSTRIES		112.97		CAT	1	230.56			
BUS-39710	GIN-53003183		2		NO BID															No Bid												ALLIAN CE	1	163.70		
BUS-40210	TBB61201552	WIPER MODULE	2		84.86															No Bid					OEM		68.95					THOMAS	1	46.66		
BUS-40020	TBB52004981	WIPER MODULE DELAY 07 FS 05	2		63.44															No Bid					OEM		74.90					RCM	1	51.75		
Window Wiper Parts																																				
BUS-22200	WC-582	W/W WASH BOTTLE & PUMP ASSEMBLY 1 GAL.	2		29.95															No Bid																
BUS-22275	300700-2	W/W WASH PUMP	6		11.50															No Bid													ANCO	1	19.79	
BUS-22300	66011	W/W WASH PUMP MOTOR	2		11.50															No Bid					OEM		16.00									
BUS-22325	300700-1	W/W WASH PUMP MOTOR	10		11.50															No Bid																

The following companies were considered non-compliant: Prevost (Resident Bidders Affidavit), VMP (Resident Bidders Affidavit), Bluegrass Diesel (unsigned Certificate of Compliance Form), George J Hust (Incorrect Bid Forms)

The Kenton County Board of Education award as indicated in highlighted cells
Recommendation:

BUS PARTS - SEAT PARTS BID

Effective July 7, 2014 through June 30, 2015

Commodity Codes	PART NAME	BRAND NAME	EST. QTY.	UNIT PRICE	RIDGEWAY DISTRIBUTORS		
					AM BUS	EASYWAY	
					ITEM NUMBER	UNIT PRICE	UNIT PRICE
SEAT-11025	Amtran 26" Seat Back Foam	Triad	10	\$ 30.20	EFDOT26	\$ 23.80	24.95
SEAT-11125	Amtran 28" Seat Back Foam	Triad	10	\$ 30.20	EFDOT28	\$ 23.80	24.95
SEAT-11200	Amtran 30" Seat Back Foam	Triad	10	\$ 30.20	EFDOT30	\$ 23.80	24.95
SEAT-10900	Amtran 39" Seat Back Foam	Triad	400	\$ 26.90	EFDOT39	\$ 24.74	26.95
SEAT-10425	Amtran Brown Seat 30" Fireblock Back Cover (Velcro)	O.E.M.	40	\$ 34.60	HBVKA30	\$ 34.83	36.00
SEAT-10450	Amtran Brown Seat 30" Fireblock Cushion Cover	O.E.M.	40	\$ 14.95	FCKA30	\$ 15.29	16.00
SEAT-10375	Amtran Brown Seat 39" Fireblock Back Cover (Velcro)	O.E.M.	100	\$ 32.25	HBVKA	\$ 33.35	36.00
SEAT-10400	Amtran Brown Seat 39" Fireblock Cushion Cover	O.E.M.	100	\$ 13.95	FCKA	\$ 14.24	16.00
SEAT-14610	Amtran Kentucky Blue Daven Port Cushion Cover Fireblock		6	NO BID			
SEAT-14605	Amtran Kentucky Blue Davon Port Back Cover Fireblock		6	NO BID			
SEAT-10525	Amtran Kentucky Blue Seat 30" Fireblock Back Cover (Velcro)	O.E.M.	10	\$ 34.60	HBVKA30	\$ 34.83	36.00
SEAT-10550	Amtran Kentucky Blue Seat 30" Fireblock Cushion Cover	O.E.M.	10	\$ 14.95	FCKA30	\$ 15.29	16.00
SEAT-10475	Amtran Kentucky Blue Seat 39" Fireblock Back Cover (Velcro)	O.E.M.	150	\$ 32.25	HBVKA	\$ 33.35	36.00
SEAT-10500	Amtran Kentucky Blue Seat 39" Fireblock Cushion Cover	O.E.M.	150	\$ 13.95	FCKA	\$ 14.24	16.00
SEAT-11825	Amtran, Kentucky blue seats, 39", fireblock back cover	OEM	20	\$ 28.50	HBKA	\$ 33.35	34.15
SEAT-14400	Amtran, Kentucky blue seats, 39, fireblock barrier, with 4 pockets	OEM	15	\$ 56.95	BRVKA	\$ 57.80	57.00
SEAT-14475	Bostrom Air Seat driver assy blue air model 195, p/n 234-5065-A78	OEM	2	NO BID			CALL FOR
SEAT-11550	C.E. White Air Ride Seat Assembly, 5075A	OEM	2	NO BID			CALL FOR
SEAT-11525	C.E. White Seat Base Air Ride, CEW-417115-B	OEM	4	\$ 349.00			CALL FOR PRICING
SEAT-14620	Cover I/C 30 Kev Blue P Barrier with Pockets		2	\$ 56.95	BRVK130	\$ 57.80	54.00

BUS PARTS - SEAT PARTS BID

Effective July 7, 2014 through June 30, 2015

Commodity Codes	PART NAME	BRAND NAME	EST. QTY.	UNIT PRICE	RIDGEWAY DISTRIBUTORS		
					AM BUS	EASYWAY	UNIT PRICE
SEAT-14625	Cover IC Kev vl blue p barrier with pockets 39"		6	\$ 56.95	BRVK139	\$ 57.80	54.00
SEAT-14660	Cover th 30 kevlar blue barrier with pockets		2	\$ 56.95	BRVKT30	\$ 57.80	54.00
SEAT-14670	Cover th 30 ny kevlar barrier with pockets		2	\$ 56.95	NBRVKT 30	\$ 79.11	54.00
SEAT-14655	Cover th kevlar blue p barrier with pockets 39"		4	\$ 56.95	BRVKT	\$ 57.80	54.00
SEAT-14665	Cover th ny kevlar blue barrier with pockets 39"		4	\$ 76.69	NBRVKT	\$ 79.11	64.00
SEAT-14640	Cover wy kevlar tan po barrier with pockets 39"		2	\$ 56.95	BRVKW	\$ 57.80	54.00
SEAT-14615	Driverseat Bostrom Talladega Series 2002 R.E. 451526001		1	NO BID			
SEAT-14450	National Air Seat driver assy blue, p/n 2205294C1	OEM	2	NO BID			
SEAT-11300	NPN, Drivers seat belt (automatic locking)	All Makes	5	\$ 96.00			
SEAT-14550	Thomas 30" High Back Cover n/y (velcro), p/n 470230-095	OEM	40	\$ 37.95	NBVKT30	\$ 38.46	36.00
SEAT-14600	Thomas 30" High Back Seat Back Foam	Triad	10	\$ 32.20	NEFDOT T3	\$ 23.80	24.95
SEAT-11375	Thomas 30" seat back foam	Triad	10	\$ 30.20	EFDOTT30	\$ 23.80	24.95
SEAT-14575	Thomas 39" High Back Seat Back Foam, n/y	Triad	40	\$ 26.90	NEFDOT T3	\$ 27.15	29.95
SEAT-11450	Thomas 39" seat back foam	Triad	40	\$ 23.50	EFDOTT39	\$ 24.74	26.95
SEAT-14525	Thomas Blue 39" High Back Cover, Velcro, p/n 470239-095	OEM	50	\$ 35.75	NBVKT	\$ 33.35	36.00
SEAT-11425	Thomas Blue Seat 30" Fireblock Back Cover (Velcro)	OEM	50	\$ 34.60	HBVKT30	\$ 34.83	36.00
SEAT-11400	Thomas Blue Seat 30" Fireblock Cushion Cover	OEM	50	\$ 14.95	FCKT30	\$ 15.29	16.00
SEAT-11500	Thomas Blue Seat 39" Fireblock Back Cover (Velcro)	OEM	50	\$ 33.95	HBVKT	\$ 33.35	36.00
SEAT-11475	Thomas Blue Seat 39" Fireblock Cushion Cover	OEM	50	\$ 13.95	FCKT	\$ 14.24	16.00
BUS-22000	VEST 22 W/ 3 INSERTS & STRAP, P/N SBRVEST22ADJ	OEM	4	\$ 67.70	BR-25AI-C	\$ 72.45	96.00
BUS-22025	VEST 30 W/3 INSERTS & STRAP, P/N SBRVEST30ADJ	OEM	4	\$ 63.60	BR-33AI	\$ 72.45	96.00

BUS PARTS - SEAT PARTS BID

Effective July 7, 2014 through June 30, 2015

Commodity Codes	PART NAME	BRAND NAME	EST. QTY.	UNIT PRICE	AM BUS		UNIT PRICE	UNIT PRICE
					ITEM NUMBER	EASYWAY		RIDGEWAY DISTRIBUTORS
BUS-22050	VEST 38 W/ 3 INSTERTS & STRAP, P/N SBRVEST38ADJ	OEM	4	\$ 69.30	BR-41A1	\$ 77.45		96.00
BUS-39600	Davenport Center Cover Assy RE, 430853001		2	NO BID				
BUS-40215	Amtran 39" High Back KY Blue Back Cover Fire Block Velcro	OEM	100	\$ 32.25	HBVKA	\$ 33.35		36.00
BUS-40220	Amtran 30" High Back Ky Blue Back Cover Fire Block Velcro	OEM	10	\$ 34.60	HBVKA30	\$ 34.83		36.00
BUS-40225	Amtran 39" High Back Foam	Triad	100	\$ 26.90	EFDOTIC 3	\$ 23.80		26.95
BUS-40230	Amtran 30" High Back Foam	Triad	10	\$ 32.20	EFDOTIC 3	\$ 24.74		24.95

The following companies were considered non-compliant: Prevost (Resident Bidders Affidavit), VMP (Resident Bidders Affidavit), Bluegrass Diesel (unsigned Bid Form)

Recommendation:

The Kenton County Board of Education award as
indicated in highlighted cells

BOB SUMEREL					BEST ONE			SUMEREL TIRE		
TIRE SIZE	RANGE	NEW HIGHWAY TREAD	NEW TRACTION TREAD	RECAP TIRE HIGHWAY TREAD	NEW HIGHWAY TREAD	NEW TRACTION TREAD	RECAP TIRE HIGHWAY TREAD	NEW HIGHWAY TREAD	NEW TRACTION TREAD	RECAP TIRE HIGHWAY TREAD
LT235/75R15	C	\$ 97.50	\$ 97.75	N/A	\$ 74.00	\$ 74.00	N/A	NO BID	NO BID	N/A
LT225/75R16	D	\$ 105.53	\$ 108.34	N/A	\$ 79.00	\$ 79.00	N/A	NO BID	NO BID	N/A
LT265 75R16	D	\$ 120.24	\$ 126.13	N/A	\$ 97.00	\$ 97.00	N/A	NO BID	NO BID	N/A
LT245 75R16	E	\$ 104.00	\$ 111.00	N/A	\$ 86.00	\$ 86.00	N/A	NO BID	NO BID	N/A
LT235/85R16	E	\$ 108.00	\$ 113.50	N/A	\$ 89.00	\$ 89.00	N/A	NO BID	NO BID	N/A
255/80R22.5 XZA3 Michelin Only	G	NO BID	N/A	\$ 90.00	\$ 377.59	N/A		NO BID	N/A	\$ 96.00
265/75R22.5	G	\$ 314.75	N/A	\$ 90.00	\$ 319.00	N/A	\$ 95.00	NO BID	N/A	\$ 96.00
275/80R22.5 XZE Michelin Only	H	NO BID	N/A	\$ 101.75	NO BID	N/A		NO BID	N/A	\$ 106.25
295/75R22.5 G395 or FS591 or Bridgestone R280	H	\$ 304.75	N/A	\$ 101.75	\$ 317.00	N/A	\$ 105.00	NO BID	N/A	\$ 106.25

<u>TIRE SERVICE</u>	<u>TIRE SERVICE</u>	<u>TIRE SERVICE</u>
RATE: \$ 55.00 HOUR	RATE: \$ 52.50 HOUR	RATE: \$ 69.00 HOUR
STORE DISCOUNT	STORE DISCOUNT	STORE DISCOUNT
BID: 0%	BID: 0%	BID: 0%

RECOMMENDATION: The Kenton County Board of Education award the contract on a total basis as indicated in highlighted cells to Bob Sumerel.

THE KENTON COUNTY BOARD OF EDUCATION
SERVICE CONTRACTS BID

EFFECTIVE JULY 1, 2014
THROUGH DECEMBER 31, 2015

VENDOR	ADDRESS	PHONE	FAX	DISCOUNT	EXCEPTIONS	LABOR RATES	BID NO
CLARKE POWER SERVICES	3133 E. KEMPER ROAD, CINCINNATI, OH 45241	513-771-2200	513-771-4158	0%		\$133.00 STRAIGHT LABOR / \$158.00 OT	
TRI-STATE AUDIO-VISUAL	2901 GLENDORA AVENUE, CINCINNATI, OH 45219	800-348-8728	513-281-7539	20%	SOME EXCEPTIONS MAY APPLY	\$155.00 STRAIGHT LABOR / LAMINATOR PICK-UP OR DELIVERY \$60.00	

RECOMMENDATION: THE KENTON COUNTY BOARD OF EDUCATION AWARD THE CONTRACT TO ALL FULLY COMPLIANT VENDORS AS LISTED ABOVE

**THE KENTON COUNTY SCHOOL DISTRICT
PARENT TELEPHONE MESSAGING SERVICE BID TABULATION**

Criteria	Points Possible	Bright Arrow	Emergency Communications	One Command	ParentLink	School Messenger	Techradium
OPTION #1 - Telephone Voice Messaging Service:							
Bid Price (14,699 Students) per Student		0.95	1.00	No Bid	1.30 + 2,000	1.30	0.77
Annual Total		13,964.05	14,699.00	No Bid	21,108.70	19,108.70	11,318.23
Bid Score	40	30.65	28.05	No Bid	5.40	12.47	40.00
Perceived Quality of Service	30	30.00	24.00	No Bid	24.00	27.00	0.00
Perceived Quality of Product	20	16.00	13.00	No Bid	9.00	16.00	0.00
References	10	9.67	7.50	No Bid	7.50	No Response	9.00
Total	100	86.32	72.55	No Bid	45.90	55.47	49.00

OPTION #2 - Telephone Voice Messaging and Unlimited System Generated E-mails:

Bid Price (14,699 Students) per Student		0.95	1.00	No Bid	1.30 + 2,000	1.30	0.77
Annual Total		13,964.05	14,699.00	No Bid	21,108.70	19,108.70	11,318.23
Bid Score	40	30.65	28.05	No Bid	5.40	12.47	40.00
Perceived Quality of Service	30	30.00	24.00	No Bid	24.00	27.00	0.00
Perceived Quality of Product	20	16.00	13.00	No Bid	9.00	16.00	0.00
References	10	9.67	7.50	No Bid	7.50	No Response	9.00
Total	100	86.32	72.55	No Bid	45.90	55.47	49.00

OPTION #3 - Telephone Voice Messaging and Unlimited System Generated Text Messages:

Bid Price (14,699 Students) per Student		0.95	1.00	No Bid	1.30 + 2,000	1.30	0.77
Annual Total		13,964.05	14,699.00	No Bid	21,108.70	19,108.70	11,318.23
Bid Score	40	30.65	28.05	No Bid	5.40	12.47	40.00
Perceived Quality of Service	30	30.00	24.00	No Bid	24.00	27.00	0.00
Perceived Quality of Product	20	16.00	13.00	No Bid	9.00	16.00	0.00
References	10	9.67	7.50	No Bid	7.50	No Response	9.00
Total	100	86.32	72.55	No Bid	45.90	55.47	49.00

**THE KENTON COUNTY SCHOOL DISTRICT
PARENT TELEPHONE MESSAGING SERVICE BID TABULATION**

Criteria	Points Possible	Bright Arrow	Emergency Communications	One Command	ParentLink	School Messenger	Techradium
OPTION #4 - Telephone Voice Messaging and Unlimited System Generated E-Mail and Text Messages:							
Bid Price (14,699 Students) per Student		0.95	1.00	1.00	1.30 + 2,000	1.30	0.77
Annual Total		13,964.05	14,699.00	14,699.00	21,108.70	19,108.70	11,318.23
Bid Score	40	30.65	28.05	28.05	5.40	12.47	40.00
Perceived Quality of Service	30	30.00	24.00	3.00	24.00	27.00	0.00
Perceived Quality of Product	20	16.00	13.00	3.00	9.00	16.00	0.00
References	10	9.67	7.50	8.00	7.50	No Response	9.00
Total	100	86.32	72.55	42.05	45.90	55.47	49.00

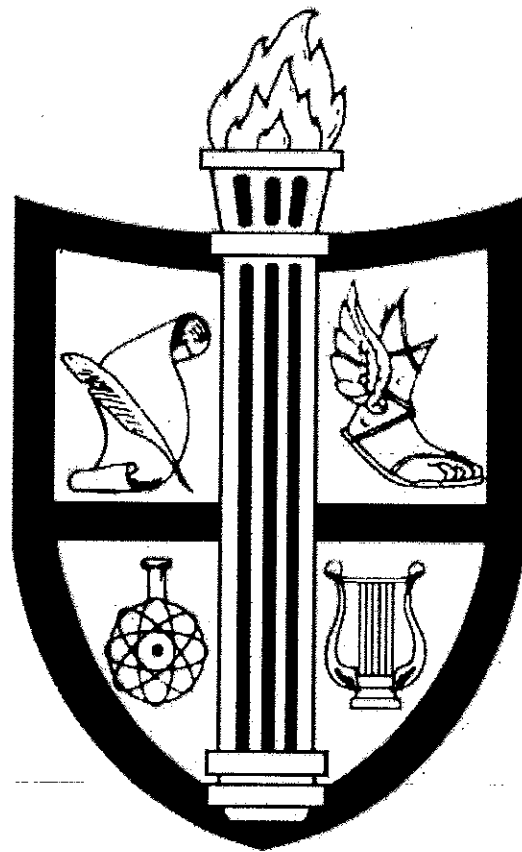
OPTION #5 - Telephone Voice Messaging and Unlimited System Generated E-Mail and Text Messages, incoming text monitoring, solicitation information, and hotline

Bid Price (14,699 Students) per Student		0.95	1.00	No Bid	1.30 + 2,000	No Bid	0.77
Annual Total		13,964.05	14,699.00	No Bid	21,108.70	No Bid	11,318.23
Bid Score	40	30.65	28.05	No Bid	5.40	No Bid	40.00
Perceived Quality of Service	30	30.00	24.00	No Bid	24.00	No Bid	0.00
Perceived Quality of Product	20	16.00	13.00	No Bid	9.00	No Bid	0.00
References	10	9.67	7.50	No Bid	7.50	No Bid	9.00
Total	100	86.32	72.55	No Bid	45.90	No Bid	49.00

Recommended as the best evaluated proposal -

*Note: Blackborad submitted a proposal, but did not provide a demo account or a notarized Resident Bidder Form.
Infinite Campus submitted a proposal, but did not submit a required Resident Bidder Form.*

DIXIE HEIGHTS HIGH SCHOOL



2014-2015

COURSE SELECTION GUIDE

“Intelligence plus character-that is the goal of true education.”

— Martin Luther King Jr.

“A good head and good heart are always a formidable combination. But when you add to that a literate tongue or pen, then you have something very special.”

— Nelson Mandela

“The mind is not a vessel to be filled, but a fire to be kindled.”

— Plutarch

“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”

— Malcolm X

“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.”

— Abigail Adams

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LETTER FROM THE PRINCIPAL

Dear Students and Parents:

We have a very important task at hand in developing a learning community where all of us succeed. It takes the effort of students, parents, teachers, administrators, and the community to make this happen. At Dixie Heights High School we have tapped into many resources so that we may provide the best curriculum, programs and experiences to prepare our students for the transition into adult life. There is an emphasis on academic achievement, career choices and enhancement in technology skills.

It is our goal to help meet the needs of every student at Dixie Heights High School. We expect all students to do their best and take advantage of opportunities available in all of our Schools of Study. With the commitment from the faculty and administration and the additional support of parents and/or guardians, our students will have the determination and perseverance to achieve at high levels. Our students truly have great potential for academic success and leadership growth. We all look forward to an exciting 2014-2015 school year at Dixie Heights High School.

Sincerely,
Karen Hendrix,
Principal

HONORS - ADVANCED PLACEMENT (AP) – COLLEGE LEVEL COURSES

This program provides academically talented students an excellent preparation for college work and the opportunity to earn college credit while remaining enrolled in high school. The courses listed below are the Honors and Advanced Placement offerings that are available. For eligibility requirements, please see the course description for each course. Some courses require an assessment criteria and/or a teach recommendation. The classes demand more work on the part of the student, including work that begins during the summer months prior to the beginning of the class. As a result, college level courses, Honors and Advanced Placement courses are weighted to reflect the quality and quantity of the work undertaken. The chart below shows the quality point weights used in calculating a student's GPA. **Please know, however, that the state only weights AP courses, not Honors or college level courses, for the purpose of calculating KEES money (Kentucky Excellence in Education Scholarship).**

Honors Courses

Spanish 3 Honors German 3 Honors Pre-Calculus Honors Intro to Calculus Honors

**Please note that English 1 Honors does not receive a weighted GPA. This course is offered on the Standard Grading Scale.*

Advancement Placement Courses

Art	Biology	Chemistry
US History	American Government	European History
Spanish 4	German 4	English Language & Composition
Music Theory	Calculus AB/BC	English Literature & Composition

Post-Secondary Courses

Northern Kentucky University Courses
Western Kentucky University (Online)

Gateway Community and Technical College
Thomas More College

<u>GRADING SCALE</u>				
<u>Grade</u>	<u>Percent</u>	<u>Unweighted GPA</u>	<u>Standard Weighted GPA</u>	<u>AP/Honors/Dual Credit Weighted GPA</u>
A+	99 – 100	4.0	4.0	5.0
A	95 – 98	4.0	4.0	5.0
A-	93 – 94	4.0	3.7	4.7
B+	91 – 92	3.0	3.3	4.3
B	87 – 90	3.0	3.0	4.0
B-	85 – 86	3.0	2.7	3.7
C+	83 – 84	2.0	2.3	3.3
C	78 – 82	2.0	2.0	3.0
C-	76 – 77	2.0	1.7	2.7
D+	75	1.0	1.3	2.3
D	71 – 74	1.0	1.0	2.0
D-	70	1.0	0.7	1.7
F	0-69	0.0	0.0	0.0

Graduation Requirements for the Classes of 2015 & 2016

English	-	4 credits: English I, II, III, & IV
Mathematics*	-	4 credits: Must include Algebra 1, Geometry, Algebra 2 plus one more ½ Math credit
Science**	-	3.5 credits: Class of 2015: CSI, Biology A & B, Physical, Earth/Space + 1 credit science elective Class of 2016: Biology A & B, Physical, Earth/Space + 1.5 credits science elective
Social Studies	-	3 credits: Must include Integrated Social Studies, World Civilization & U.S. History
Health	-	1/2 credit
Physical Education	-	1/2 credit
Humanities	-	1 credit: Must include ½ credit core Humanities class plus ½ credit of a class in Art, Music or Drama. (Core Humanities class may be replaced by an additional Art, Music or Drama class)
Practical Living	-	1/2 credit Career Exploration & Consumerism
Electives	-	11 credits
Total	-	28 credits

CREDITS NEEDED FOR PROMOTION

Senior – 20.5 credits (including English I, II, III)

Junior – 13 credits (including English I, II)

Sophomore – 6 credits (including English I)

To be eligible to play a fall sport, students must be on grade level on the first day of the school year, according to KHSAA rules. To play a winter or spring sport, students must be on grade level when that sport's season begins. (Oct. 1 for swimming/diving; Oct. 15 for all other winter sports; Feb. 15 for all spring sports.)

Other graduation requirements include:

A completed writing folder is a requirement for successful completion of the senior English course

Students in all graduation classes must complete twelve trimesters of course work, based on a six-hour instructional day.

Students will not be allowed to accelerate English classes. An English class must be taken each year.

A math class must be taken each year.

An Individual Learning Plan (ILP) must be updated every year and completed by the end of the senior year.

Proposed Graduation Requirements for the Class of 2017 and Beyond

English	-	4 credits:	English I, II, III, & IV
Mathematics	-	4 credits:	Must include Algebra 1, Geometry, Algebra 2 plus one more ½ Math credit
Science	-	3.0 credits	Integrated Science A (Physical), & B (Earth/Space), Biology A & B, one additional credit of science electives. (Pre College curriculum includes Chemistry A & B)
Social Studies	-	3 credits:	Integrated Social Studies, World Civilization & U.S. History
Health	-	1/2 credit	
Physical Education	-	1/2 credit	
Humanities	-	1 credit	Includes Humanities and/or any Art, Music or Drama class
Practical Living	-	1 credit	Business Technology and ½ credit of additional Practical Living elective
Electives	-	11 credits	
Total	-	28 credits	

CREDITS NEEDED FOR PROMOTION

Senior	~ 20.5 credits (including English I, II, III)
Junior	~13 credits (including English I, II)
Sophomore	~ 6 credits (including English I)

To be eligible to play a fall sport, students must be on grade level on the first day of the school year, according to KHSAA rules. To play a winter or spring sport, students must be on grade level when that sport's season begins. (Oct. 1 for swimming/diving; Oct. 15 for all other winter sports; Feb. 15 for all spring sports.)

Other graduation requirements include:

A completed writing folder is a requirement for successful completion of the senior English course.

Students in all graduation classes must complete twelve trimesters of course work, based on a six-hour instructional day.

Students will not be allowed to accelerate English classes. An English class must be taken each year.

A math class must be taken each year.

An Individual Learning Plan (ILP) must be updated every year and completed by the end of the senior year.

Dixie Heights High School Curriculum Planning Guide

Classes of 2015 & 2016

Standard Dixie Heights Diploma Regular Studies Curriculum (May not meet pre-college curriculum*)	Kentucky Scholars Diploma Academic Studies Curriculum (Meets pre-college curriculum requirements)	Dixie Heights Excellence Diploma Completion of Academic Studies Curriculum, plus chemistry, plus completion of 5 AP courses from 5 out of the 6 different categories as specified below.
English I, II, III, IV 4 Credits	English I, II, III, IV 4 credits	
Mathematics 4 Credits Algebra 1A, 1B, & 1C; Geometry A & B; and Alg. 2A & 2B and math elective (must take a math class each year of high School)	Mathematics 4 Credits Algebra 1A, 1B, 1C; Geometry A & B; Algebra 2A & 2B, and math elective (must take a math class each year of high school)	AP English- AP Language or AP Literature AP Science- AP Biology or AP Chemistry AP Math- AP Calculus AP Foreign Language- AP Spanish or AP German AP Social studies- AP Government, AP US History, or AP European History AP Fine Arts- AP Art or AP Music Theory
Science 3.5 Credits Class of 2014&2015: CSI, Biology A&B, Physical, and Earth/Space Science + 1 credit elective Class of 2016: Biology A&B, Physical, and Earth/Space Science + 1.5 credits elective	Science 3.5 Credits Class of 2014&2015: CSI, Biology A&B, Physical, and Earth/Space Science, plus 1 credit including chemistry or Physics Class of 2016: Biology A&B, Physical, and Earth/Space Science, plus 1.5 credits including chemistry or Physics	
Social Studies: 3 Credits Intro. To Social Studies (Geography, Government & Economics), World Civilizations & US History	Social Studies 3 Credits Intro. to Social Studies (or AP Government), US History (or AP US History), and World Civilizations (or AP European History)	
Arts & Humanities 1 Credit	Foreign Language 2 Credits 2 credits in same language (Spanish or German)	
Career Exploration/Consumerism ½ Credit	Arts & Humanities 1 Credit	
Health ½ Credit	Career Exploration/Consumerism ½ Credit	
Physical Education I ½ Credit	Health ½ Credit	
Electives 11 Credits	Physical Education I ½ Credit	
TOTAL Minimum of 28 Credits	Electives 9 Credits	
*Pre-College Curriculum also requires: 2 credits in same Foreign Language	TOTAL Minimum of 28 Credits	
Additional requirements for all students: • Writing Folder • Individual Learning Plan		Dixie Heights Honors Diploma Completion of Academic Studies Curriculum, plus chemistry, plus completion of 4 AP courses AP Classes offered at Dixie include: AP English Literature AP Art AP English Language AP Music Theory AP Calculus AB AP Calculus BC AP Biology AP Chemistry AP Government AP US History AP European History AP Spanish AP German (Additional AP courses must be approved by administration prior to taking the course)

Dixie Heights High School Curriculum Planning Guide

Classes of 2017 and Beyond

Standard Dixie Heights Diploma Regular Studies Curriculum (May not meet pre-college curriculum*)	Kentucky Scholars Diploma Academic Studies Curriculum (Meets pre-college curriculum requirements)	Dixie Heights Excellence Diploma Completion of Academic Studies Curriculum, plus chemistry, plus completion of 5 AP courses from 5 out of the 6 different categories as specified below.
English I, II, III, IV 4 Credits	English I, II, III, IV 4 credits	
Mathematics 4 Credits Algebra 1A, 1B, & 1C; Geometry A & B; and Alg. 2A & 2B and math elective (must take a math class each year of high School)	Mathematics 4 Credits Algebra 1A, 1B, 1C; Geometry A & B; Algebra 2A & 2B, and math elective (must take a math class each year of high school)	AP English- AP Language or AP Literature AP Science- AP Biology or AP Chemistry AP Math- AP Calculus AP Foreign Language- AP Spanish or AP German AP Social studies- AP Government, AP US History, or AP European History AP Fine Arts- AP Art or AP Music Theory
Science 3 Credits Biology A&B, Physical, and Earth/Space Science + 1 credit elective	Science 3 Credits Biology A&B, Physical, and Earth/Space Science, plus 1 credit including chemistry or Physics	
Social Studies: 3 Credits Intro. To Social Studies (Geography, Government & Economics), World Civilizations & US History	Social Studies 3 Credits Intro. to Social Studies (or AP Government), US History (or AP US History), and World Civilizations (or AP European History)	
Arts & Humanities 1 Credit	Foreign Language 2 Credits 2 credits in same language (Spanish or German)	Dixie Heights Honors Diploma Completion of Academic Studies Curriculum, plus chemistry, plus completion of 4 AP courses
Practical Living 1 Credit	Arts & Humanities 1 Credit	
Health ½ Credit	Practical Living 1 Credit	AP Classes offered at Dixie include:
Physical Education I ½ Credit	Health ½ Credit	AP English Literature AP Art
Electives 11 Credits	Physical Education I ½ Credit	AP English Language AP Music Theory
TOTAL Minimum of 28 Credits	Electives 9 Credits	AP Calculus AB AP Calculus BC
*Pre-College Curriculum also requires: 2 credits in same Foreign Language	TOTAL Minimum of 28 Credits	AP Biology AP Chemistry
Additional requirements for all students:		AP Government AP US History
• Writing Folder		AP European History AP Spanish
• Individual Learning Plan		AP German
		(Additional AP courses must be approved by administration prior to taking the course)

A Recommended Sequence of Courses for the Class of 2015

Grade	Curriculum	English	Math	Science**	Social Studies	Foreign Language	Arts & Humanities	Practical Living	PE/Health	Electives										
9	Regular Studies Diploma	Eng. IA, B.	Alg IA, IB, IC	CSI & Science Elective	Integ. Social Studies A&B.		Humanities & 1 additional art, music or drama class (Core Humanities class may be replaced by an additional art, music or drama class)	Career Exploration & Consumerism	Health & Phys. Ed. I	See Course Selection Guide or Course Selection Sheets for all options										
	Pre-College &/or Kentucky Scholars Diploma	English IA, B or English I Acc A,B	Alg I A, B & C or Alg Acc IC & Geom Acc A,B	CSI & Science Elective	Integ Social Studies (Regular or Accelerated)	Spanish or German 1 A&B														
	Recommended Accelerated Curriculum	English Accelerated I A&B	Geom Acc A, B, &/or Acc Alg 2 A&B	CSI and Science Elective	Integ Social Studies Acc A&B	Spanish or German 1 or 2 (A&B)														
10	Regular Studies Diploma	English II A&B	Geometry A&B	Physical, Earth, &/or BIO A,B &/or Sci. Elective	World Civ. A,B	Spanish or German 1 or 2 (A&B)														
	Pre-College &/or Kentucky Scholars Diploma	English II A&B or English II Acc A&B	Geom A&B and/or Alg II A,B or Alg II Acc A,B	Physical, Earth, &/or BIO A,B &/or Sci. Elective	World Civ. A&B (Regular or Accelerated)	Spanish or German 1 or 2 (A&B)														
	Recommended Accelerated Curriculum	English II Acc A,B	Alg. II Acc-A,B or Pre Cal Honors A&B & Intro to Calc	Physical, Earth, &/or BIO A,B &/or Sci. Elective	World Civ. A&B Accelerated	Spanish or German II A&B & III A&B														
11	Regular Studies Diploma	Eng. III A,B	Alg. II A, B or Cont. Algebra & Alg. II A	Physical, Earth, and/or Sci. Elective	US History A&B	Spanish or German 1 or 2 (A&B)														
	Pre-College &/or Kentucky Scholars Diploma	Eng. III A,B; or AP Language	Alg. II Acc-A,B or Pre Cal Honors A&B & Intro to Calc	Chemistry (Alg. II B is a prerequisite)	US History A&B	Spanish or German 1,2 or 3 (A&B)														
	Recommended Accelerated Curriculum	AP Language	Pre Cal Honors A&B & Intro to Calc or AP Calc	AP Chem or Bio (or take Senior year)	AP US History A,B,C	Spanish or German 3 (A&B) or 4 (AP A,B,C)														
12	Regular Studies Diploma	Eng. IV A,B	Algebra II-B			Spanish or German 2 or 3 (A&B)														
	Pre-College &/or Kentucky Scholars Diploma	English IV A,B or AP Literature	Pre-Cal A,B, AP Cal A,B,C, or Math Elective	Additional courses are advised (Chemistry, if not taken Junior year)	Additional courses are advised	Spanish or German 3(A&B) or 4 (A,B,C)														
	Recommended Accelerated Curriculum	AP Literature	AP Calculus AB or BC (A,B,C)			AP Spanish or AP German (A,B,C)														
# of Credits Required for Graduation	28 Total	4	4	3.5	3		1	0.5	1	11										

*Pre-College Curriculum encompasses both minimum requirements for college as well as honors-level coursework.

We advise students to keep a strong academic program all four years.

**Class of 2014 and beyond must take Biology I-Parts A & B for Life Science

Jan-14

A Recommended Sequence of Courses for Classes of 2016

Grade	Curriculum	English	Math	Science**	Social Studies	Foreign Language	Arts & Humanities	Practical Living	PE/Health	Electives
9	Regular Studies Diploma	Eng. I A&B	Alg IA, IB, IC	Physical & Earth/Space	Integ. Social Studies A&B		at least 1 Fine Arts Elective	Career Exploration & Consumerism	Health & Phys. Ed. I	
	Pre-College &/or Kentucky Scholars Diploma	English I A&B or English I Acc-A&B	Alg I A, B & C or Alg Acc IC & Geom Acc A,B	Physical & Earth/Space	Integ Social Studies A&B or AP Government A,B,C	Spanish or German 1 A&B	at least 1 Fine Arts Elective			
	Recommended Accelerated Curriculum	English Accelerated I A&B	Geom Acc A, B, &/or Acc Alg 2 A&B	Physical & Earth/Space	AP Government A,B,C	Spanish or German 1 or 2 (A&B)	at least 1 Fine Arts Elective			
10	Regular Studies Diploma	English II A&B	Geometry A&B	Biology A&B	World Civ. A,B	Spanish or German 1 or 2 (A&B)	Humanities or 1 additional art, music or drama class (Core Humanities class may be replaced by an additional art, music or drama class)			See Course Selection Guide or Course Selection Sheets for all options
	Pre-College &/or Kentucky Scholars Diploma	English II A&B or English II Acc A&B	Geom A&B and/or Alg II A,B or Alg II Acc A,B	Biology A&B	World Civ. A&B or AP European History A,B,C	Spanish or German 1 or 2 (A&B)				
	Recommended Accelerated Curriculum	English II Acc A&B	Alg. II Acc-A,B or Pre Cal Honors A&B & Intro to Calc	Biology A&B and Chemistry A&B	AP European History A,B,C	Spanish or German II A&B & III A&B				
11	Regular Studies Diploma	Eng. III A&B	Alg. II A, B or Cont. Algebra & Alg. II A	Science Electives	US History A&B	Spanish or German 1 or 2 (A&B)				
	Pre-College &/or Kentucky Scholars Diploma	Eng. III A&B, or AP Language	Alg. II Acc-A,B or Pre Cal Honors A&B & Intro to Calc	Chemistry A&B and/or Science Electives	US History A&B	Spanish or German 1,2 or 3 (A&B)				
	Recommended Accelerated Curriculum	AP Language	Pre Cal Honors A&B & Intro to Calc or AP Calc	AP Chem or AP Bio (or take Senior year)	AP US History A,B,C	Spanish or German 3 (A&B) or 4 (AP A,B,C)				
12	Regular Studies Diploma	Eng. IV A&B	Algebra II-B	Science Electives if needed.	Additional elective courses are advised	Spanish or German 2 or 3 (A&B)				
	Pre-College &/or Kentucky Scholars Diploma	English IV A&B or AP Literature	Pre-Cal A,B, AP Cal A,B,C, or Math Elective	Additional courses are advised		Spanish or German 3(A&B) or 4 (A,B,C)				
	Recommended Accelerated Curriculum	AP Literature	AP Calculus AB or BC (A,B,C)	(Chemistry, if not taken Junior year)		AP Spanish or AP German (A,B,C)				
# of Credits Required for Graduation	28 Total	4	4	3.5	3		1	0.5	1	11

*Pre-College Curriculum encompasses both minimum requirements for college as well as honors-level coursework.

We advise students to keep a strong academic program all four years.

**Class of 2014 and beyond must take Biology I-Parts A & B for Life Science

Jan-14

A Recommended Sequence of Courses for Classes of 2017 and Beyond

Grade	Curriculum	English	Math	Science**	Social Studies	Foreign Language	Arts & Humanities	Practical Living	PE/Health	Electives		
9	Regular Studies Diploma	Eng. I A&B	Alg IA, IB, IC	Integrated A&B	Integ. Social Studies A&B		at least 1 Fine Arts Elective	Business Technology	Health & Phys. Ed. I	See Course Selection Guide or Course Selection Sheets for all options		
	Pre-College &/or Kentucky Scholars Diploma	English I A&B or English I Acc A&B	Alg I A, B & C or Alg Acc IC & Geom Acc A,B	Integrated A&B or Integrated Acc. A&B	Integ Social Studies A&B	Spanish or German 1 A&B	at least 1 Fine Arts Elective					
	Recommended Accelerated Curriculum	English Accelerated I A&B	Geom Acc A, B, &/or Acc Alg 2 A&B	Integrated Acc. A&B & Biology Acc A&B	AP Government A, B, C	Spanish or German 1 or 2 (A&B)	at least 1 Fine Arts Elective					
10	Regular Studies Diploma	English II A&B	Geometry A&B	Bio A & B	World Civ. A,B	Spanish or German 1 or 2 (A&B)	Humanities or 1 additional art, music or drama class (Core Humanities class may be replaced by an additional art, music or drama class)	Practical Living Elective				
	Pre-College &/or Kentucky Scholars Diploma	English II A&B or English II Acc A&B	Geom A&B and/or Alg II A,B or Alg II Acc A,B	Bio A & B, Science Electives	World Civ. A&B or AP European History A,B,C	Spanish or German 1 or 2 (A&B)						
	Recommended Accelerated Curriculum	English II Acc A&B	Alg. II Acc-A&B or Pre Cal Honors A&B & Intro to Calc	Biology Acc A&B, Chem A & B	AP European History A,B,C	Spanish or German II A&B & III A&B						
11	Regular Studies Diploma	Eng. III A&B	Alg. II A, B or Cont. Algebra & Alg. II A	Science Electives	US History A&B	Spanish or German 1 or 2 (A&B)						
	Pre-College &/or Kentucky Scholars Diploma	Eng. III A&B, or AP Language	Alg. II Acc-A&B or Pre Cal Honors A&B & Intro to Calc	Chem A & B, Anatomy and Physiology	US History A&B	Spanish or German 1,2 or 3 (A&B)						
	Recommended Accelerated Curriculum	AP Language	Pre Cal Honors A&B & Intro to Calc or AP Calc	AP Chemistry, AP Biology, Physics, Anatomy & Physiology	AP US History A,B,C	Spanish or German 3 (A&B) or 4 (AP:A,B,C)						
12	Regular Studies Diploma	Eng. IV A&B	Algebra II-B	Science Electives	Additional Electives are advised	Spanish or German 2 or 3 (A&B)						
	Pre-College &/or Kentucky Scholars Diploma	English IV A&B or AP Literature	Pre-Cal A,B, AP Cal A,B,C, or Math Elective	AP Chemistry, AP Biology, AP Physics, Science Electives		Spanish or German 3(A&B) or 4 (A,B,C)						
	Recommended Accelerated Curriculum	AP Literature	AP Calculus AB or BC (A,B,C)			AP Spanish or AP German (A,B,C)						
# of Credits Required for Graduation	28 Total	4	4	3	3		1	1	1	11		

*Pre-College Curriculum encompasses both minimum requirements for college as well as honors-level coursework.

**Class of 2014 and beyond must take Biology I-Parts A & B for Life Science

We advise students to keep a strong academic program all four years.

Jan-14

DUAL CREDIT OPPORTUNITIES

At Dixie Heights, we have created several opportunities for our students to earn college credit while still in high school. Qualified students may pursue *on-campus* opportunities through courses taught at Dixie Heights during the school day by Northern Kentucky University teachers. Qualified students may also pursue *off-campus* opportunities, opting to take classes on a local college campus such as Northern Kentucky University, Gateway Community and Technical College, and Thomas More College, or supplementing their high school courses by taking an on-line course offered by a few colleges and universities.

Students have the option to take college classes for *dual credit*, which means receiving high school credit and college credit for the same course, or for *early college credit*, which means the student takes these courses outside of the school day with grades reflected only on the student's college transcript.

Students in these classes are challenged to be more responsible for their learning. These courses require college tuition payment (though usually at a greatly reduced rate) or a fee for on-line courses. Students must budget time, provide transportation (when necessary) and provide their own resources for participation in these courses. Committed students can enrich their high school education as well as get a head start on college through some of these opportunities.

On-Campus Opportunities

Northern Kentucky University

Students must take both a fall and a spring NKU class taught on Dixie's campus since NKU is on semesters and Dixie is on trimesters. The courses are dual credit, meaning that students will receive both college and high school credit if they pass. Following are the descriptions of the courses to be offered at Dixie next year. Students will take a class in the fall and spring semesters.

Student Responsibilities and Admission Criteria

Students in the NKU Early Admission program must meet the following admission criteria:

1. Must have completed at least the sophomore year of high school at the time classes are taken;
2. Must have an ACT composite of 20 or PLAN composite of 18/SAT composite of 940 or higher;
3. Must have a cumulative high school GPA of 3.0 or higher on a 4.0 scale;
4. Must maintain a 2.5 college GPA to continue taking classes prior to high school graduation;
5. Must have written permission from the school principal/guidance counselor to enter the program;
6. Must have written permission from parent/guardian (if under age 18);
7. Must meet any and all prerequisites for the specific NKU courses in which the student intends to enroll.
8. Must submit the following documents:
 - a. Application for Undergraduate Admissions with the \$40.00 **non-refundable** online application fee
 - b. Early Admissions Permission to Enroll Form signed by the parent/guardian and high school counselor/principal
 - c. Official high school transcript
 - d. Official ACT, PLAN or SAT report.

NKU has the sole decision regarding the outcome of a student's application.

Upon acceptance into the program, each student is responsible for complying with registration and payment deadlines and procedures and for purchasing textbooks prior to the first class session. NKU will provide specific information about these procedures before each semester. The tuition for these courses is approximately one-third of the cost for the same course on the NKU campus. Tuition fees for the 2013-2014 school year are anticipated to be \$350-400 per course. A sufficient number of students must enroll in a course in order for NKU to provide it on Dixie's campus.

Fall 2014

ART 100 Art Appreciation - (3 credits)

Examination of the fundamental elements of fine art to increase one's artistic awareness: emphasis placed on developing skills in viewing, interpreting and understanding the use of art in cultural, historical and contemporary contexts. For students not majoring in visual arts.

General education credit: Culture and Creativity

JUS 101 Introduction to Criminal Justice - (3 credits)

This course provides an overview of the criminal justice system; organization and operation of police, courts, and corrections; race, ethnicity, gender, and criminal justice decision-making, current trends and future prospects.

General education credit: Individual and Society

PHI 110 Philosophy, Individuals and Society - (3 credits)

In Philosophy, Individuals and Society students explore a variety of philosophical views about the nature of individuals, social structures and the relationships between them. Students will critically examine different philosophical perspectives and theories that arise from questions about human nature, personal identity, free will and moral responsibility, the nature of mind, and the ethical, social and political dimensions of human existence.

General education credit: Individual and Society

PSY 100 Introduction to Psychology - (3 credits)

Systematic and scientific study of behavior from biological, behavioral, and cognitive perspectives; methods, history, biopsychology, perception, learning, development, cognition, personality, mental disorders, therapy, and social psychology.

General education credit: Individual and Society

Spring 2015

CMST 101 Public Speaking - (3 credits)

Development of understanding of the oral communication process; aid in improving oral communication skills; idea and message development; effective delivery of ideas; Offered every semester. A prerequisite to all other CMST courses.

General education credit: Oral Communication

POP 205 Introduction to Popular Culture - (3 credits)

Major areas of popular culture studies; values and attitude expressed in and passed on by activities, objects and entertainment forms of popular culture.

General education credit: Culture and Creativity

SOC 100 Introduction to Sociology - (3 credits)

Sociology is the scientific study of society. More specifically, it is the study of ways in which humans construct meanings and organize social relationships and activities. This discipline seeks to develop students' ability to observe and think critically about their own and other societies and to become more sensitive to behavioral and value differences among people (which powerfully shape attitudes and opinions). Serious students of sociology will learn that sociological concepts, theories, and methods are powerful analytical tools for making connections between personal problems and larger social issues and for understanding how local, regional, national and global communities are intertwined. Such understanding and skills will facilitate decision-making and constructive ethical and responsible action to address the issues we face today.

General education credit: Individual and Society, General education credit: Global Viewpoints

SWK 105 Social Work and the Community - (3 credits)

Introductory course designed to give the student interested in the social work profession an opportunity to explore the needs of client systems of diverse populations. Via the course materials and an experiential component, each student is provided with an avenue for testing and evaluating a commitment to, and a capacity for, working with people.

General education credit: Cultural Pluralism

**** NKU Finite Mathematics (MAT 114)** will be taught next year by a Dixie staff member. This course description is listed with the other math courses offered at Dixie. Students will need to complete NKU registration in order to take the course.

Classes offered through NKU are subject to change based on course availability

Gateway Regional Academy

The Gateway Regional Academy (GRA) offers area high school students the ability to gain college credit and experience on a college campus while finishing their high school careers. Students can earn up to 24 college credit hours (maximum of six hours during each fall, spring and summer semesters) at half Gateway's normal tuition if they are admitted to the Regional Academy, an advantage that saves them valuable time and money as they pursue postsecondary education.

Who can enroll in the Gateway Regional Academy?

- Any high school or home school student age 16 and above and who has the minimum SAT, ACT, COMPASS or KYOTE scores needed to enter the class being offered may be admitted into the Academy.

What are the benefits of enrolling in the Gateway Regional Academy?

- Students can earn up to 24 college credit hours at half tuition.
- Depending on the classes they take, students may matriculate into postsecondary programs with a large portion of their freshman-level credits completed, along with having Category Certifications as outlined by Kentucky's General Education Transfer Policy and Implementation guidelines.
<http://cpe.ky.gov/policies/academicinit/transfer/>
- Students benefit from Gateway Community and Technical College policies, procedures and services that provide a solid foundation to prepare them for the transition to postsecondary institutions.
- Specific classes are reserved for Gateway Regional Academy students at the Boone and Edgewood Campuses and the Urban Center in Covington. Some start before 8 a.m. to accommodate secondary school schedules. However, any Gateway class is available to GRA students as long as they meet the class requirements and seats are available.
- All services, such as free tutoring, Career and Transfer counseling, FAFSA workshops for graduating seniors, and advising are offered to GRA students.

What is needed to enroll?

- Student must be 16 or older and working on their high school credential.
- The Gateway Regional Academy packet must be complete and returned to Gateway's Director of Early College Initiatives prior to the deadline indicated for each semester.
 - The packet includes GCTC application, GRA application (which requires guardian's signature), High School Counselor sign-off form, Family Education Rights and Privacy Act (FERPA) release, SAT/ACT/COMPASS/KYOTE scores and high school transcript.
- Any GCTC tuition balance and holds must be cleared before a student can enroll for the next semester.
- Students must maintain a cumulative GPA of 2.0 to remain in the Gateway Regional Academy.

Special Options for Secondary Schools

With adequate notice and planning, GCTC can create and hold classes for specific schools or types of students. GCTC's ability to accommodate requests may be limited due to space, time or instructor availability. Schools should contact the Director of Early College Initiatives for further details and deadlines.

For further information and the Gateway Regional Academy packet, contact:
Shelby Krentz, Director of Early College Initiatives, Boone Campus, 500 Technology Way, Florence, KY 41042

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NCAA ELIGIBILITY REQUIREMENTS FOR ATHLETES

*Taken from the NCAA Eligibility Center Quick Reference Sheet publication
Changes from the original are in *italics*.

Core Courses

- **NCAA Division I requires 16 core courses.** See the chart below for the breakdown of this 16-course requirement.
- **NCAA Division II currently requires 14 core courses.** Division II will require 16 core courses for students enrolling on or after August 1, 2013. See the breakdown of core-course requirements below.

Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages. The sliding scale for those requirements is shown on *the next page*.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Use the list as a guide.
- Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core grade-point-average. Use the list as a guide.
- **Division I** core grade-point average requirements are listed on the sliding scale on *the next page*.
- **The Division II** core grade-point-average requirement is a minimum of 2.000 on a 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, F=0). *No special values are allowed for "+" or "-" grades. A grade of "P" is valued as a "D".*
- Remember, the NCAA grade-point average is calculated using NCAA core courses only.

DIVISION I 16 Core Courses	
4	years of English.
3	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
1	year of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 14 Core Courses	
3	years of English.
2	years of mathematics. (Algebra I or higher)
2	years of natural/physical science (1 year lab if offered by high school).
2	years of additional English, mathematics or natural/physical science.
2	years social science.
3	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II 16 Core Courses (2013 and After)	
3	years of English.
2	years of mathematics . (Algebra I or higher)
2	years of natural/physical science (1 year lab if offered by high school).
3	years of additional English, mathematics or natural/physical science.
2	years social science.
4	years of additional courses (from any area above, foreign language or comparative religion/philosophy).

Steps to Achieving Your Eligibility

Freshmen and Sophomores

- Start planning now!
- Work hard to get the best grades possible.
- Take classes that match your high school's list of NCAA courses. The NCAA Eligibility Center will use only approved core courses to certify your initial eligibility.
- You can access and print your high school's list of NCAA courses at www.eligibilitycenter.org. Click the NCAA College-Bound Student-Athlete link to enter and then navigate to the "Resources" tab and select "U.S. Students" where you will find the link for the list of NCAA courses.
- If you fall behind, use summer school sessions before graduation to catch up.

Juniors

- At the beginning of your junior year, complete your online registration at www.eligibilitycenter.org.
- Register to take the ACT, SAT or both and use the NCAA Eligibility Center code "9999" as a score recipient. Doing this sends your official score directly to the NCAA Eligibility Center. **Test scores that appear on the transcript are NOT acceptable for NCAA certification.**
- Double check to make sure the courses you have taken match your school's list of NCAA courses.
- Ask your high school counselor to send an official transcript to the NCAA Eligibility Center after completing your junior year. If you have attended more than one high school, the NCAA Eligibility Center will need official transcripts from all high schools attended. **(The NCAA Eligibility Center does NOT accept faxed transcripts or test scores.)**
- Before registering for classes for your senior year, check with your high school counselor to determine the amount of core courses that you need to complete your senior year.

Seniors

- Take the ACT and/or SAT again, if necessary. The NCAA Eligibility Center will use the best scores from each section of the ACT or SAT to determine your best cumulative score.
- Continue to take college-prep courses.
- Check the courses you have taken to match your school's list of NCAA courses.
- Review your amateurism responses and request final amateurism certification on or after April 1 (for fall enrollees) or October 1 (for spring enrollees).
- Continue to work hard to get the best grades possible.
- Graduate on time (in eight academic semesters).
- After graduation, ask your high school counselor to send your final transcript to the NCAA Eligibility Center with proof of graduation.
- *After reviewing your transcript and test scores, NCAA will make a final certification decision.*

"Steps to Achieving Your Eligibility" is from page 16 of the 2011-2012 Guide for the College-Bound Student-Athlete publication from NCAA Eligibility Center. Changes from the original are in *italics*.

NCAA DIVISION I SLIDING SCALE CORE GRADE-POINT AVERAGE/TEST-SCORE

Core GPA	SAT	ACT
Verbal and Math only		
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

Dixie Heights High School's List of Approved NCAA Courses

English Courses

English 1 or English 1 Acc
English 2 or English 2 Acc
English 3 or English 3 Honors
English 4 or English 4 Acc
AP English Lang & Comp
AP English Lit & Comp
Speech
Creative Writing 1&2 (max 1 credit)
Journalism 1

Mathematics Courses

Algebra 1 and Algebra 1C Acc (max 1 credit)
Geometry or Geometry Acc
Algebra 2 or Algebra 2 Acc
Pre-Calculus or Pre-Calculus Honors
Intro to Calculus Honors
Finite Math
AP Calculus AB
AP Calculus BC

Science Courses

Biology A & B or Biology Acc A & B
Earth Space Science
Physical Science
Integrated Science A & B
Forensics
Geology
Oceanography
Zoology
Anatomy & Physiology Structures & Senses
Chemistry A & B
Physics A & B
Physics Honors
AP Biology
AP Chemistry

Social Studies

Integrated Soc Studies or Int. Soc Studies Acc
World Civilization or World Civilization Acc
US History or AP US History
AP American Government
AP World History
Economics
Political Science
Abnormal Psychology
Psychology
Sociology

Additional Courses

Spanish 1
Spanish 2
Spanish 3 Honors
AP Spanish
German 1
German 2
German 3 Honors
AP German

*****Important Information for Student Athletes!** Parents and Students, The Kenton County School District, including our high schools, and some of our district-wide programs use Edgenuity curriculum for some online courses. Edgenuity courses and curriculum are developed by highly qualified teachers. Edgenuity courses allow us as a district to personalize student Individual Learning Plans based on student needs. However, a highly qualified teacher that is certified in that content area must work closely with the student during at least 50% of the course or more for that course to be approved by the NCAA. If a student plans to play Division I or Division II sports in college, the student's transcript must reflect 16 credits of core academic courses approved by the NCAA. If you are a student athlete, please consult with your school counselor in planning your coursework each year in your Individual Learning Plan, especially if you are considering doing any online coursework. Each year, a counselor at your high school submits courses taught requesting approval for these courses from the NCAA. Your school counselor will know what courses are approved at your school.

If you transferred to Dixie Heights from another high school, you will also have to review THAT high school's list of approved courses to determine what classes on your transcript from there will count for NCAA eligibility.

Kenton County School District Accelerated Program Prep/ Prep +

Kenton County School District has implemented the Prep/ Prep + Academic Program. The Kenton County School District has developed this program to insure our identified high achieving students are receiving a well designed, rigorous curriculum based on the Kentucky Core Academic Standards. The focus is on Language Arts and Math at this time. The curriculum will provide student opportunities to think critically, problem solve and take ownership of learning.

General Information

- The identified criteria are required for a student to be placed in the Prep or Prep Plus Program.
- Prep and Prep Plus placement will be evaluated using the most current student MAP (Measure of Assessment Progress) percentile scores.
- Once students are identified, they will continue the outlined acceleration path.
- Students and/or parents/guardians can request a conference to evaluate student course progress as necessary.
- Once students enter high school, the pathway for courses is credit based. Eligibility for a course is NOT based on grade level, but rather on the successful completion of the prerequisite courses.

The Accelerated English courses will utilize **Gates LDC Modules**. The LDC Modules (Literacy Design Collaborative) are instructional modules supported by the Bill and Melinda Gates Foundation which include high-quality student assignments that develop reading, writing, and thinking skills in the context of learning science, history and English. Each module focuses on an instructional task yielding argumentative or informational explanatory academic writing built off of the Common Core State Standards. Levels (1, 2, and 3) indicate increasing cognitive and analytical requirements in student academic writing.

AP Practice Assessments and **FRQ Instruction** will be included in the courses to prepare students for the academic rigor of college. Preparation for College Board AP-like assessments in language arts includes students answering complex, text-based multiple choice assessments and **FRQs** (free response questions) that require students to write critical essays in response to complex texts in a timed test.

Students in Prep and Prep Plus courses using the College Board's SpringBoard program (grades 6-11) will study texts selected for increased complexity beyond those included in the SpringBoard program. Alternate texts for each Prep and Prep Plus course will be published prior to the beginning of the 2013-14 school year.

Kenton County School District Accelerated English Plan

Grade	Prep	Prep Plus
	Criteria- MAP RIT Score (2011 Data) Reading: <u>Winter</u> <u>Spring</u> 75th Percentile 75th Percentile 8th - 231 232 9th - 232 233 10th - 234 235 AND ONE of the following: <ul style="list-style-type: none"> • A minimum 75 percentile on a KDE required norm referenced standardized measure <u>reading composite</u> or other equivalent standardized measure <u>reading composite</u> • A minimum 75 percentile on an additional reading MAP score in the current school year • A minimum 75 percentile EXPLORE(17), PLAN(19), or ACT(25) Reading score 	Criteria- MAP RIT Score (2011 Data) Reading: <u>Winter</u> <u>Spring</u> 96th Percentile 96th Percentile 8th - 247 249 9th - 249 251 10th - 251 254 AND ONE of the following: <ul style="list-style-type: none"> • A minimum 96 percentile on a KDE required norm referenced standardized measure <u>reading composite</u> or other equivalent standardized measure <u>reading composite</u> • A minimum 96 percentile on an additional reading MAP score in the current school year • A minimum 96 percentile EXPLORE(22), PLAN(25), or ACT(32) Reading score
9th	9th Grade SpringBoard + identified Gates LDC Modules (Level 2) + AP FRQ instruction	9th Grade SpringBoard + identified Gates LDC Modules (Level 3) + AP Practice assessments and FRQ instruction
10th	10th Grade SpringBoard + identified Gates LDC Modules (Level 2) + AP Practice assessments and FRQ instruction	AP Language and Composition or AP Literature and Composition
11th	AP Language and Composition or AP Literature and Composition	AP Language and Composition or AP Literature and Composition or Dual Credit Option

Kenton County School District Accelerated Math Plan

Grade	Prep	Prep Plus
	Criteria - MAP RIT Score (2011 Data) <u>Winter</u> <u>Spring</u> 75 th Percentile: 75 th Percentile 8 th - 244 246 9 th - 247 248 10 th - 248 249 AND ONE of the following: <ul style="list-style-type: none"> • A minimum 75 percentile on a KDE required norm referenced standardized measure <u>math composite</u> or other equivalent standardized measure <u>math composite</u>. • A minimum 75 percentile on an additional math MAP score in the current school year • A minimum 75 percentile EXPLORE(17), PLAN(20) or ACT(24) math score 	Criteria – MAP RIT Score (2011 Data) <u>Winter</u> <u>Spring</u> 96 th Percentile: 96 th Percentile 8 th - 263 266 9 th - 267 269 10 th - 269 271 AND ONE of the following: <ul style="list-style-type: none"> • A minimum 96 percentile on a KDE required norm referenced standardized measure <u>math composite</u> or other equivalent standardized measure <u>math composite</u>. • A minimum 96 percentile on an additional math MAP score in the current school year • A minimum 96 percentile EXPLORE(22), PLAN(27) or ACT(31) math score
9th	Accelerated Geometry (Geometry SpringBoard)	Accelerated Algebra II (Algebra II SpringBoard)
10th	Accelerated Algebra II (Algebra II SpringBoard)	Pre Calculus
11th	Pre Calculus	AP Calculus/AP Statistics/Dual Credit Option
12th	AP Calculus/AP Statistics/Dual Credit Option	AP Calculus/AP Statistics/Dual Credit Option

Business Industry Career Majors

Students are awarded a Career Major with successful completion of four credits in a sequenced pathway of courses. While working towards a sequenced pathway, students may also take an Industry Certification Test.

Industry Certifications are valuable and beneficial to students. These certifications are recognized by colleges and businesses, giving students an advantage over non certified students.

Business Management
Required Courses
Digital Literacy A & B
Accounting and Finance Foundations A & B
Entrepreneurship
Business Management
1 credit of the following electives
Business Technology
Principles of Marketing
Specialized Marketing
Principles of Management
Introduction to Business
Business Economics
Web Page Design I
Web Page Design II
Computer Graphics

Administrative Support
Required Courses
Digital Literacy A & B
Accounting and Finance Foundations A & B
Advanced Digital Literacy (A&B)
1 credit of the following electives
Business Management
Entrepreneurship
Business Technology
Principles of Marketing
Specialized Marketing
Principles of Management
Introduction to Business
Business Economics
Web Page Design I
Web Page Design II
Computer Graphics

Consumer & Family Management
Required Courses
Life Skills A & B
Relationships A & B
Foods & Nutrition A & B
1 credit of the following electives
Advanced Child Development A & B
Business Management
Digital Literacy A & B

Fundamentals of Teaching
Required Courses
Child Development A & B
Advanced Child Development A & B
Principles of Teaching 1 & 2
1 credit of the following electives
Life Skills A & B
Money Skills
Relationships A & B
Digital Literacy A & B

Dixie Heights High School

Course Descriptions

- Schedule change requests will only be accepted for 5 days after each trimester begins.
- Class change requests may not always be granted based on class size or availability of classes.

ENGLISH

English 1A & B

Grade Level: 9

Credit: ½ each

Prerequisite: None

English I uses the Springboard curriculum. English 1 explores the English language through paired readings, visual aids, and connected writing assignments. English 1 A seeks to complete the first two units of English Textual Power: Level 4. English 1 B seeks to complete the second two units of English Textual Power: Level 4. Students will work to complete their writing folder requirements for the year.

English 1A & B Accelerated

Grade Level: 9

Credit: ½ each

Prerequisite: A average in 8th grade English and Teacher Recommendation

Accelerated English 1 uses the Springboard curriculum. Accelerated English 1 explores the English language through paired readings, visual aids, and connected writing assignments. The course also implements Gates LCD Modules and AP preparation materials. Accelerated English 1 A seeks to complete the first half of English Textual Power: Level 4. Accelerated English 1 B seeks to complete the second half of English Textual Power: Level 4. Students will be challenged with enrichment activities and work to begin their writing folders.

English 1A & B Honors

Grade Level: 9

Credit: ½ each

Prerequisite: Prep/Prep + Identification

Honors English 1 uses the Springboard curriculum. Accelerated English 1 explores the English language through paired readings, visual aids, and connected writing assignments. The course also implements Gates LCD Modules and AP preparation materials. Accelerated English 1 A seeks to complete the first half of English Textual Power: Level 4. Accelerated English 1 B seeks to complete the second half of English Textual Power: Level 4. Students will be challenged with enrichment activities and work to begin their writing folders. This course does not receive a weighted GPA.

English 2A & B

Grade: 10

Credit: ½ each

Prerequisite: None

English 2, which uses the Springboard curriculum, explores the English language through paired readings, visual aids, and connected writing assignments. English 2 A seeks to complete the first two units of English Textual Power: Level 5. English 2 B seeks to complete the second two units of English Textual Power: Level 5. Students will work to complete their writing folder requirements for the year.

At the end of the English 2 sequence, students will be required to take a state-mandated End of Course Exam.

English 2A & B Accelerated

Grade: 10

Credit: ½ each

Prerequisite: Prep/Prep + Eligibility

Accelerated English 2, which uses the Springboard curriculum, explores the English language through paired readings, visual aids, and connected writing assignments. The course also implements Gates LCD Modules and AP preparation materials. Accelerated English 2 A seeks to complete the first half of English Textual Power: Level 5. Accelerated English 2 B seeks to complete the second half of English Textual Power: Level 5. Students will be challenged with enrichment activities and work to begin their writing folders. *At the end of the English 2 sequence, students will be required to take a state-mandated End of Course Exam.*

English 3A & B

Grade: 11

Credit: ½ each

Prerequisite: None

English 3 uses the Springboard curriculum. English 3 explores the English language through paired readings, visual aids, and connected writing assignments. English 3 A seeks to complete the first two units of English Textual Power: Level 6. English 3 B seeks to complete the second two units of English Textual Power: Level 6. Students will work to complete their writing folder requirements for the year.

English 4A & B

Grade: 12

Credit: ½ each

Prerequisite: None

English 4 uses the Springboard curriculum. English 4 explores the English language through paired readings, visual aids, and connected writing assignments. English 4 A seeks to complete the first two units of English Textual Power: Senior Level. English 4 B seeks to complete the second two units of English Textual Power: Senior Level. Students will work to complete their writing folder requirements for the year.

AP English Language & Composition Parts A, B & C

Grade Level: 11 Credit: ½ each

Prerequisite: Prep/Prep+ Criteria (pages 26-27)

Fee: \$90 (estimated AP exam fee)

This year-long course engages students in becoming skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. This class culminates in the AP Language Exam in May for possible college credit. Students enrolled in this course must assume considerable responsibility for the amount of reading and writing required.

Students who do not meet the prerequisite may submit an AP Enrollment Waiver Form which can be found online or in the Guidance Office.

AP English Literature & Composition -- Parts A, B & C

Grade level: 12 Credit: ½ each

Prerequisite: Prep/Prep+ Criteria (pages 26-27)

Fee: \$90 (estimated AP exam fee)

This year-long AP course in English Literature and Composition engages students in the careful reading and critical analysis of literature. The emphasis will be on the writing process as a means of assessing reading comprehension and writing abilities. The use of material from various genres will necessitate a variety of writing and speaking activities that should enhance students' awareness of the resources of language. Students enrolled in this course must assume considerable responsibility for the amount of reading and writing required.

Students who do not meet the prerequisite may submit an AP Enrollment Waiver Form which can be found online or in the Guidance Office.

College/Career Readiness English 11

Grade: 11 Credit: ½

Prerequisite: A score that is ≤15 on PLAN Reading, ≤13 on PLAN English

College/Career Readiness English 11 serves students who currently score below benchmark in Reading and/or English portions of the Plan assessment. The course focuses on students' deficit skills in reading in hopes of reaching the benchmark score on the ACT standardized exam. **This course will emphasize ACT Reading and ACT English skills.**

College/Career Readiness English 12

Grade: 12 Credit: ½

Prerequisite: A score that is ≤15 on PLAN Reading, ≤13 on PLAN English, ≤17 on ACT Reading, OR ≤15 on ACT English

College/Career Readiness English 12 serves students who currently score below benchmark in Reading and/or English portions of the ACT assessment, but plan to further their education in college or find success in a career. The course focuses on students' deficit skills in reading in hopes of reaching the benchmark score on the COMPASS standardized exam. **This course will emphasize ACT Reading and ACT English skills.**

Argumentation and Debate

Grade: 11-12 Credit: ½

Prerequisite: None

Debate is an elective course designed to provide a means for students to argue in support of a position in a formal atmosphere. Basic terminology will provide the background for the course. Activities will include researching and writing briefs that support a position and then presenting arguments orally in formal debate. Controversial

questions that allow two or more conclusions or positions will lend themselves to the debate format. Activities will test the students' understanding of the technical aspects of supporting a position through interpretation, analysis and evaluation of arguments. This course is designed to help students prepare for the oral expression necessary in the business world. **This course will emphasize ACT Reading skills.**

Creative Writing

Grade Level: 10-12

Credit: ½

Prerequisite: Interest in Writing

Students will work individually to create original creative and expressive written pieces for publication. This class pushes all levels of writers to produce work in an encouraging and accepting work environment. Assignments lead toward pieces that may be entered into the Scholastic Writing Competition. **This course will emphasize ACT English skills.**

Creative Writing 2

Grade Level: 12

Credit: ½

Prerequisite: Creative Writing

This course is designed for seniors who excelled in Creative Writing 1 and want to further develop their skills and writing pieces. Students will focus on revision and publication. Students will be expected to share and edit each other's work; complete a long-term group project; and enter writing contests. Students should be very interested in writing.

Creative Writing: Performance

Grade Level: 10-12

Credit 1/2

Prerequisite: None

Students will work individually to create original creative and expressive written pieces for performance in front of a group (e.g. spoken word and poetry slam). This class is intended for students of all ability levels and encourages students to write and perform their work. Students will write and develop pieces to be performed at midterm and final. **This course will emphasize ACT English skills.**

Literature and Film

Grade: 11-12

Credit: ½

Prerequisite: None

Literature and Film is designed to expand the concepts of literary analysis into the genre of film. Students combine the basic knowledge they received in Arts & Humanities classes with what they have learned about literary analysis in their English classes in order to deepen their understanding of analysis and its applications. They will hone their skills in both critical analysis and cross-curricular synthesis through independent reading and extensive analytical writing projects. **This course will emphasize ACT Reading skills.**

Multicultural Literature

Grade Level: 9-12

Credit ½

Prerequisite: None

This course will analyze literature written by minorities and women. It will explore how the themes of the novels reflect current society. Students will discover how the themes tie into the author's perspective. Throughout the course, we will continue to combine the themes from multiple novels and genres and develop an overall understanding of the issues that both minorities and women face in terms of equality, gender issues, and injustices. **This class will focus on ACT Reading skills.**

Speech

Grade Level: 10-12

Credit: ½

Prerequisite: None

Prepare yourself for the world beyond high school. Effective communication is essential in virtually every aspect of life. This course will teach students how to express their ideas effectively in various types of oral presentations and discussions based on current issues that affect our world today. Techniques of persuasion, straight thinking, research, and speech organization will be emphasized. **This course will emphasize ACT English skills.**

Yearbook 1 A, B, & C

Grade level: 11-12

Credit: ½ each

Prerequisite: Teacher Recommendation & Application

Note: It is strongly recommended that students take all 3 sections of this course.

Students will be given a true school-to-work experience in the production of the school yearbook. They will be taught layout design and how to produce the yearbook using desktop publishing software. Students will gain experience using a digital camera, uploading and organizing pictures, and editing photos using Photoshop. Journalistic writing will be emphasized as well as advertising, promotion and delivery of the book. Students will be responsible for submitting completed layouts at assigned deadlines in order to publish the yearbook in a timely fashion. As part of the class, attending various after school photo opportunities may be required.

MATHEMATICS

Students passing 8th grade mathematics other than Algebra I are advised to take Algebra 1A, Algebra 1B, and Algebra 1C.

Algebra 1A, 1B, 1C

Grade Level: 9

Credit: ½ each

Prerequisite: Previous Math Course

This course is designed to develop the basic algebra skills. Algebra 1A will focus on the various numbers and their operations, and solving equations as well as inequalities, basic graphing skills, and use of formulas. Algebra 1A prepares the student to solve real world problems and applications using various techniques. Algebra 1B topics include graphing equations of lines using slopes, exponents and polynomial. Students will also engage in more complex equation solving. Using a graphing calculator will be introduced. Algebra 1C topics include quadratic equations, square roots, linear systems, exponential equations, and factoring.

Accelerated Geometry Parts A & B

Grade Level: 9

Credit: ½ each

Prerequisite: Successful completion of Algebra in 8th grade.

This class is tailored to the freshman student who is advanced in mathematics. Students will need to have taken Algebra of High School Credit while in 8th grade. Topics are the same as the topics in Geometry A and Geometry B, but covered in more depth.

Algebra 1C

Grade Level: 9-10

Credit: ½

Prerequisite: Algebra 1B, or success in 8th grade Algebra.

This is a continuation of Algebra 1B. Topics include square roots, linear systems, and factoring.

Geometry A & B

Grade Level: 10 – 11

Credit: ½ each

Prerequisite: Algebra 1C

These courses emphasize the discovery, proof, and application of geometric principles and relationships. Geometry A topics include points, lines, planes, angles, triangles, area, surface area and volume, geometric solids, and formulas. Geometry B topics include transformations, parallel lines, proof, similarity and congruence, similar polygons, circles, applications of geometric principles relationships and formulas.

Algebra 2 A&B

Grade Level: 11-12

Credit: ½ each

Prerequisite: Geometry B

Algebra 2 introduces the student to more complex concepts from algebra. In Part A, students will learn to solve one-variable and two-variable equations and use matrices to solve problems. Students will use graphing calculators to compute more complex solutions. Part B introduces the students to the advanced algebraic concepts as they apply to real world circumstances as well as future math related courses with a special focus on rational expressions, polynomials, exponential and quadratic functions, mathematical patterns and probability. Algebra 2 prepares the student to solve real-life situations. This course covers content from the ACT.

At the end of the Algebra 2 sequence, students will be required to take a state-mandated End of Course Assessment.

Algebra 2 A&B Accelerated

Grade Level: 10

Credit: ½ each

Prerequisite: Accelerated Geometry

This course is designed to provide students with advanced placement algebraic concepts, skills, and applications. Part A topics will include relations and functions, linear relationships, matrices, linear systems, and quadratic equations. Part B introduces the students to the advanced algebraic concepts as they apply to real world circumstances as well as future math related courses with a special focus on rational expressions, polynomials, exponential and quadratic functions, mathematical patterns and probability. This class is tailored to the advanced math student who is considering taking Calculus in high school.

At the end of the Algebra 2 sequence, students will be required to take a state-mandated End of Course Assessment.

AP Calculus AB-A, B & C

Grade Level: 11-12

Credit: ½ each

Prerequisite: Pre-Calculus Honors

Fee: \$90 (estimated AP exam fee)

This course is intended for the student who has a thorough knowledge of college preparatory mathematics, including: Algebra, axiomatic geometry, trigonometry, and analytic geometry. This class covers chapters 1-6 of the AP Calculus book (for sections A, B, and C). Part A topics include functions, limits, derivatives, and applications of derivatives. Part B topics include integration, applications of integrals, exponential and transcendental functions, volume of solids by disk method and shell method, and L'Hopital's rule. Part C continues the study of above topics. ***Upon completion of this course and passing of the AP exam, students can receive up to 5 college credit hours depending upon university regulations and the score they receive.***

AP Calculus BC-A, B & C

Grade Level: 12

Credit: ½ each

Prerequisite: Introduction to Calculus

Fee: \$90 (estimated AP exam fee)

NOTE: This class may not be taken if the student has taken AP Calculus AB

This course is designed for the advanced mathematics student who is interested in a career in, math, science, engineering, computer programming, or medicine. This class covers chapters 3-9 of the AP Calculus book (for sections A, B, and C). Topics in Part A include applications of derivatives, integration, and volume of solids. Part B topics include L'Hopital's rule, improper integrals, infinite series, parametric, and polar coordinates. Part C is a continuation of AP Calculus BC-B. *Upon completion of this course and passing this AP exam, students can receive up to 10 college credit hours depending upon university regulations and the score they receive.*

*****Students may take either AP Calculus AB or AP Calculus BC but not both.***

College Career Readiness Math 10

Grade Level: 10

Credit: ½

Prerequisite: MAPS math score below 230

This course is designed to build conceptual understanding as well as procedural fluency in mathematics. The focus will be on strengthening understanding of algebraic concepts which are required for demonstrating college readiness. These concepts will be further developed in Algebra II. Students may be placed into this course if they are below grade level in mathematics and/or if their MAPS Mathematics score is below 230.

College Career Readiness Math 11

Grade Level: 11

Credit: ½

Prerequisite: 17 or below on PLAN Math Test

This course is designed for students who scored an 18 on the PLAN test in mathematics and will be placed into this course accordingly. Topics covered will include pre-algebra, elementary algebra, intermediate algebra, coordinate geometry, plane geometry, and trigonometry.

College Career Readiness Math 12

Grade Level: 12

Credit: ½

Prerequisite: 15-17 on PLAN Math test

This course is designed for students who are intending on furthering their education in college but have yet to reach a score of 19 on the ACT in mathematics or 18 on the PLAN test in mathematics. The students will have an opportunity to take the KYOTE College Readiness Placement test at the end of the course in order to be able to try to test out of remedial mathematics in college in the state of Kentucky and become college ready. Topics covered will include numerical and algebraic expressions, arithmetic calculations, simple coordinate and plane geometry problems, operations on polynomials, rational expressions, linear equations and inequalities, linear and quadratic graphs, factoring, and systems of equations.

Consumer Math

Grade Level: 12

Credit: ½

Prerequisite: Score of 14 or below on PLAN Math test

This course is designed for students interested in practical mathematical applications for business and industry. Topics may include business applications, payroll, mortgages, taxes, investments, business statistics, exponential growth and decay, and construction geometry. This class is recommended for students joining the work force after high school or who are planning on attending a two-year college.

Finite Math

Grade Level: 12

Credit: ½

Prerequisite: Algebra 2B

This class introduces the students to the advanced algebraic concepts as they apply to real world circumstances. Topics include systems of linear equations, linear programming, counting techniques, Venn diagrams, finance, permutations, combinations, and probability. This course is for students who already have achieved a benchmark score of 19 on the ACT (or approximately a 18 on the PLAN test.)

Introduction to Calculus Honors

Grade Level: 11

Credit: ½

Prerequisite: Pre-Calculus Honors

Note: Completion of this class is necessary for AP Calculus BC, but not for AP Calculus AB.

This class is designed for juniors who are interested in taking Calculus BC, or for seniors who do not want to commit to a full year AP program. College credit and AP exams will not be given for this class. We will cover chapters 1-3 of the AP Calculus book. Topics include algebraic functions, limits, derivatives, and applications of derivatives.

NKU Finite Mathematics (MAT 114)

Grade Level: 12

Credit: ½

Prerequisite: 3.0 GPA and 20 or higher on ACT Composite and 23 or higher on ACT Math test

This is a dual credit course offered through NKU. This course will focus on linear functions, matrix algebra, linear programming, and probability. The class will place an emphasis on applications to business. This class will be offered one trimester.

Pre-Calculus A & B

Grade Level: 12

Credit: ½ each

Prerequisite: Algebra 2B

Pre-Calculus A is designed for the college bound student who has an interest in advanced math. This course introduces students to conic sections, functions, polynomial, rational, exponential, and logarithmic functions. Topics for Pre-Calculus B include trigonometric functions, and analytic trigonometry. This course is for students who already have achieved a benchmark score of 19 on the ACT (or approximately an 18 on the PLAN test.)

Pre-Calculus A & B Honors

Grade Level: 11

Credit: ½ each

Prerequisite: B or above in Accelerated Algebra 2B, Algebra 2B

Pre-Calculus A Honors extends the student's knowledge of special functions, polynomial and rational functions, exponential and logarithms, and trigonometric functions. Pre-Calculus Honors prepares the student for Calculus. Pre-Calculus B Honors is a continuation of Pre-Calculus Honors A. Topics include establishing trigonometric identities, solving trigonometric functions, sequences, series, probability, conic sections, and limits.

Probability & Statistics

Grade Level: 12

Credit: ½

Prerequisite: Algebra 2B

This course will cover statistical analysis including standard deviations, margin of error, bell curves, survey analysis, as well as random and statistical probabilities. Student surveys and probability games will be used for analysis. The course will prepare seniors for college mathematics.

SCIENCE

Class of 2015

Students must take the following 5 required science classes and an additional one credit of science electives. Elective choices are listed in Appendix A.

Required: (See descriptions above)

CSI

Biology I – Parts A & B

Earth/Space

Physical

See Appendix A for listing of all science categories and offerings.

Class of 2016

Students must take the following 4 required science classes and an additional 1.5 credits of science electives. Elective choices are listed in Appendix A.

Required: (See descriptions above)

Biology I – Parts A & B

Earth/Space

Physical

See Appendix A for listing of all science categories and offerings.

Class of 2017 and Beyond

Students must take the following 4 required science classes and an additional 1 credit of science electives. Elective choices are listed in Appendix A.

Required: (See descriptions above)

Biology I – Parts A & B

Integrated Science A & B

See Appendix A for listing of all science categories and offerings.

Integrated Science A & B

Grade Level: 9

Credit: ½ each

Prerequisite: None

Part A will place an emphasis on Earth/Space science. Students will study the following topics: earth formation, plate tectonics, earthquakes, volcanoes, astronomy and geologic time.

Part B will cover Physical science topics. Students will study basic chemistry and physics concepts. Topics include: states of matter, properties of atoms and the periodic table, chemical bonds, chemical reactions, forces, and Newton's Laws. This course is required for all students.

Integrated Science Accelerated A & B

Grade Level: 9

Credit: ½ each

Prerequisite: Score of 229 on MAP Reading Test **AND** a score of 241 on MAPS Math Test **AND** teacher recommendation

Part A will place an emphasis on Earth/Space science. Students will study the following topics: earth formation, plate tectonics, earthquakes, volcanoes, astronomy and geologic time.

Part B will cover Physical science topics. Students will study basic chemistry and physics concepts. Topics include: states of matter, properties of atoms and the periodic table, chemical bonds, chemical reactions, forces, and Newton's Laws. This course is required for all students.

Biology A & B

Grade Level: 10

Credit: ½ each

Prerequisite: recommended successful completion of physical science or Integrated Science)

Part A is the first half of the biology course requirement at the 10th grade level. The course will focus on the following topics: characteristics of life, taxonomy, basic biochemistry, cell structure and function, cellular energy, and cell transport.

Part B is a continuation of Biology I Part A. Students will use their knowledge and skills from Part A to help them study and learn about the following topics: Cell reproduction, Molecular Genetics, Mendelian Genetics, Ecology, and Evolution.

In both Part A and Part B, students will participate in a variety of classroom activities, including lecture/class discussions, labs, hands-on activities, and career-based guest speakers.

At the end of the Biology I sequence, students will be required to take a state-mandated End of Course Assessment

Biology Accelerated A&B

Grade Level: 10

Credit: ½ each

Prerequisites: Score of 232 on MAP Reading Test **AND** a score of 244 on MAPS Math Test **AND** teacher recommendation

Accelerated Biology is an introductory course aligned with pre-AP Biology curriculum that will emphasize the major underlying and unifying themes of biology. The course will feature a variety of instructional methods with an emphasis on inquiry and a strong laboratory component. Students will use multiple resources to enhance classroom instruction, such as periodicals, newspapers, and Internet, as well as fiction and nonfiction books. Content will be tied into global current events, leading into bioethical discussions.

Part A course topics will include characteristics of life, taxonomy, biochemistry, cell structure and function and bioenergetics.

Part B course topics will include the molecular basis of heredity, cell cycle, genetics, biological evolution, interdependency of organisms, and population growth.

At the end of the Biology I sequence, students will be required to take a state-mandated End of Course Assessment

Earth/Space Science

Grade Level: 10-11

Credit: ½

Prerequisite: None

In this course, students will study the following topics: earth formation, plate tectonics, earthquakes, volcanoes, astronomy and geologic time. This course is required for all students.

Physical Science

Grade Level: 10-11

Credit: ½

Prerequisite: None

In this course, students will study basic chemistry and physics concepts. Topics include: states of matter, properties of atoms and the periodic table, chemical bonds, chemical reactions, forces, and Newton's Laws. This course is required for all students.

Anatomy & Physiology: Structures

Grade Level: 11-12

Credit: ½

Prerequisite: Biology A & B; Chemistry (Can be Concurrent)

Students interested in pursuing a career in medicine will learn basic medical terminology and the structures and functions of the integumentary, skeletal and muscular systems of the human body.

Anatomy & Physiology: Senses

Grade Level: 11-12

Credit: ½

Prerequisite: Biology A & B; Chemistry (Can be Concurrent)

The human body relies on its nervous system including the brain, spine, and special senses to experience the world. Students will learn the structures and functions of the various organs along with diseases and disorders.

AP Biology – Parts A, B & C

Grade level: 11-12

Credit: ½ each

Prerequisite: Biology A&B, Chemistry A & B and teacher recommendation

Fee: \$90 (estimated AP exam fee)

This course will stress: knowledge of facts, principles, and processes; collection of biological information and the interpretation, hypotheses and analysis of the data; and understanding that science is a human endeavor with three levels (molecular/cellular, organism and population). Students signing up for this class must take all 3 parts. The AP student will be expected to attend a lab class one day per week after normal school hours.

AP Chemistry – Parts A, B, & C

Grade level: 11-12

Credit: ½ each

Prerequisite: Chemistry A & B and teacher recommendation

Fee: \$90 (estimated AP exam fee)

This course stresses: Periodic Chart, periodic relationships, molecular geometry, thermochemistry, nuclear chemistry and organic chemistry. Students signing up for this course must take all 3 parts. The AP student will be expected to enroll in a specially arranged lab class at a local college to be held one day per week after normal school hours. Students must provide own transportation for this lab class.

Chemistry Part A & Part B

Grade level: 10-12

Credit: ½ each

Prerequisite: Physical Science & Algebra II (Can be concurrent)

In Chemistry A, students will study fundamentals of matter such as bonding of atoms, intermolecular forces and kinetics as related to physical properties. This class is highly recommended for students planning to attend college. Chemistry B will cover concepts such as stoichiometry, acid base theory, gases and colligative properties will be investigated. This class meets pre-college curriculum and is required by many colleges.

Environmental Science

Grade: 11-12

Credit: ½

Prerequisite: Biology A & B

Do you ever think about where your trash goes? What about the chemicals you use – where do they go? Since they go back into the environment, what does this mean for wildlife, factories, manufacturers, and humans? Learn about the laws and regulations protecting our environment.

Forensics

Grade Level: 10-12

Credit: ½

Prerequisite: None

Do you turn off instant messaging when CSI is on so you don't miss a single minute? Do blood spatters, tire tracks and finger prints fascinate you? Become a crime scene investigator! In this course you will untangle the evidence and solve the crime using inquiry based investigations. Careers including Blood Pattern Analyst, Medical Examiner, and Facial Reconstructions will be investigated.

Geology

Grade: 10-12

Credit: ½

Prerequisite: Earth Science

Learn about the Earth, its exciting events and its many treasures. This course will take the study of the Earth to a new level. Study the Grand Canyon, learn about the search for petroleum and the mining industry. Learn about careers in this dynamic field such as Geologist and Petroleum Engineer.

Oceanography

Grade Level: 10-12

Credit: ½

Prerequisite: None

Students will study the oceans from an ecosystem viewpoint. Ecosystems to be covered in this course will include beaches, coral reefs, the open ocean, and the deep oceans. Species interactions and the effects of man on these environments will be the focus. Students will learn about oceanic life forms such as sea anemones, squid and sharks. Students will also choose a long term project to take part in a learning based research opportunity.

Physics A & B

Grade level: 11-12

Credit: ½ each

Prerequisite: Algebra II

This course will focus on the study of Matter (motion and the laws of motion, energy) and the fields of magnetism, gravity, heat, sound, light, electricity, nuclear energy.

SOCIAL STUDIES

Integrated Social Studies Parts A & B

Grade Level: 9 Credit: ½ each
Prerequisite: None

The intent of this class is to build a foundation of knowledge and skills that can be utilized in real world situations and in subsequent social studies classes. Introduction to Social Studies A will provide the students with a basic understanding of Culture and Geography. Introduction to Social Studies B will provide the students with a basic understanding of Economics and Civics. Activities in the class will encourage knowledge comprehension, application, analysis, synthesis and evaluation of the principles and topics discussed.

AP American Government A, B & C

Grade Level: 9 Credit ½ each
Prerequisite: Score of 237 on MAP Reading Test
Fee: \$90 (estimated AP exam fee)

This course will give student an analytical perspective on government and politics in the United States. It includes both the study of general concepts used to interpret U.S. politics and the analysis of specific examples. The course requires familiarity with the various institutions, groups, beliefs and ideas that constitute U.S. politics. Students will become acquainted with the variety of theoretical perspectives and explanations for various behaviors and outcomes. The topics covered will parallel those explored in college courses. Topics for the class include: Constitutional Underpinnings of the U.S. Government; Political Beliefs and Behaviors; Political Parties, Interest Groups, and Mass Media; Institutions of National Government; Public Policy; and Civil Rights and Civil Liberties. Students will learn facts and concepts to understand the typical political process. Students will use specific information in order to critically evaluate general propositions about, and the relationships between, government and politics. Students will also analyze relationships between the people and political institutions as well as the relationships among the different institutions. Using primary and secondary sources, students will interpret and utilize basic data relevant to government and politics in sustained written arguments.

Students who do not meet the prerequisite may submit an AP Enrollment Waiver Form which can be found online or in the Guidance Office.

World Civilization A & B

Grade Level: 10 Credit: ½ each
Prerequisite: None

Review of world History from 1500 through the present. These classes are designed to help the students understand the historical, political, and economic aspects of world history from the Renaissance to the present. We will focus on how these events have shaped the world we live in today. Other than the focus on social studies content, we also will be working with the Kentucky Core Academic Standards for Reading and Writing in history/social studies. To meet these standards, students will be reading and analyzing primary and secondary sources and writing explanatory and argumentative essays throughout the two 12 week courses. The writing pieces will be part of the students' school writing folder and will be the culminating project for the following units:
Unit 1: Revolutionary Ideas of the Enlightenment
Unit 2: Problems of the Interwar Years-the Seeds of World War II

AP European History A, B & C

Grade: 10 Credit: ½ each
Prerequisite: Score of 237 on Winter MAP Reading Test
Fee: \$90 (estimated AP exam fee)

This course will research the past by exploring vibrant and engaging pieces of historical evidence such as various types of documents, paintings, letters, photographs, and cartoons. Learn to analyze historical evidence and write analytical and interpretive essays as you explore the major themes of European history. While the emphasis is on traditional political history, considerable time will also be spent on the intertwined and evolving relationship between Europe and the world

Students who do not meet the prerequisite may submit an AP Enrollment Waiver Form which can be found online or in the Guidance Office.

U.S. History A & B

Grade Level: 11 Credit: ½ each
Prerequisite: None

Review of history up until 1865 with a focus on 1865-present. These classes are designed to help the students understand the historical, political, and economic aspects of the United States. We will focus on how these events have shaped the world we live in today. Other than the focus on social studies content, we also will be working with the Kentucky Core Academic Standards for Reading and Writing in history/social studies. To meet these standards, students will be reading and analyzing primary and secondary sources and writing explanatory and argumentative essays throughout the 24 week course. The writing pieces will be part of the students' school writing folder and will be the culminating project for each trimester.
Part A: Explanatory/Informational essay on United States Imperialism during the late 1800's and early 1900's
Part B: Argumentative essay on the effectiveness of the New Deal

At the end of the US History sequence, students will be required to take a state-mandated End of Course Exam.

AP US History- Parts A, B & C

Grade Level: 11 Credit: ½ each Part
Prerequisite: Score of 239 on Winter MAP Reading Test
Fee: \$90 (estimated AP exam fee)

Advanced Placement American History extends the study of American History with a special focus on early colonial history to the present. This course provides the student with a comprehensive knowledge of American history and prepares the student to take and pass the Advanced Placement American History examination at the end of the school year.

Students who do not meet the prerequisite may submit an AP Enrollment Waiver Form which can be found online or in the Guidance Office.

At the end of the AP US History sequence, students will be required to take a state-mandated end of Course Exam.

Abnormal Psychology

Grade Level: 12 Credit: ½
Prerequisite: None

This course will examine the pathological behavior patterns and symptoms of personality disorders and will focus on the origin, nature and methods of treatment of abnormal behavior.

Contemporary American History

Grade Level: 10-12

Credit: ½

Prerequisite: None

This course is designed to dig deeper into our most recent US History. Topics will focus on the Cold War to the present day including Vietnam, The Persian Gulf War, the Reagan years and the 21st century. The class will involve discussion, reading and projects.

Criminal Justice

Grade Level: 9-12

Credit: ½

Prerequisite: None

This class will help students to better identify the constitutional amendments and core content taught. Elements of practical law and legal principles as it applies to the high school student's daily life will be discussed. Topics covered in the course build an awareness of human rights/civil rights, democratic principles, conflict resolution, the advocacy process, juvenile law, civil law, family law, children's advocacy, employment law, immigration law, consumer law, careers in law and prominent Supreme Court cases. The relevant legal principles taught in the course empowers students to use their knowledge to solve problems and better their communities

Economics

Grade Level: 10-12

Credit: ½

Prerequisite: None

If your money is important to you then this course is for you! This one-trimester class familiarizes students with basic economic concepts, economic systems, market economies and institutions, and personal financial literacy. Topics are designed to give students the ability to make wise decisions about spending, saving, and investing. Practical life examples and information are the focus of the class.

Military History

Grade Level: 10-12

Credit: ½

Prerequisite: None

This course will explore military strategy, battles and leaders throughout history using Sun Tzu's *Art of War* as a guide. Students will read the first 5 chapters of the book and use Sun Tzu's theories to evaluate how battles were won or lost, how military leaders succeeded or failed, and determine the effectiveness of strategies used in war. Along with a focus on the *Art of War*, students will also research the evolution of weapons of war and the impact of these weapons on the outcome of famous battles.

Political Science

Grade Level: 10-12

Credit: ½

Prerequisite: None

The purpose of the course is to help you gain a better understanding of the reasons for government and its place in your life. We will focus on the origins of government and study the United States Constitution with particular emphasis on the legislative, executive, and judicial branches. The course is intended to enable students to become active citizens in the democratic process.

Psychology

Grade level: 12

Credit: ½

Prerequisite: None

This course will trace the scientific roots of psychology, major theories, methods of research, life span, theories of learning, and consciousness. It will also cover the elements of motivation, sensation and perception, experimental psychology, development of personality, and personality testing.

Sociology

Grade Level: 12

Credit: ½

Prerequisite: None

Sociology is a social science that introduces the student to the discipline of studying people's interactions in groups. This class will look at the individual and how he/she is influenced by his/her culture, peers, family and religion. The focus will include population growth, social stratification, gender, family, divorce, child abuse. The course will help students understand what the sociological imagination is and how to become less ethnocentric about the American way of life.

PHYSICAL EDUCATION/HEALTH**Physical Education 1**

Grade Level: 9

Credit: ½

Prerequisite: None

A variety of activities will be utilized in stressing the development of the components of physical fitness. Basic skills, strategies, teamwork, and general knowledge of team sports will also be included. Activities will include but not be limited to weight training, softball, basketball, soccer, and volleyball.

Health

Grade Level: 9

Credit: ½ each

Prerequisite: None

The class will introduce students to many current health topics that impact today's society and specifically the teenage population. The course is taught so all students gain sufficient knowledge and motivation to function at their best physically, mentally, emotionally and socially. A major emphasis will be placed on prevention as the best means for healthy living. Specific units covered in this class include: Fitness, Nutrition, Drugs Alcohol and Tobacco, Sex Education, CPR and Basic First Aid, and Consumer Health.

Fitness

Grade Level: 10-12

Credit: ½

Prerequisite: Phys. Ed I

This course is designed for students wanting to "get in shape." Depending on interest in the class, there will be separate sections for males and females. It will focus on weight management and improving overall wellness and appearance. Outstanding athletic skills are not a requirement for this class.

Recreational Sports

Grade Level: 11-12

Credit: ½

Prerequisite: Phys. Ed I

This course is designed to allow students to learn and experience Recreational Activities. Topics covered include, but are not limited to Archery, Table Tennis, Pickle Ball, Tennis, Badminton, Ultimate Frisbee/Football

Strength & Conditioning

Grade Level: 11-12

Credit: ½

Prerequisite: Phys. Ed I

This course is designed for students who want to increase athleticism. Activities are designed to improve strength and flexibility. Students should expect to work hard every day and be willing to push themselves to become their best. Class will also include learning basic physiology and energy systems training, as well as how to design individual programs.

Team Sports

Grade level: 10

Credit: ½

Prerequisite: Phys. Ed I

This course will focus on individual improvement in team-oriented activities. Activities include but are not limited to Touch Football, Soccer, Basketball, Softball, and Volleyball.

Spring term activities might include Softball, Basketball, Track & Field, Team Handball, or Ultimate Frisbee/Football.

BUSINESS /PRACTICAL LIVING**Accounting & Finance Foundations 1A & 1B**

Grade Level: 10-12

Credit: ½ each

Prerequisite: Part A before Part B

These automated (computer-based) courses help students prepare for employment in business occupations, provide a good foundation for college accounting, and are useful in everyday life. The principles taught in Accounting 1A include the accounting cycle for a sole proprietorship and in Accounting 1B include the accounting cycle for a partnership. Both courses cover careers, checking and savings accounts, mutual funds, credit cards, and certificates of deposit

Accounting & Finance Foundations 2A & 2B

Grade Level: 11-12

Credit: ½ each

Prerequisite: Finance Foundations 1A & 1B

This course provides advanced knowledge of accounting methods and procedures used in keeping records for corporations. Skills are developed in analyzing, interpreting, summarizing and reporting financial information.

Advanced Child & Human Development A & B

Grade Level: 11-12

Credit: ½ each

Prerequisite: Child Development A & B

This course addresses the practical problems related to understanding the areas and stages of lifespan development, review effects of heredity and environment on the life stages, meeting the needs of exceptional individuals, promoting optimum growth and development. **Part A** will focus on the middle childhood, adolescent, and early adult developmental stages. **Part B** will focus on middle / late adulthood developmental stages. Careers in human development and adult care services are explored.

Advanced Digital Literacy A, B

Grade Level: 10-12

Credit ½ each

Prerequisite: Computer & Technology A & B

In Part A, Students will develop an advanced competency in operating popular software programs currently used in the business world such as Microsoft Word 2013 and Microsoft Excel 2013. Students will work toward expert level MOS Certification in one or more of these Microsoft areas. In addition, students will utilize Internet access to complete various projects.

In Part B, students will learn PowerPoint 2013, Microsoft Publisher 2013 and Microsoft Access 2013 as they complete units of study in presentation, publishing and database applications. Internet research is incorporated into the course as well as business concepts with an emphasis on computer terminology/functions and career/employment opportunities. Students will work toward expert level MOS Certification in one or more of these Microsoft areas. In addition, students will utilize Internet access to complete various projects.

Business Management

Grade Level: 11 –12

Credit: ½

Prerequisite: None

Business Management is designed for those students who are going to continue their education in the area of business administration or plan to serve as a manager in any career field. The focus is developing the organization, operation, and management skills required to run a business enterprise, manage a school, develop a successful law practice, and many more career areas from the schools of study. It also emphasizes leadership skills, as well as the four functions of management.

Business Technology (Graduation Requirement)

Grade Level: 9

Credit: ½

Prerequisite: None

Students will explore the many different avenues of the business world emphasizing personal life skills including consumerism, banking services, business technology, and career exploration. As part of the student's Individual Learning Plan (ILP), the different career clusters and individual careers will be explored. The following pieces will be created and filed in the student's ILP: personal resume, letter of application, and Career Cruising information.

Child Human Development A&B

Grade Level: 9-11

Credit: ½ each

Prerequisite: None

These courses address the concepts related to understanding the areas and stages of human growth and development, recognizing effects of heredity and environment on human growth and development, meeting the needs of exceptional children, promoting optimum growth and development. **Part A** will focus on prenatal and infancy stage development. **Part B** will focus on toddler, preschool and school age developmental stages. Careers in child/human development are explored.

Computer Graphics 1

Grade: 9-12

Credit: ½

Prerequisite: None

This course is an exploration and use of computer generated graphics, typography, layout and design. Students will utilize Adobe Photoshop CS3 to learn to edit and draw images, basic desktop publishing and to create presentation graphics. Students will be expected to develop proficiency in the use of Adobe Photoshop, Microsoft Publisher, digital cameras, scanners, and printers. During the course of the trimester, students will work on short assignments as well as extended projects.

Digital Literacy A, B

Grade Level: 9-12

Credit ½ each

Prerequisite: CEC or Business Technology

In **Part A**, students will reinforce proper keyboarding techniques as they develop speed and accuracy in using the computer and learn proper formatting as they prepare business and personal documents. Students will develop competency operating popular software programs currently used in the business world such as Microsoft Word and PowerPoint. Students will work toward MOS Certification in one or more of these Microsoft areas. In addition, students will utilize Internet access to complete various projects.

In **Part B**, students will learn Excel, and Access as they complete units of study in word processing, presentation, database, and spreadsheets. Internet research is incorporated into the course as well as basic business concepts with an emphasis on computer terminology/functions and career/employment opportunities. Students will work toward MOS Certification in one or more of

these Microsoft areas. In addition, students will utilize Internet access to complete various projects.

Entrepreneurship

Grade Level: 11-12

Credit: ½

Prerequisite: None

This course is designed to provide students the skills needed to effectively organize, develop, create and manage their own business. This course is based on the business and marketing core that includes communication skills, economics, financial analysis, operations, promotion and selling. The culminating project of the course is the development of a comprehensive business plan. Cooperative education or shadowing experiences may be used to enhance course instruction.

Introduction to Informatics & Media Arts

Grade Level: 9

Credit: ½

Prerequisite: None

The first course in the sequence of Media Arts studies, this course is for students who are creative, imaginative, detailed oriented, and ready to learn technical skills. Students will intersect their creative ability with today's technology. **The Introduction to Media Arts course is for students who plan to attend the Kenton County Academies of Innovation and Technology Media Arts Academy in the 10th, 11th, and 12th grades.** The goal for students on the Media Arts program is to learn to use their designs to communicate ideas to the world. Areas to explore are: Photographic Imaging, Video Production, Podcasting, Digital Filmmaking, Video and News Production, Flash Animation, Visual Effects & Motion Graphics and Commercial Photography.

Life Skills A & B

Grade Level: 9-11

Credit: ½ each

Prerequisite: None

The Life Skill courses provide an opportunity for acquiring basic life skills and guides students to explore and select specific areas for concentrated study. The emphasis of Part A is on family, employability skills, adolescent development, introduction to textiles, interiors and design. Part B will emphasize financial management, challenges of parenting, establishing healthy relationships, and creating a foundation for healthy lifestyles and nutrition.

Management Principles

Grade Level: 9-10

Credit: ½

Prerequisite: None

Information relating to the free enterprise system and its impact on the flow of goods and services in our economy is emphasized through a simulation managing a local business.

Money Skills

Grade Level: 12

Credit: ½

Prerequisite: None

This course is designed to prepare students to understand and use sound financial management skills and practices contributing to financial stability, improving the quality of life for individuals and family. Students will analyze lifestyle conditions which affect their financial situations throughout the life cycle. They will also learn how to manage checking and savings accounts, budgets and financial investments; identify wise credit practices; and understand the credit rating system.

Nutrition & Food A & B

Grade Level: 11-12

Credit: ½ each

Prerequisite: None

Nutrition and Food courses are designed to assist students in making critical decisions about food, which contributes to health and well-being. Laboratory instruction is included as an application process. Part A will address attitudes toward food, nutrition facts, preparation skills, food safety, sanitation and careers in nutrition and food service. Part B will cover special health concerns and diets, management of food resources, preparation skills, food safety, sanitation and careers in nutrition and food service.

Principles of Marketing

Grade Level: 9-10

Credit: ½

Prerequisite: None

Marketing is required in all schools of study, and this course provides a basic foundation for further study in high school and beyond. Two main concepts covered in this course are the marketing mix: product, price, promotion, and distribution; as well as the promotional mix including the importance of advertising and personal selling skills. Decision-making and problem-solving skills are involved in units on developing products, competition, and promotion, and career opportunities in this field are discussed for all schools of study.

Principles of Teaching 1 & 2

Grade Level: 11-12

Credit: ½ each trimester

Prerequisite: Application and teacher approval

This course will give the student the opportunity to learn what it takes to teach. Students will be paired with a teacher at the educational level they are most interested in and be a teaching assistant. Principles of Teaching 2 is available as a dual credit with Thomas More College.

Relationships A&B

(Offered in 2015-2016)

Grade Level: 10-12

Credit: ½ each

Prerequisite: None

This course assists students to develop self-understanding, better understanding of others, improve interpersonal skills both within and outside the family. Part A will explore other person's needs and property, and maintaining mental and emotional wellness. Part B will explore Family Life education, including dating and married relationships.

Specialized Marketing

Grade Level: 11-12

Credit: ½

Prerequisite: None

This class is designed to provide training of skills necessary for a marketing position in Sports and Entertainment, Advertising and Promotion, Fashion and Retail Marketing fields, and to expose the students to jobs at the mid-management, specialist, or supervisory level. Instruction includes marketing skills, skills and techniques of advertising and promotion, psychology of selling, and management associated with the marketing of leisure-time activities and events.

Webpage Design

Grade Level: 10-12

Credit: ½

Prerequisite: None – keyboarding skills helpful

This course utilizes computer and application software to prepare web pages. Students are assessed through performance and written forms as well as constructing technology projects and creating web pages for the Dixie website. A cumulative portfolio of their work is compiled for successful transition to post-secondary education or entry-level job placement.

Art & Humanities

2D 3D Art

(Offered in 2015-2016)

Grade Level: 10-12

Credit: ½

Prerequisite: Art 1

This course is designed to give students a wide variety of art making experiences. Students will explore the world of relief and 3-D art utilizing both traditional and non-traditional approaches using a variety of media that may include: jewelry, fiber arts, altered books, tile mosaic, collage, assemblage and ordinary objects that can be transformed into creative works of art.

AP Music Theory A&B

(Offered in 2015-2016)

Grade Level: 11-12

Credit: ½ each

Prerequisites -- Teacher Approval, General Music Theory Course and 2 trimesters of music courses

Fee: \$90 (estimated AP exam fee)

AP Music Theory is a course designed to develop student skills in music theory and analyze composition, arranging, and aural cognition. Upon completion of the course, students are prepared to take the AP Music Theory Exam. This course should be taken by students who plan on becoming music majors in college.

AP Studio Art A

Grade Level: 11-12

Credit: ½

Prerequisite: Art 1, Drawing, Painting, and Teacher Signature (or a portfolio review)

This class is designed for the student who will advance to the AP Studio Art class. Students will work on the Breadth section of the AP portfolio during this 12 week class. Students will work at a college level, keep a detailed journal/sketchbook, participate in group critique sessions and have various writing and reading assignments.

AP Studio Art Parts B & C

Grade Level: 11-12

Credit: ½ each

Prerequisite: Art 1, Drawing, Painting and Teacher Signature (or a portfolio review)

Fee: \$90 (estimated AP exam fee)

AP Art is a class which allows students to achieve college credit for their art portfolio. Students may submit one of three portfolios (drawing, 2-D design and 3-D). Students will work on completing their Breadth section of their AP portfolio as well as their Concentration section. Students will participate in groups and individual critiques, keep a comprehensive journal/sketchbook and have various writing and reading assignments throughout the class.

Art I

Grade Level: 9-12

Credit: ½

Prerequisite: None

General Art introduces the student to the elements of design as well as different drawing and painting techniques. The class will allow the student to become more artistically aware. Students will also be exposed to several key artists throughout history.

Bass Choir A & B

Grade Level: 9-12

Credit: ½ each

Prerequisite: None

This class is designed to teach the basics of male vocals, including basic music theory and sight-singing. Grades will be based upon daily rehearsal, technique, theory lessons, quizzes, mandatory attendance at performances, and a final exam. Students who show a strong work ethic and excel in sight-singing can be considered for upper choirs.

Chamber Choir A, B, & C

Grade level: 10-12

Credit: ½ each

Prerequisite: Concert Choir, Bass Choir or Treble Choir

Membership in the Chamber choir is audition-based. This is the elite of all the choirs at Dixie. This ensemble seeks to produce a high quality of music covering various genres, languages, and styles. Students seeking membership in Chamber Choir need to show a high work ethic in Concert Choir or Treble Choir. Grades are based upon daily rehearsal technique, theory lessons, quizzes, mandatory attendance at performances, and a final exam. Members of this choir will have the opportunity to participate in All-State Choir auditions, Solo & Ensemble, NKU Honor Choir, and Large Group Contest.

Concert Band

Grade Level: 9-12

Credit: ½

Prerequisite: None

Concert Band is a performance based course that focuses on beginning level musicianship. Freshman band students should take this course and then take Symphonic Band in other trimesters. Students wishing to start learning a band instrument can also take this course as it focuses on basic techniques and skills.

This course is designed for freshman and beginning level musicians.

Concert Choir A & B

Grade Level: 9-12

Credit: ½ each

Prerequisite: None

Concert Choir is a non-auditioned beginning choir designed for any female students wanting to sing in a choir at Dixie. This class is designed to teach the basics of singing along with basic music theory and sight-singing. Concert Choir is viewed as a preparatory course for the auditioned choirs. Grades will be based upon daily rehearsal technique, theory lessons, quizzes, mandatory attendance at performances, and a final exam. Students who show a strong work ethic and excel in sight-singing can be considered for the auditioned choirs at Dixie.

Design

Grade Level: 10-12

Credit: ½

Prerequisite: Grade of B or higher in Art 1 & Teacher recommendation

This class will focus on a variety of topics in product or industrial design, such as furniture, toys, clothing, housewares, or anything that would be designed for humans or animals to use.

Drama I

Grade Level: 9-10

Credit: ½

Prerequisite: None

Study in Drama provides both individual and social development. The course involves the individual and class members in fundamental knowledge of the stage areas and positions, as well as individual and group projects. Monologues, skits, and scenes will be planned, rehearsed and presented. Personal growth is assured as students gain confidence and poise from participation and performances.

Drama 2

Grade Level: 10-12

Credit: ½

Prerequisite: Drama I

Drama II will go more in depth into the art and craft of theater. The course will focus on the literary elements of theater (e.g., character motivation and development) as well as the performance elements (e.g., inflection, diction, tone, etc.). Students will participate in activities associated with Reader's Theater, improvisation, monologues and dialogues, blocking, scene writing, storytelling, etc. In addition, students will begin to direct and take direction during this course. The activities

are hands-on and can sometimes be very active. Participation is a must; a desire to excel in the dramatic arts is a requirement.

Drawing 1

Grade Level: 10-12 Credit: ½
Prerequisite: B Average in General Art and Teacher Signature

Drawing 1 is designed to continue drawing skills and techniques that were started in General Art. Students will be exposed to still life, figure and landscape drawing. Students will become familiar with several different drawing media such as graphite, charcoal, ink and pastels. Art history will also be an essential part of the curriculum.

Guitar 1

Grade: 10-12 Credit: ½
Prerequisite: None

Applied Music Theory will utilize the guitar. Whether you have studied guitar for years, this class will allow you to work at your present level and enable you to grow as a musician. The class will begin by assessing each student's level and then conferencing with each student to decide upon goals to be achieved by the student. Daily music theory will be part of the structure of this class followed by individual practice time and one-on-one teacher assistance. Grades will be based upon completed class work and assessments and individual goals achieved by each student.

Humanities

Grade Level: 9-11 Credit: ½
Prerequisite: None

Humanities introduces the student to the arts in a cultural and historical context with special focus on music, art, dance, theater and literature throughout history. As a part of the study, the student will learn to identify, examine, analyze and create different arts and will participate in painting, building architecture, writing, listening to music, movement and philosophical discussions. *This class satisfies one half of the Arts & Humanities credit required for graduation.*

Music Appreciation

Grade: 9-12 Credit: ½
Prerequisite: None

This course focuses on the elements of music and the history of music. Students learn how to compose simple melodies and rhythms. Students learn about the history of music, including the lives and music of some of the world's greatest composers. Styles and different genres of music; from orchestral to rap and are analyzed for form and structure.

Music Theory 1

Grade: 10-12 Credit: ½
Prerequisite: Some knowledge of music

Music Theory should be taken by students who plan to major or minor in music. This class will be considered a college-prep class covering the basics of music theory, progressing into the circle of fifths and beginning composition. Sight-singing will be a part of the class structure. Grades will be based upon daily student work and a final exam. Prior knowledge in music is highly recommended. If you would like to register for this course and you have no musical background or training, please seek approval from the appropriate teacher.

Painting 1

Grade Level: 10-12 Credit: ½
Prerequisite: B Average in General Art, Drawing and Teacher Signature

Painting 1 is designed to continue the painting skills and techniques that were started in General Art. Students will be exposed to Tempera, Watercolors, Acrylic and several other wet media techniques. Students should take Drawing prior to taking this course

Peer Tutor-Gallery

Grade Level: 12 Credit: ½
Prerequisite: At least three upper level art classes and Teacher signature

This class allows students to learn the ins and outs of running a gallery. Matting and framing skills will be used constantly throughout the year. Students will be in charge of running the Main Dixie Art Gallery and the Main Office Gallery. Students will also assist with in class assignments.

Printmaking

(Offered in 2014-2015)

Grade Level: 10-12 Credit: ½
Prerequisite: General Art

In this type of art, the artist uses a plate to work an image, then inks the plate and transfers the image to another surface, such as a piece of paper or fabric. A variety of techniques will be employed in the class, including wood block, monotypes, silkscreen, intaglio, collagraph, and puzzleblock.

Sculpture/Ceramics

Grade Level: 10-12 Credit: ½
Prerequisite: B Average in General Art and Teacher Signature

Ceramics and Sculpture will explore art in the round. Students will work in different sculpture techniques and styles.

Student Production

Grade Level: 10-12 Credit: ½
Prerequisite: Drama I

This course is designed to teach students the technical aspects of a stage production. Job responsibilities will include: building, planning, designing, painting, advertising, costuming, props, lights, and sound. Students will be assigned to several different crews (2) based upon talent, interest, and experience.

Symphonic Band B & C -- 2nd and 3rd Trimester

Grade: 9-12 Credit: ½ each
Prerequisite: Some knowledge of music

These courses are only for students who have prior band experience either at the middle school or high school level. We will focus on standard band literature and strive to improve musicianship and technique. Students in these courses perform at the Northern Kentucky Concert Band Festival, two school based concerts, and the Dixie Heights Graduation ceremony.

Treble Choir A, B, & C

Grade level: 10-12 Credit: ½ each
Prerequisite: Audition with chorus teacher

Membership in the Treble Choir is audition-based. These classes are prerequisites for Chamber Choir. The classes are designed to teach the basics of singing along with basic music theory and sight-singing. Grades will be based upon daily rehearsal technique theory lessons, quizzes, mandatory attendance at performances, and a final exam. Students who show a strong work ethic and excel in sight-singing can be considered for Chamber Choir.

World Languages

All students who plan to attend college are advised to take two or three credits of a foreign language. A four-year program of study including Advanced Placement is needed to fulfill the Commonwealth Diploma requirements. Those students who wish to acquire a basic knowledge of a foreign language and wish to learn about its culture but who maintain average grades or lower in English in the 8th or 9th grade are strongly recommended to wait until the sophomore or junior year before beginning courses of study in foreign language. This will assure the average English student of more confidence and greater success in foreign language study.

German 1 A & B or Spanish 1 A & B

Grade Level: 9-12 Credits: ½ each

Prerequisite: Recommended at least an 85 average in 8th grade English for incoming freshman; an 80% for all other grade levels or 80% in Introduction.

Part A of German or Spanish integrates the four language skills in reading, writing, listening, and speaking with the German or Hispanic culture to encourage the student to actively participate in simulated real-life situations. The goal of these courses is to inspire the student to use the skills he/she acquires to participate in real communication from the outset. Recommendation from previous language arts teacher is required. *German I and Spanish I B both require a passing grade in part A of the same course and are a continuation of the same topics described above.*

German 2 A & B or Spanish 2 A & B

Grade Level: 9-12 Credits: ½ each

Prerequisite: 80% in German I or Spanish I and Teacher Recommendation

This course provides the student with a review of previously studied material in order to smooth the transition into the second level of study. The focus works with a variety of cultural situations to develop the student's speaking and writing skills. *German II and Spanish II B both require a passing grade in part A of the same course and are a continuation of the same topics described above.*

German 3 A & B (Honors) or Spanish 3 A & B (Honors)

Grade Level: 10-12 Credit: ½ each

Prerequisite: German II or Spanish II and Teacher Recommendation

In these courses, all skills are practiced through the concepts presented in the various culture and literacy sections. Meaningful communication and interaction are emphasized as the student develops more accurate basic skills in his/her language study. Language teacher recommendation is advised. This course enables the student to attain a higher level of proficiency required for students going to 4th year. It is highly recommended for students who expect to earn C.L.E.P. credit for college foreign language and/or expect to use the language in careers or future education. *German III and Spanish III B both require a passing grade in Part A of the same course and are a continuation of the same topics described above.*

AP German 4 A, B, & C or AP Spanish 4 A, B, & C

Grade Level: 11-12 Credit: ½ each

Prerequisite: German III or Spanish III, and Teacher Recommendation

Fee: \$90 (estimated AP exam fee)

The focus of this year-long, college level course is to enable the student to develop his or her communicative ability in the language of study. The purpose of this course is to revise, expand and synthesize in order that the student attains greater grammatical accuracy. It requires active, involved participation in real communication with the instructor and fellow students. A strong desire to communicate combined with knowledge of basic skills is needed to guarantee success in this challenging course.

German IV AP-B/C and Spanish IV AP-B/C are both a continuation of German IV AP-A and Spanish IV AP-A and require a passing grade in

Parts A and B of the same course and are a continuation of the same topics described above.

NOTE: Any student who has successfully completed German IV AP or Spanish IV AP is eligible to continue foreign language studies at the university level as class schedules permit. He/she may either pursue the same language more in depth as available by the university, OR he/she may choose to investigate a new language not offered at Dixie. Please see your counselor or one of the World Language Academy teachers if interested in this option.

Additional Courses

Aide

Grade Level: 11-12

Credit: No Credit

Prerequisite: Teacher recommendation

This course does not receive high school credit. A student must be in good standing and receive permission from a teacher before being permitted to be an aide. An application must be completed.

Peer Tutor

Grade Level: 11-12

Credit: ½

Prerequisite: 3.0 GPA or higher and must have passed the class they are peer tutoring in

This class allows students to become mentors for fellow high school students. Following the guidance of a mentor teacher, they provide support and assistance in the regular classroom setting. The grading for this course will be Pass/Fail. It will not count towards a student's GPA. An application must be completed.

Senior Project/Service Learning

Grade Level: 12

Credit: ½ each trimester

Prerequisite: Written proposal and teacher/administrator approval.

Senior Project: Students will plan, research, document and complete a significant meaningful project for the improvement of themselves and/or their community. Students will work with a professional in one or more of the following fields:

- Scientific Research
- Historic Research

Service Learning: Students will identify and work to solve social problems within their community, state or country. Social entrepreneurs are committed to produce a measurable impact on part of society that is not functioning in a productive way. Identifying problems and assisting to solve the problems as an agent of change – it is helping to educate the public and teach to be self-reliant. Students will work with professional mentors. **Students make take Senior Project for 2-3 trimesters and is offered during 5th period only.**

School-To-Work

Grade: 11-12

Credit: ½ credit for each period of STW

Prerequisite: Completed application and teacher approval. Attendance, discipline and academic achievement are also considered. Must have a job.

Students can gain job experience related to their career interests. Students are responsible for finding and applying for a job, working at least 100 hours per ½ credit, and providing their own transportation

- 1 to 3 trimesters
- Juniors – 1 period only – 5th
- Seniors – 1 or 2 periods

STLP

Grades: 10-12

Credit: ½ each trimester

Prerequisite: Completed Application and teacher approval

This technology leadership program allows students to implement their computer knowledge through various activities throughout the school building, including technical support and service learning projects.

APPENDIX A

SCIENCE CATEGORIES: Classes of 2015

Students in the classes of 2014 & 2015 are required to take a total of 3½ credits to graduate. For students who attend Dixie their freshman year, CSI will fulfill the first ½ credit. Students who transfer in may choose from any of the science electives to replace CSI. **During sophomore year, you will be required to take 1 full credit of Biology A & B to fulfill your Life Science category.** You must also take the required Core Earth and Core Physical Science classes. Your remaining 1 credit may be chosen from any of the science electives listed below.

Required Courses:

CSI
Biology A & B
Earth & Space
Physical

Electives

Advanced Biology
Anatomy/Physiology: Structures

Electives (continued)

Anatomy/Physiology: Senses
Chemistry
Environmental Science
Forensics
Geology
Horticulture
Lego Robotics

Electives (continued)

Medical Science
Oceanography
Physics
Radio Technology
Zoology
AP Biology**
AP Chemistry**

SCIENCE CATEGORIES: Class of 2016

Students in the class of 2016 are required to take a total of 3½ credits to graduate. **During sophomore year, you will be required to take 1 full credit of Biology A & B to fulfill your Life Science category.** You must also take the required Core Earth and Core Physical Science classes. Your remaining 1 ½ credit may be chosen from any of the science electives listed below.

Required Courses:

Biology A & B
Earth & Space
Physical

Electives

Anatomy/Physiology: Structures

Electives (continued)

Anatomy/Physiology: Senses
Chemistry A & B
Environmental Science
Forensics
Medical Science

Electives (continued)

Oceanography
Physics A & B
Radio Technology
AP Biology**
AP Chemistry**

SCIENCE CATEGORIES: Class of 2017 & Beyond

Students in the class of 2017 are required to take a total of 3 credits to graduate. **During sophomore year, you will be required to take 1 full credit of Biology A & B to fulfill your Life Science category.** You must also take Integrated Science A & B. Your remaining 1 credit may be chosen from any of the science electives listed below.

Required Courses:

Biology A & B
Integrated Science A & B

Electives

Anatomy/Physiology: Structures
Anatomy/Physiology: Senses
Chemistry A & B
Environmental Science

Electives (continued)

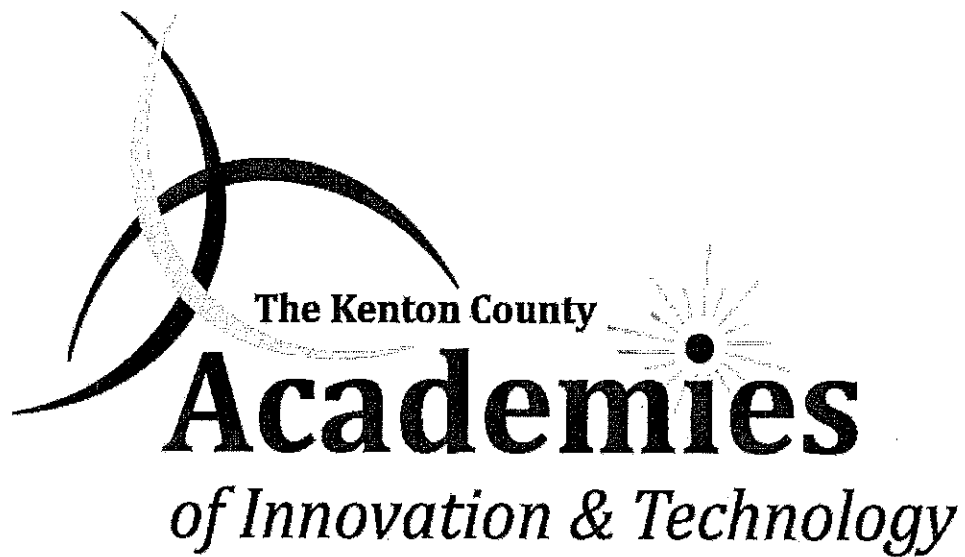
Forensics
Geology
Oceanography
Physics A & B
AP Biology**
AP Chemistry**

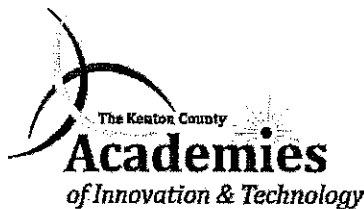
*****Future planned rotation of AP
Biology and AP Chemistry follows:***

***2014-2015 AP Chemistry
2015-2016 AP Biology
2016-2017 AP Chemistry
2017-2018 AP Biology***

COURSE GUIDE

2014-15



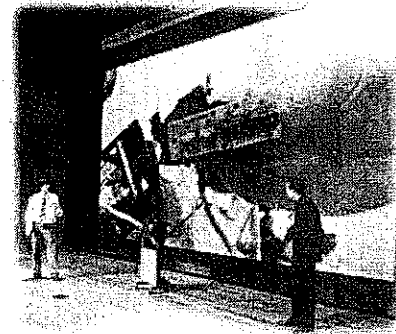


General Academy Philosophy

Each academy is an inquiry-based/performance-based method where the lines between "technical" and "academic" are deliberately blurred. All students will use technology to research, produce, and present across disciplines. Much of the class work will be project based and apply real world application. We encourage students with interests in the STEM (Science, Technology, Engineering, and Mathematics) to apply, and while we offer exciting, cutting edge experiences in the STEM areas, similar excitement and quality are to be found in the Language and Media Arts.

What is Curriculum Integration?

Curriculum is framed around answering questions and solving problems. Integration means we address issues as they are found in the real world – in teams, studying questions and themes that cut across academic disciplines. Teachers collaborate within an academy to develop coherent programs by intersecting their curriculum wherever possible. Each academy has a technical and two core content classes. The core content classes are taught with an emphasis and "flavor" of the career class. Each core content class covers the same curriculum as the core content classes taught at the traditional high schools. Academy core content classes are unique because they are taught by integrating the topics taught in the career class.



Informatics Scholars presentation

What is offered in each Academy?

Students have six different academies in which to apply to enroll. Each offers credits the same as their high school. Students will attend for half a day and the other half a day at their traditional high school. The six career academies are: Biomedical Sciences, Sustainable Energy Technology Engineering Academy, High Performance Production Technology, Engineering, Media Arts, and Informatics.

How are academy classes different?

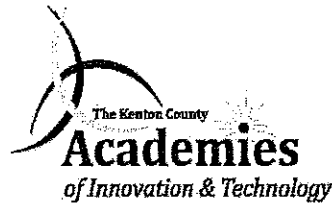
The academy philosophy is that small, personalized learning makes the high school experience motivating. Each academy consists of three highly skilled teachers collaborating to intersect their respected disciplines. Each area of concentration is equally important in the students' overall educational experience. We believe in the value of authentic teaching and project-based/inquiry-based/performance-based education. This method will provide students a high quality broad-based education that will serve them well in all phases of life.

How is the academy report card different?

We choose to report our assessment of students through traditional looking grades as we do at our traditional high schools. Parents also have the opportunity to discuss their students' progress with their teachers during parent teacher conferences. We want each student to work towards a "School to Career" thought process. This process requires students to learn what professionals refer to as "soft skills" as the academy sees them as "necessary skills" that are part of the learning process.

Our scholars will be graded of the following areas:

1. Content – Reflects the student's mastery of the course content
2. Work Ethic/Effort – Reflects the student's commitment to complete assignments & attend class.
3. Collaboration – Reflects the student's ability to work with others:
4. Critical Thinking – Reflects the student's ability to analyze & synthesize information.
5. Writing Mechanics – Reflects the student's mastery of grammar, spelling, & literary content.
6. Projects/ Proposals – Reflects the student's progress/completion with accompanying research.
7. Presentation Skills – Reflects the student's ability to present information effectively to an audience.



Who can join an academy?

The Kenton County Academies of Innovation and Technology have scholars that range from 9th grade to 12th grade. Freshman at Dixie Heights, Simon Kenton, and Scott High Schools are able to enroll in one academy introductory course on their campus. All 10th and 11th grade scholars from the three high schools may apply to the Kenton County Academies of Innovation and Technology. Scholars entering their 12th grade year are eligible to be selected for an academic internship and/or a college dual credit program.

Why are the academies a yearlong program?

It is important for parents and scholars to know that the academies are a yearlong program. While we cover all the content that is included in core classes at the home high school, we add in additional components such as research and work with professionals in their chosen career field. For this reason, we require scholars to remain for the entire year once the trial period is over.

Scholars scheduled for academy classes will be asked to remain in the academies through the first full week of school as a trial period. After the trial period, if they choose, they will be permitted to join another academy (depending on space availability) or reschedule into their home school classes during the second full week of school only (August 25th-29th). Upon rescheduling out of academy classes, their position will be forfeited and their spot will be given to a scholar on the waiting list.



If a scholar chooses to attend an academy, they are not required to attend that academy their entire high school career. The purpose of the academies is to help scholars explore different career fields. If they find they are not interested in the career of the academy they choose, they will finish the school year in their current academy if the drop date has passed. After that year, they are able to join a different academy (depending on availability) or return to their home high school.

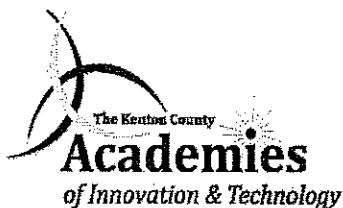
What is an academic internship?

The Academic Internship is a type of "Work-Based Learning Experience Program" for high school Academy senior scholars who have completed all of their required classes at their home school and are ready for a "real-world career experience".

Academic Internships give scholars opportunities to explore careers via workplace learning experiences and to benefit from interdisciplinary-based education as well as learn competencies needed to be successfully employed. Scholars have opportunities to learn about the world of work and to develop useful skills and attitudes. Through the demonstration of workplace skills, the academic competencies needed to be successfully employed will be highlighted along with the "Seven Areas of the Report Card".

The scholar must be invited by a mentor to participate in Academic Internship and the College and Career Coordinator will help to facilitate this for the mentor and the scholar. The internships could lead to course credit for the scholar if all criteria are met.

The Academic Internship will take place at the training site of the mentor and will be a component of a scholar's schedule either during the regular school day, after school hours, or during the summer, and may be one semester, one or more trimesters, or a year long experience. Scholars completing an academic internship will be required to take a seminar class and complete a research project. Scholars will present their research and learning experiences at the conclusion of the internship to business members and academy committee members.



What does an academy schedule look like?

If a scholar attends an academy that is not at their home school:

Scholars attending a morning academy will arrive at their home high school as usual. They will then board a bus and be transported to the academy where they will take three academy classes for the first portion of their day. Once academy classes are finished, they will board a bus and return to their home high school. There they will eat lunch and attend classes at their home high school for the remainder of the day.

Afternoon academy scholars will attend classes at their home high school in the morning. They will then eat lunch and board a bus that will take them to the location of their academy. Scholars will complete their three classes and be transported back to their home high school before the end of the school day.



Media Arts Scholars filming and interviewing

If a scholar attends an academy that is at their home high school:

Scholars will simply report to the academy for three classes during the academy time, depending on if they are in the morning or afternoon session. The rest of their day will consist of lunch and classes at the home school. These scholars will not be transported during the school day.

Can a scholar attend an academy and play sports or participate in extracurricular activities?

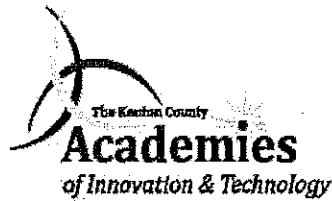
Absolutely! The academies are designed to enrich the scholar's high school experience! Our structure allows Scott, Dixie Heights, and Simon Kenton scholars to participate in activities at their home high school. Because all academy classes and travel are done during the school day, scholars are back at their home school and are finished at the same time as the other scholars at that school. They will participate in extracurricular activities of their choice for their home high schools.

Is graduation different for scholars in the academies?

No. Academy scholars will receive their diploma from their home high school and will attend graduation ceremonies with the traditional scholars at that school.

Important Information for Student Athletes!

Parents and Students, The Kenton County School District, including our high schools, and some of our district-wide programs use Edgenuity curriculum for some online courses. Edgenuity courses and curriculum are developed by highly qualified teachers. Edgenuity courses allow us as a district to personalize student Individual Learning Plans based on student needs. However, a highly qualified teacher that is certified in that content area must work closely with the student during at least 50% of the course or more for that course to be approved by the NCAA. If a student plans to play Division I or Division II sports in college, the student's transcript must reflect 16 credits of core academic courses approved by the NCAA. If you are a student athlete, please consult with your school counselor in planning your coursework each year in your Individual Learning Plan, especially if you are considering doing any online coursework. Each year, a counselor at your high school submits courses taught requesting approval for these courses from the NCAA. Your school counselor will know what courses are approved at your school. The Kenton County Academies of Innovation and Technology currently does not offer Edgenuity online courses. The three high schools, Simon Kenton, Dixie heights, and Scott all offer Edgenuity online courses.



What are the requirements for joining an academy?

Academy scholars are selected based on their willingness to work hard, their interest in a particular career field, and if they are on grade level. There is no specific GPA requirement to be accepted to the academies. Scholars are admitted on a "first come, first serve" basis and will be considered based on availability. Interested scholars are encouraged to apply as soon as possible because of limited capacity in each academy.

How do I apply?

Anyone wishing to be an academy scholar must fill out an application. Scholars can do this using the application link on the home page: www.Kenton.kvschools.us or by scanning the QR Code

APPLY TODAY!



For more information on the Kenton County Academies of Innovation and Technology, or to schedule a tour, please call the Academy office at 859-341-2266. Additionally, we can be reached by email at:

Dr. Francis O'Hara, Director

francis.ohara@kenton.kvschools.us

Julie Whitis, Associate Principal

julie.whitis@kenton.kvschools.us

Teresa Nicosia, College Career Readiness Coordinator

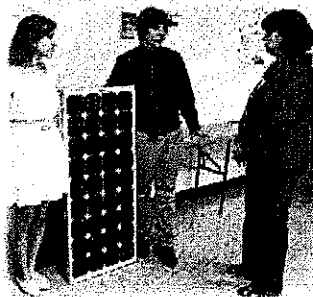
teresa.nicosia@kenton.kvschools.us

Helen Whitley, Administrative Assistant

helen.whitley@kenton.kvschools.us



Engineering Scholars reviewing their design



Sustainable Energy Technology Engineering Scholars present solar panels



High Performance Production Technology Engineering Scholars using 3D Printer

HIGH PERFORMANCE PRODUCTION TECHNOLOGY ACADEMY – MORNING SESSION

Hosted at Simon Kenton High School



PROJECT LEAD THE WAY

PLTW

Introduction to Engineering Design™ - PLTW 9th Grade Students at Simon Kenton High School Only

The first course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School. This course teaches problem-solving skills by engaging scholars in the engineering process. Models of product solutions are created, analyzed, and communicated in a variety of ways including the use of solid modeling computer design software. Students who pass the Introduction to Engineering Design course have the option to continue in this sequence by attending the Kenton County Academies of Innovation & Technology High Performance Production Technology Academy during 10th, 11th & 12th grades. **Course Number: 2050072**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

HIGH PERFORMANCE PRODUCTION TECHNOLOGY ACADEMY MORNING SESSION OFFERINGS:



PROJECT LEAD THE WAY

PLTW

Principles of Engineering™ - PLTW @ Simon Kenton High School 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School to sophomores from all three Kenton County High Schools. This course helps students understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help students learn how engineers and technicians use math, science, and technology in an engineering problem solving process to benefit people. The Principles of Engineering course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Completion of Introduction to Engineering Design (IED)**

High Performance Production Technology Academy for 10th Grade Students:

PATHWAY A:	Principles of Engineering 2161073	English II 3061073	Geometry *See Below 5061073
PATHWAY B:	Principles of Engineering 2161073	Accelerated English II 3041073	Accelerated Algebra II 5041073

*Scholars that are enrolling in pathway "A" for the academy must ALSO take Algebra II at their home high school



PROJECT LEAD THE WAY

PLTW

Principles of Engineering™ - PLTW @ Simon Kenton High School 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School to juniors from all three Kenton County High Schools. How are things made? What processes go into creating products? Is the process for making a water bottle the same as it is for a musical instrument? How do assembly lines work? How has automation changed the face of manufacturing? While students discover the answers to these questions, they're learning about the history of manufacturing, robotics and automation, manufacturing processes, computer modeling, manufacturing equipment, and flexible manufacturing systems. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Completion of Principles of Engineering (POE)**

High Performance Production Technology Academy for 11th Grade Students:

PATHWAY C:	Principles of Engineering 2072073	English III 3172073	Pre-Calculus **See Below 5172073
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**Scholars that are enrolling in pathway "C" for the academy must have complete Geometry and Algebra II



12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

ENGINEERING ACADEMY – AFTERNOON SESSION

Hosted at Simon Kenton High School



Introduction to Engineering Design™ - PLTW @ Simon Kenton High School
9th Grade Students at Simon Kenton High School Only

The first course in the Project Lead the Way sequence of Engineering studies is offered at Simon Kenton High School. This course teaches problem-solving skills using a design development process. Models of product solutions are created, analyzed, and communicated using solid modeling computer design software. Students who pass the Introduction to Engineering Design course have the option to continue by attending the Kenton County Academies of Innovation & Technology Engineering Academy during 10th, 11th & 12th grades. **Course Number: 2050072**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade.
 Students should schedule their English class as English I or Accelerated English I for 9th grade.

ENGINEERING ACADEMY AFTERNOON SESSION OFFERINGS:



Principles of Engineering™ - PLTW @ Simon Kenton High School
10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Project Lead the Way sequence of engineering studies is offered at Simon Kenton High School to sophomores from all three Kenton County High Schools. This course helps students understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help students learn how engineers and technicians use math, science, and technology in an engineering problem solving process to benefit people. The course also includes concerns about social and political consequences of technological change. The Principles of Engineering course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Completion of Introduction to Engineering Design (IED)**

Engineering Academy for 10th Grade Students:

PATHWAY A:	Principles of Engineering 2061072	English II 3061072	Geometry *See Below 5061072
PATHWAY B:	Principles of Engineering 2061072	Accelerated English II 3041072	Accelerated Algebra II 5041072

*Scholars that are enrolling in pathway “A” for the academy must ALSO take Algebra II at their home high school



Civil Engineering & Architecture™ - PLTW @ Simon Kenton High School
11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the Project Lead the Way sequence of engineering studies is offered at Simon Kenton High School to juniors from all three Kenton County High Schools. Students learn about various aspects of civil engineering and architecture and apply their knowledge to the design and development of residential and commercial properties and structures. In addition, students use 3D design software to design and document solutions for major course projects. Students communicate and present solutions to their peers and members of a professional community of engineers and architects. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **PREREQUISITE: Completion of Principles of Engineering (POE)**

Engineering Academy for 11th Grade Students:

PATHWAY C:	Civil Engineering & Architecture Engineering 2072072	English III 3072072	Algebra II 5072072
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12th Grade Options for Academy Students

Please see “Senior Academic Internship & Seminar” and/or “Thomas More College Gemini Dual Credit Program” options in this course booklet.

INFORMATICS ACADEMY – MORNING SESSION

Hosted at Dixie Heights High School



Introduction to Informatics & Media Arts @ Dixie Heights High School **9th Grade Students at Dixie Heights High School Only**

The first course in the sequence of Informatics and Media Arts studies is offered for 9th grade students at Dixie Heights High School. The Introduction class is for students who are creative, imaginative, detail oriented, and ready to learn technical skills. Students will intersect their creative ability with today's digital world. The Introduction to Informatics and Media arts course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy or Media Arts Academy in the 10th, 11th, and 12th grades. Our goal is for students in our program to learn to use their designs to communicate ideas to the world. Areas to explore are: Informatics, Photographic Imaging, Video Production, Podcasting, Digital Filmmaking & Video and News Production, Flash Animation, Visual Effects & Motion Graphics and Commercial Photography. **Course Number: 2050175**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

INFORMATICS ACADEMY MORNING SESSION OFFERINGS:



Connecting and Designing the Digital World @ Dixie Heights High School **10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The second course in the sequence of Informatics studies is Connecting and Designing the Digital World. This course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy in the 10th, 11th, and 12th grades. Connecting and Designing the Digital World is a contextual, project-based course that engages students in learning about the subject of informatics and how it relates to the real world. Topics covered include: computer hardware, computer forensics, networking, social media, creating video games, programming, mobile devices, webpage design, and electronic security. **Recommendation: Completion of Introduction to Informatics & Media Arts**

Informatics Academy for 10th Grade Students:

PATHWAY A:	Connecting and Designing the Digital World 2161074	English II 3061074	Geometry *See Below 5061074
PATHWAY B:	Connecting and Designing the Digital World 2161074	Accelerated English II 3041074	Accelerated Algebra II 5041074

*Scholars that are enrolling in pathway "A" for the academy must **ALSO** take Algebra II at their home high school



Computer Science and Software Engineering @ Dixie Heights High School **11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The third course in the sequence of Informatics studies is offered at Dixie Heights High School to sophomores in the three Kenton County high schools. Computer Science and Software Engineering covers topics such as: app creation, task automation using computer language, user interfaces such as Scratch, App Inventor, and Python. Scholars will also work with languages such as JavaScript, PHP, and SQL, study cyber security, and interpret simulations using netLOGO and Excel. Scholars enrolling in this course must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Connecting and Designing the Digital World**

Informatics Academy for 11th Grade Students:

PATHWAY C:	Computer Science and Software Engineering 2172074	English III 3072074	Accelerated/Honors Pre-Calculus **See Below SK-5042074 DH/SC-5032074
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**Scholars that are enrolling in pathway "C" for the academy must have complete Geometry and Algebra II



12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

MEDIA ARTS ACADEMY – AFTERNOON SESSION

Hosted at Dixie Heights High School



Introduction to Informatics & Media Arts @ *Dixie Heights High School* 9th Grade Students at Dixie Heights High School Only

The first course in the sequence of Informatics and Media Arts studies is offered for 9th grade students at Dixie Heights High School. The Introduction class is for students who are creative, imaginative, detail oriented, and ready to learn technical skills. Students will intersect their creative ability with today's digital world. The Introduction to Informatics and Media arts course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy or Media Arts Academy in the 10th, 11th, and 12th grades. Our goal is for students in our program to learn to use their designs to communicate ideas to the world. Areas to explore: Informatics, Photographic Imaging, Video Production, Digital Filmmaking and News Production, Flash Animation, Visual Effects & Commercial Photography. **Course Number: 2050175**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

MEDIA ARTS ACADEMY AFTERNOON SESSION OFFERINGS:



Media Arts @ *Dixie Heights High School* 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the sequence of Media Arts studies is offered at is offered at Dixie Heights High School to sophomores from all three Kenton County high schools. The Media Arts course is designed for students who are creative, excellent problem-solvers who thrive in a team-oriented approach to learning. Students will be immersed into an oasis of technology with industry-standard software and equipment to produce high-level, professional print publications and electronic media. Major areas of exploration include: Photographic Imaging, Commercial Photography, Video Production, Audio Production, Digital Filmmaking, Animation and Visual Effects & Motion Graphics. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Intro to Informatics & Media Arts**

Media Arts Academy for 10th Grade Students:

PATHWAY A:	Media Arts 2061075	English II 3061075	Geometry*See Below 5061075
PATHWAY B:	Media Arts 2061075	Accelerated English II 3041075	Accelerated Algebra II 5041075

*Scholars that are enrolling in pathway "A" for the academy must **ALSO** take Algebra II at their home high school



Advanced Media Arts @ *Dixie Heights High School* 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the sequence of media arts studies is offered at Dixie Heights High School to juniors from all three Kenton County high schools. The Advanced Media Arts is a class for students who are creative, imaginative, and ready to learn and apply technical skills in a real-world setting with real-world clients. Students learn about media arts and animation in a hands-on environment, using industry-related technology and software. Areas to explore are: Commercial photography, Photographic Imaging and Animation, including design, illustration, compositing, and 3-D computer modeling. Students will learn story development, background design, scenic layout, cinematography, screenwriting and special effects in Video Production as they produce documentaries and short films. Additional areas of study may include: Audio Production where students will produce and edit personal soundtracks. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Media Arts**

Media Arts Academy for 11th Grade Students:

PATHWAY C:	Advanced Media Arts 2072075	English III 3072075	Algebra II 5072075
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12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

BIOMEDICAL SCIENCES ACADEMY

Hosted at the Edgewood Campus both Morning & Afternoon Sessions



Principles of Biomedical Sciences™ - PLTW@ Edgewood Campus 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The first course in the Project Lead the Way sequence of Biomedical Sciences studies is offered at the Edgewood Campus to sophomores from all three Kenton County High Schools. Student work involves the study of human medicine, research processes and an introduction to bioinformatics. Students investigate the human body systems and various health conditions including heart disease, diabetes, sickle-cell disease, hypercholesterolemia, and infectious diseases. A theme through the course is to determine the factors that led to the death of a fictional person. After determining the factors responsible for the death, the students investigate lifestyle choices and medical treatments that might have prolonged the person's life. Key biological concepts including: homeostasis, metabolism, inheritance of traits, feedback systems, and defense against disease are embedded in the curriculum. The course is designed to provide an overview of all the courses in the Biomedical Sciences program and to lay the scientific foundation necessary for student success in the subsequent courses. This course is offered only in the Kenton County Academies of Innovation and Technology Biomedical Sciences Academy. Students must also enroll in a mathematics course and Science course in the academy (see below). **PREREQUISITE:** Completion of Algebra I or Accelerated Algebra I or Accelerated Geometry, AND Physical/Earth Science, or Accelerated Physical/Earth Science, or Biology, or Accelerated Biology.



Human Body Systems™ - PLTW@ Edgewood Campus 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High School

The second course in the Project Lead the Way sequence of biomedical science studies is offered at Edgewood Campus for juniors. Students engage in the study of the processes, structures, and interactions of the human body systems. Important concepts in the course include: communication, transport of substances, locomotion, metabolic processes, defense, and protection. The central theme is how the body systems work together to maintain homeostasis and good health. The systems are studied as parts of a whole, working together to keep the amazing human machine functioning at an optimal level. Students design experiments, investigate the structures and functions of body systems, and use data acquisition software to monitor body functions such as muscle movement, reflex and voluntary actions, and respiratory operation. Students work through interesting real world cases and often play the role of biomedical professionals to solve medical mysteries. This course is offered only in the Kenton County Academies of Innovation and Technology Biomedical Sciences Academy. Students must also enroll in a mathematics course and Science course in the academy (see below). **Recommendation:** Principles of Biomedical Science

BIOMEDICAL SCIENCES ACADEMY MORNING SESSION OFFERINGS:

PATHWAY A:	Principles of Biomedical Sciences 2061071	Biology 7061071	Geometry 5061071
PATHWAY B:	Principles of Biomedical Sciences 2061071	AP Biology 7022071	Accelerated Algebra II 5041071
PATHWAY C:	Human Body Systems 2072071	Chemistry 7072071	Algebra II 5072071

BIOMEDICAL SCIENCES ACADEMY AFTERNOON SESSION OFFERINGS:

PATHWAY D:	Principles of Biomedical Sciences 2061071	Biology 7061071	Geometry 5061071
PATHWAY E:	Principles of Biomedical Sciences 2061071	AP Biology 7022071	Accelerated Algebra II 5041071
PATHWAY F:	Human Body Systems 2072071	AP Chemistry 7122071	Accelerated/Honors Pre-Calculus SK-5042071 DH/SC-5032471

BIOMEDICAL SCIENCES ACADEMY

Hosted at the Edgewood Campus both Morning & Afternoon Sessions



Medical Interventions and Biomedical Innovation™ - *PLTW@ Edgewood Campus*
12th Grade Students from Simon Kenton, Dixie Heights, & Scott High School

Biomedical Sciences Academy for 12th Grade Students:

Medical Interventions (First Semester) at Edgewood Campus 7:00 – 7:50am

Course Number: 2083171

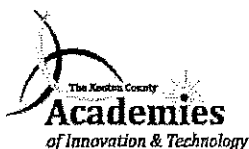
Students investigate a variety of interventions involved in the prevention, diagnosis and treatment of disease as they follow the life of a fictitious family. The course is a “How-To” manual for maintaining overall health and homeostasis in the body. Students explore how to prevent and fight infection; screen and evaluate the code in human DNA; prevent, diagnose and treat cancer; and prevail when the organs of the body begin to fail. Through these scenarios, students are exposed to a range of interventions related to immunology, surgery, genetics, pharmacology, medical devices, and diagnostics. This course is designed for 12th grade students. **PREREQUISITE:** Human Body Systems or approval of instructor

Biomedical Innovation (Second Semester) at Edgewood Campus 7:00 – 7:50am

Course Number: 2083271

Students design innovative solutions for the health challenges of the 21st century. They work through progressively challenging open-ended problems, addressing topics such as clinical medicine, physiology, biomedical engineering, and public health. They have the opportunity to work on an independent project with a mentor or advisor from a university, hospital, research institution, or the biomedical industry. Throughout the course, students are expected to present their work to an audience of STEM professionals. This course is designed for 12th grade students. **PREREQUISITE:** Medical Intervention or approval of instructor

Additional Options for Academy Senior:



12th Grade Options for Academy Students

Please see “Senior Academic Internship & Seminar” and/or “Thomas More College Gemini Dual Credit Program” options in this course booklet.



Biomedical Scholars - The Future Looks Bright!

SUSTAINABLE ENERGY TECHNOLOGY ENGINEERING ACADEMY – MORNING SESSION

Hosted at Scott High School



Pre AP Environmental Sciences @ Scott High School 9th Grade Students at Scott High School Only

The first course in the sequence of Sustainable Energy Technology Engineering studies, Pre AP Environmental Sciences, is offered for 9th grade students at Scott High School. Included in the course topics will be a study of environmental problems and human population dynamics. The effects of politics, ethics, and economics on our environment will be studied. Students will receive instruction in earth systems, earth resources, land use, water use, energy resources, energy consumption, pollution and global change. Preserving animal diversity and food production will be touched upon. Students will be engaged in laboratory investigation or field work as well as meaningful research and experimentation. Students will be required to keep a field notebook and write detailed reports on their data. Students should be prepared to complete a quality project from their own research, data, and observations. The Pre AP Environmental Sciences course is for students who plan to attend the Kenton County Academies of Innovation & Technology Sustainable Energy Technology Engineering Academy in the 10th, 11th, & 12th grades. **Course Number: 7050176**

Students may complete this course **IN PLACE OF** Integrated Science 1A and 1B

Students taking this option are still required to take a Physical Science to meet graduation requirements.

Students should schedule their English class as English I or Accelerated English I for 9th grade.



Sustainable Energy Technology @ Scott High School 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The first course in the Sustainable Energy Technology Engineering is offered at Scott High School and is available to sophomores at the three Kenton County High Schools. This course allows students to examine the sustainability of various energy resources. Presented as an overview of energy technology, energy resources, and emerging future energy technologies coupled with our energy use will bring into context the strengths and weaknesses of different energy methodologies in developing a working concept of sustainable energy. Students will take a more in-depth look at renewable energy forms and the replacement of fossil fuels in our society. Through wind, solar and biomass, students will complete live projects and scientific studies and comparisons of feasibility. Students must also enroll in an English course and Science course in the academy (see below).

Sustainable Energy Technology Engineering for 10th Grade Students:

PATHWAY A:	Sustainable Energy 2061076	English II 3061076	Biology 7061076
PATHWAY B:	Sustainable Energy 2061076	Accelerated English II 3042076	Accelerated Biology 7041076



Renewable Energy Systems @ Scott High School 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Sustainable Energy Technology Engineering is offered at Scott High School and is available to juniors from the three Kenton County high schools. This course allows students to examine the need for alternative and renewable energy resources providing citizens from all walks of life an understanding for responsible stewardships of technologies that will contribute to the sustainability of energy in our present and future societies. The object of this course is to take a more in-depth look at renewable energy forms and the replacement of fossil fuels in our society. Through wind, solar, and biomass this class will focus on live projects, and scientific studies and comparisons of feasibility. It will incorporate the transportation sector of energy consumption. Students will engage in live projects, scientific studies & comparisons of feasibility. Students must also enroll in an English course and Science course in the academy (see below). **Recommendation: Sustainable Energy**

Sustainable Energy Technology Engineering for 11th Grade Students

PATHWAY C:	Renewable Energy Systems 2072076	English III 3072076	AP Biology 7222076
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12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

ACADEMIES SENIOR ACADEMIC INTERNSHIP & SEMINAR

Hosted at the Edgewood Campus – Morning Session Only



Senior Academic Internship & Seminar @ Edgewood Campus
12th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

ACADEMIC INTERNSHIP:

The Academic Internship is a type of “Work-Based Learning Experience Program” for high school Academy senior scholars who have completed all of their required classes at their home school and are ready for a “real-world career experience”.

Academic Internships give scholars opportunities to explore careers via workplace learning experiences and to benefit from interdisciplinary-based education as well as learn competencies needed to be successfully employed. Scholars have opportunities to learn about the world of work and to develop useful skills and attitudes. Through the demonstration of work-place skills, the academic competencies needed to be successfully employed will be highlighted along with the “Seven Areas of the Report Card”.

The scholar must be invited by a mentor to participate in an Academic Internship and the College and Career Coordinator will help to facilitate this for the mentor and the scholar. The internship is a non-paid experience. The internships could lead to course credit for the scholar if all criteria are met.

All academic internships will be designed on an individual basis to meet the needs of each scholar their senior year.

SCHOLARS **MUST BE INVITED** TO SIGN UP FOR AN ACADEMIC INTERNSHIP. Scholars interested in an academic internship must speak to the college and career coordinator, Teresa Nicosia, to determine if they are eligible at teresa.nicosia3@kenton.kyschools.us or call the Academy office at 859-341-2266

Academic Internship

Course Number: 2083377

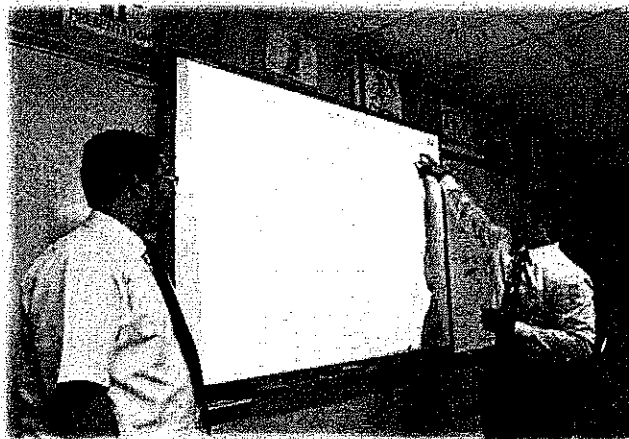
The Academic Internship will take place at the training site of the mentor and will be a component of a scholar's schedule either during the regular school day, after school hours, or during the summer, and may be one semester, one or more trimesters, or a year long experience.

Senior Academic Seminar * See Below

Course Number: 2083078

This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

***SCHOLARS THAT QUALIFY FOR AN ACADEMIC INTERNSHIP MUST ALSO SIGN UP FOR THE ACADEMIC SEMINAR.**



Informatics Scholars - Presenting Real World Solutions!

THOMAS MORE COLLEGE GEMINI DUAL CREDIT PROGRAM & ACADEMIC SENIOR SEMINAR

Hosted at the Edgewood Campus – Morning Session Only



**THOMAS MORE
COLLEGE**

**Thomas More College Dual Credit Classes @ Edgewood Campus
12th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

Gemini is Thomas More College's program that introduces college-bound students in their senior year of high school to both college-level coursework and Thomas More College. Students participating in Gemini will sample college textbooks and grapple with college-level expectations. It also encourages collaborative efforts between tri-state high schools and Thomas More that are designed to benefit the students and to foster intellectual growth.

Thomas More College is committed to establishing quality dual-credit and on-campus freshman level programs in an effort to collaborate with local school systems and secondary schools in a way that provides opportunities for talented, college-bound students who are seeking alternatives or equivalencies to Advanced Placement (AP) courses.

Gemini is open to junior or senior high school students who: Have submitted a High School Transcript showing the student has completed 2 units of English, 2 units of Science, 2 units of Mathematics and 2 units in Social Studies. Have an overall GPA of 3.5 or better in the above units.

Students not meeting the above requirements may be admitted to the program with the joint approval of the Vice President for Academic Affairs at Thomas More College (or designee), the student's guidance counselor, or the director of the academies. Once enrolled in the Gemini program, to register for subsequent semesters a student must maintain a cumulative GPA of 2.0 in Thomas More courses. This requirement is set up to assist students in meeting the goal of successfully earning college credit at the high school level.

The courses for the 2014/2015 school year are offered at the discounted rate of \$200.00 per course plus applicable course fee, if any. Books are not included in the course fee. This fee is payable upon registration. The Thomas More College withdrawal and refund policy applies to the Gemini program. Contact Almee Zimmer, Assistant Registrar, at 859-344-3332 for additional information.

Course Descriptions:

English 101 (150) A reading and writing intensive course topical in nature, with multiple topics offered each semester. The course invites students to explore literature as a meaningful and complex expression of human experience. Students will learn to identify literary strategies and to articulate critical issues raised by texts. An integral component of the course will be a research essay incorporating MLA format.

English 102 (200) A course taken during the freshman year. Students will develop multiple strategies for reading and interpreting a variety of literature, including poetry, short stories, novels, and reflective essays; analyze styles, genres, themes, trends, and rhetorical devices; explore the cultural forces and historical contexts that surround literary works; learn to apply an understanding of literary elements and theory; enhance invention, writing, research and citation skills; and contemplate the nature of English as an academic discipline.

History 101 Western Civilization I A semester multi cultural survey investigating the major civilizations of the world from ancient to modern times, divided at 1500. These courses are designed to serve as the integrating elements of the core curriculum.

History 102 Western Civilization II A semester multi cultural survey investigating the major civilizations of the world from ancient to modern times, divided at 1500. These courses are designed to serve as the integrating elements of the core curriculum.

Introductory Algebra An introductory course intended to prepare students for college algebra.

College Algebra Algebra for college students that are trying to meet the general education requirements of mathematics.

Senior Academic Seminar This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

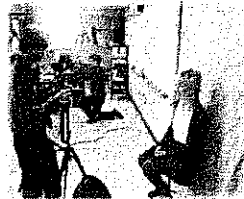
First Semester Dual Credit Offerings: * See Below

PATHWAY A:	English 101 (150) (Mon/Wed) 3013278	History 101(Tue/Thu) 8013278	Senior Academic Seminar (Mon-Fri) 2083077
PATHWAY B:	English 102 (200) (Mon/Wed) 3113278	History 101(Tue/Thu) 8013278	Senior Academic Seminar (Mon-Fri) 2083077

Second Semester Dual Credit Offerings: * See Below

PATHWAY A:	English 102 (Mon/Wed) 3113278	Introductory Algebra (Tue/Thu) 5013278	Senior Academic Seminar (Mon-Fri) 2083077
PATHWAY B:	History 102 (Mon/Wed) 8113278	College Algebra (Tue/Thu) 5113278	Senior Academic Seminar (Mon-Fri) 2083077

*Scholars enrolling in a dual credit pathway must also take a senior academic seminar class listed on previous page.



MEDIA ARTS ACADEMY



ENGINEERING ACADEMY



HIGH PERFORMANCE
PRODUCTION TECHNOLOGY
ACADEMY

The Kenton County
Academies
of Innovation & Technology



BIOMEDICAL SCIENCES
ACADEMY



INFORMATICS ACADEMY



SUSTAINABLE ENERGY
TECHNOLOGY ENGINEERING
ACADEMY

Kenton County Academies of Innovation & Technology
3234 Turkeyfoot Road
Edgewood, Kentucky 41017
859-341-2266

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College/Career Readiness English 12	23	Introduction to Informatics & Media Arts	31	U.S. History	28
Computer & Technology Applications	30	Life Skills	31	Webpage Design	31
Computer Graphics I	30	Literature and Film	23	World Civilization	28
Concert Band	32	Management Principles	31	Yearbook	24

Scott High Eagles



COURSE CATALOG 2014-2015

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Mr. Shane Rogers, Assistant Principal

Ms Carolyn Stewart, Assistant Principal

Mr. Ken Mueller, Athletic Director

Ms. Dana Davis, Counselor

Ms. Deborah Ison, Counselor

Ms. Dee Williams, Counselor

www.scott.kenton.kyschools.us

The information in this book is designed to assist students and parents in understanding the breadth of programs available at Scott High School and in making decisions about courses in which students should enroll. We have revised our Master Schedule for the 2014-2015 school year to maximize time on task according to curricular needs. After much research, we are confident that our changes will result in positive learning communities for all students.

Whether or not a particular course will be taught in any given year depends upon several factors, including staff allocations and demand for that course. Grade levels listed after each course are recommendations from the Curriculum Committee, exceptions may be allowed depending on individual circumstances. All courses are subject to student enrollment and faculty availability.

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Advanced Placement/Dual Credit Courses Offered

Students may register for ANY approved course at an accredited Post-Secondary Institution and Scott High School will offer dual credit. Students must seek approval of the classes at the Post-Secondary Institution from the Counselor or Principal.

University courses are weighted in the GPA. Only AP courses are weighted for KEES purposes.

AP Advanced Placement

AP Studio Art: Drawing
AP English Literature
AP English Language
AP French Language
AP German Language
AP US History
AP Spanish Language
AP Calculus AB
AP Calculus BC
AP Statistics
AP Chemistry
AP Environmental Science
(proposed 2015-16)

Dual Credit

NKU English 101
College Writing
NKU HIS 102
American History to 1877 A & B
NKU HIS 103
American History Since 1877 B & C
NKU GEO 100
Global Viewpoints on Geography and the Human Landscape
NKU REL 200
World Religions and Cultures
Others as Approved by Scott school official from Gateway, TMC, Cincinnati State

Honors Courses

Honors courses are weighted 1 additional value point in the calculation of the GPA

French 3 Honors
French Literature Honors
German 3 Honors
Spanish 3 Honors
French 4 Honors
German 4 Honors
Spanish 4 Honors
English 3 Honors (RA)

Anatomy/Physiology Honors
Physics A: Mechanics Honors
Physics B: Electromagnetism Honors
Physics C: Wave Energy Honors
US History to 1877 Honors
US History since 1877 Honors
Pre-Calculus Honors

Grading Scale

Letter Grade	Percentage	Unweighted Value Points	Weighted Value Points
		Standard/Accelerated Classes	Honors/AP and Dual Credit Classes
A+	99-100	4.0	5.0
A	95-98	4.0	5.0
A-	93-94	3.7	4.7
B+	91-92	3.3	4.3
B	87-90	3.0	4.0
B-	85-86	2.7	3.7
C+	83-84	2.3	3.3
C	78-82	2.0	3.0
C-	76-77	1.7	2.7
D+	75	1.3	2.3
D	71-74	1.0	2.0
D-	70	0.7	1.7
F	0-69	0	0

GPA Calculation: $\frac{\text{Value points X credit earned}}{\text{\# Credits attempted}}$

The GPA and Class Rank are calculated at the end of each trimester.

Scott High School Graduation Requirements

28 Total credits are required

THIS CHART REPRESENTS THE USUAL ORDER IN WHICH CORE CLASSES ARE TAKEN

The courses listed in the table are **Required Courses for Graduation**

Language Arts <i>Must be taken each year in HS</i>	Social Studies	Mathematics <i>Must be taken each year in HS</i>	Science	Health/PE	Humanities/Arts	Business/Technology
4 Credits Required	3 Credits Required	3 Credits Required	3 Credits Required	1 Credit Required	1 Credit Required	1 Credit Required
<input type="checkbox"/> English 1 <input type="checkbox"/> English 2 <input type="checkbox"/> English 3 <input type="checkbox"/> English 4	<input type="checkbox"/> Intro SS A & Intro SS B <input type="checkbox"/> World Civ 1500 & World Civ 1812 <input type="checkbox"/> US History 1865 & US History 1929	<input type="checkbox"/> Algebra 1 <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra 2	<input type="checkbox"/> Integ Sci A & Integ Sci B <input type="checkbox"/> Biology <input type="checkbox"/> Science Electives to Equal 1 Credit	<input type="checkbox"/> Health <input type="checkbox"/> PE Class from choices that will equal at least .5 credit	<input type="checkbox"/> Earn any combination of Humanities/Arts class options that will equal at least 1 credit	<input type="checkbox"/> Earn any combination of Business/Tech class options that will equal at least 1 credit or student may demonstrate performance-based competency in technology

Students must have **12 ELECTIVE credits** (not listed above) to complete a total of **28 credits for Graduation**

You can write in each .5 credit ELECTIVE you earn in the spaces below to =12 full ELECTIVE credits

NOTE:

The **COLLEGE READY** curriculum requires that a student earn 2 credits in the same World Language and 1 credit in Chemistry as part of the classes listed in the table above.

DIPLOMAS

Scott High School Offers 3 Diplomas

Scott High School Diploma

Requirements are listed in the table above

Kentucky Scholars Diploma

- Students must earn a 2.5 GPA
- Meet the requirements for the COLLEGE READY curriculum
A gold seal will be placed on the Scott Diploma noting the Kentucky Scholars Diploma

Kentucky Scholars Honors Diploma

- Students must earn a 3.0 GPA
- Meet the requirements for the COLLEGE READY CURRICULUM
- Achieve the following scores on the ACT:
English: 18 Math: 22 Reading: 21
A gold seal will be placed on the Scott Diploma noting the Kentucky Scholars Honors Diploma

Progression through Class Standings

<i>To be a Sophomore = 5.5 Credits</i>	<i>To be a Junior = 13 Credits</i>	<i>To be a Senior = 20.5 Credits</i>
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We suggest you keep this page for future reference

Accelerated Learning Opportunities

Program	Location & Sponsor	Information	Information	Page for Description
Renaissance Academy	Scott High School	9 th 10 th Grade by application only		English: 9
		For maximum benefit, this is intended to be a 2-year program.		Social Studies 33
Informatics Academy	Scott High School Site Kenton County	10 th , 11 th grade by application		See Separate Catalog
School Based Scholars	Scott High School NKU	GPA of 3.0 and an ACT score of 20 or PLAN score of 18; application required	\$40 NKU application fee PLUS NKU tuition:\$225	Page for Description
<p>The classes noted to the right are NKU approved classes for college credit as well as for high school credit (dual credit). They are all taught at Scott High School</p> <p>The availability and title of the courses noted are at the discretion of NKU and may change.</p>		NKU ENG 101 College Writing		11
		NKU HIS 102 American History to 1877 A & B		30
		NKU HIS 103 American History Since 1877 B & C		30
		NKU GEO 100 Global Viewpoints on Geography and the Human Landscape		30
		NKU REL 200 World Religions and Cultures		
Media Arts Academy	Dixie HS Site Kenton County	10 th , 11 th grade by application	None	See Separate Catalog
Engineering Academy	Simon Kenton HS Site Kenton County	10 th , 11 th grade by application	None	See Separate Catalog
Biomedical Science Academy	Edgewood Site Kenton County	10 th , 11 th grade by application	None	See Separate Catalog
Sustainable Energy Academy	Edgewood Site Kenton County	10 th , 11 th grade by application	None	See Separate Catalog
High Performance Production Academy	Edgewood Site Kenton County	10 th , 11 th grade by application	None	See Separate Catalog
Gemini Program	Thomas More College At Thomas More	By application	Currently no application fee Tuition: \$200	A description of these programs can be found at the respective college/university websites.
Gateway Regional Academy	Gateway College At Gateway	By application – meet benchmarks on ACT or COMPASS test	Currently no application fee Tuition: \$200	

The Administration at Scott High School encourages students and parents to explore opportunities for Accelerated Learning through **other post-secondary institutions**. We recognize the academic value of accelerated learning opportunities for our highly motivated students and seek to reward their initiative and ambitions.



Governor's Scholars Program & Governor's School for the Arts
(No cost to apply)

Governor's Scholars Program: GSP

Participation in this program may lead to tuition scholarships (and possibly additional scholarships) at Kentucky colleges. It is a five-week summer program between the junior and senior year held on college campuses.

In order to apply for GSP, a student must have:

- 3.0 grade point average (3.75 or higher encouraged).
- It is expected that the student will be enrolled in accelerated, honors, AP, and/or dual credit classes in more than one area
- Test score of: **ACT – 22** (26 encouraged) **or**
- **PSAT – selection index of 62** (85 encouraged) **or**
- **SAT – 1530** (1760 encouraged)
-

Student must include on application:

- A variety of Extracurricular Activities with responsibilities
- A variety of Service Activities (Voluntary or Paid) with hours and frequency
- A listing of Honors & Awards (School, Local, District, Regional, State, National, International)
- Leadership Project Proposal in 250 – 350 words
- Writing Entry of 500 words maximum

Student applicants must obtain three teacher recommendations.

For more information please contact the student's counselor or go to www.gsp.ky.gov

Governor's School for the Arts: GSA

Participation in this program may lead to tuition scholarships (and possibly additional scholarships) at Kentucky colleges. It is a three-week summer program for sophomores and juniors. Programs available: architecture, creative writing, dance, drama, instrumental music, musical theatre, new media, visual art, and vocal music.

- Students must be nominated by a teacher and a counselor (or principal).
- Selected students must then audition.

For more information contact the student's counselor or go to www.kentuckygsa.org

Other Selective Recognition Programs

Commonwealth Honors Academy-summer after junior year: www.murraystate.edu/cha

Gatton Academy of Mathematics & Science-sophomores: www.wku.edu/academy

National Merit Scholar – must take PSAT in the junior year & score 98th percentile or higher:
www.nationalmerit.org

ENGLISH & LITERATURE

NOTE: ALL CLASSES AT SCOTT HIGH SCHOOL ARE 1 TERM IN LENGTH. IF A & B (&C) ARE LISTED TOGETHER, BOTH/ALL ARE REQUIRED AND MUST BE MARKED ON THE COURSE SELECTION SHEET.

<i>English must be taken each year in high school</i>			
English 1 : Snapshot	English 2 Snapshot	English 3 Snapshot	English 4 Snapshot
<p>The standard course is English 1A & 1B & 1C</p> <p>◆</p> <p>Students with MAP Reading Scores of 232+ take English 1 A & 1B Accelerated</p> <p>◆</p> <p>Students with MAP Reading scores of 249+ may choose to take English 2 A & B Accelerated</p>	<p>The standard course is English 2A & 2B & 2C</p> <p>◆</p> <p>Students with MAP Reading Scores of 233+ take English 2 A & B Accelerated</p> <p>◆</p> <p>Students with MAP Reading Scores of 251+ may choose to take AP Language or AP Literature</p>	<p>The standard course is English 3A & 3B & 3C</p> <p>◆</p> <p>Students with MAP Reading 235+ take AP Language or AP Literature or NKU English 101</p>	<p>The standard course is English 4 A & 4B</p> <p>◆</p> <p>Advanced students may take AP Language or AP Literature or NKU English 101</p>

English Courses are listed in SEQUENCE order with electives following required course options.

English 1 A & 1B & 1C 335010-335020-335030 Students with a MAP Reading score of less than 232 will take this class.	Satisfies: 1.5 Required ENGLISH credit	NCAA: Core Class (ENGLISH)
<p>Students will focus intensively on developing and refining reading comprehension skills necessary to succeed in high school. Students will learn and gain competency using various strategies for engaging both literary and real-world texts, for strengthening vocabulary acquisition skills, and for communicating with academic and non-academic audiences for specific purposes. This course will transition students into the freshman English curriculum with an emphasis on mastering fundamental rhetorical skills. This course must be taken in conjunction with English 1A & 1B. Freshman course builds on students' elementary and middle-school language arts abilities. Coursework focuses on higher-order critical thinking skills; close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections; and complex writing tasks to build ability to write effectively in academic and real-life situations. Freshman year emphases include coming-of-age literature, analysis of writing styles, poetry and dramatic interpretation.</p>		

English 1A & 1B Accelerated	Satisfies: 1 Required ENGLISH credit for Graduation	NCAA: Core Class
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334010-334020 Students with a MAP Reading score of 232+ will be placed in this class	Info: 9 TH GRADE FIRST YEAR students with a MAP Reading Score of 249 or higher may take English 2 Accelerated
English 1 Accelerated is strongly recommended for students who plan to take Honors/AP English in their junior and senior years. Students are expected to work independently and at an accelerated pace. Accelerated students will complete English 1 curriculum, which focuses on higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections, and complex writing tasks to build ability to write effectively in academic and real-life situations. Freshman year emphases include coming-of-age literature, analysis of writing styles, poetry and dramatic interpretation. Accelerated coursework includes upper-level practice in critical reading and analytical writing.	

Renaissance Academy English Year 1 334011-334021-334118	Satisfies: 1.5 Required ENGLISH credits for Graduation	To Take: Students must submit an application (found on Scott's Website) and be recommended by 2 teachers
The first year of Renaissance Academy English will take students through an accelerated thematic program. English Credits satisfied will be Accelerated English 1A—Accelerated English 1B—and Accelerated English 2A. Much of the work is Project-Based, requires the use of technology, and higher order thinking and problem solving skills. This standards-based course is a fusion of English I, which focuses higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections and complex writing tasks to build ability to write effectively in academic and real-world situations, and the content of Introduction to Social Studies, specifically globalization and government. Students completing this program will be preparing for AP or college level English in the Junior/Senior years of high school. This class is taken in conjunction with Renaissance Academy Social Studies Year 1 and is co-taught by two instructors.		

English 2A & 2B & 2C 335111-335121-335131 Students with a MAP Reading score of less than 233 will take this class.	Satisfies: 1.5 Required ENGLISH credit for graduation	To Take: English 1 credits
	NCAA: Core Class (ENGLISH)	
	Info: The End of Course Assessment (exam) at the end of this class is worth 20% of final grade	
Students will focus intensively on developing and refining reading comprehension skills necessary to succeed in high school. Students will learn and gain competency with various strategies for engaging both literary and real-world texts, for strengthening vocabulary acquisition skills, and for communicating with academic and non-academic audiences for specific purposes. This course will transition students into the sophomore English curriculum with an emphasis on mastering fundamental rhetorical skills. This course must be taken in conjunction with English 2A & 2B. Sophomore course continues building language arts skills necessary to succeed in high school. Coursework focuses on higher-order critical thinking skills; close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections; and complex writing tasks to build ability to write effectively in academic and real-life situations. Emphasis will be placed on increasing skills and confidence in these areas. Sophomore curriculum emphases include synthesis writing, literary analysis and persuasive arguments during an extended examination of culture and its impact on self and community.		

English 2A & 2B Accelerated 334111-334121 Students with MAP Reading 233+ will be placed in this class	Satisfies: 1 Required ENGLISH credit for Graduation	NCAA: Core Class
	Info: FIRST YEAR 9 TH may take this class with a MAP Reading score of 249 or higher	
	The End of Course Assessment (exam) at the end of this class is worth 20% of final grade	
English 2 Accelerated is strongly recommended for students who plan to take AP English in their junior and senior years. Students are expected to work independently and at an accelerated pace. Accelerated students will complete English 2 curriculum, which focuses on higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections, and complex writing tasks to build ability to write effectively in academic and real-life situations. Sophomore curriculum emphases include synthesis writing, literary analysis and persuasive arguments during an extended examination of culture and its impact on self and community. Accelerated coursework includes upper-level practice in critical reading and analytical writing.		

Renaissance Academy English Year 2 334129-333215-333226	Satisfies: 1.5 Required ENGLISH credits for Graduation	To Take: Students must submit an application (found on Scott's Website) and be recommended by 2 teachers
The second year of Renaissance Academy English will take students through an accelerated thematic program. English Credits satisfied will be Accelerated English 2B—Honors English 3A—and Honors English 3B. Much of the work is Project-Based, requires the use of technology, and higher order thinking and problem solving skills. This course fuses the skills developed in English II and English III, higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections, and complex writing tasks to build ability to write effectively in academic and real-life situations, with the historical content of World Civilization and American History. Students completing this program will be preparing for AP or college level English in the Junior/Senior years of high school. This class is taken in conjunction with Renaissance Academy Social Studies Year 2 and is co-taught by two instructors.		

English 3A & 3B & 3C 335211-335221-335231 Students with a MAP Reading score of less than 235 will take this class.	Satisfies: 1 Required ENGLISH credit for Graduation	To Take: Grade 11 NCAA: Core Class
Junior course continues building language arts skills with an emphasis on developing reading and writing skills necessary for success in college and/or career. Coursework focuses on higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections, and complex writing tasks to build ability to write effectively in academic and real-life situations. Junior curriculum emphases include synthesizing ideas regarding the American Dream; interpretation and creation of persuasive editorials, satire, and drama; and in-depth analysis of a literary work.		

English 4A & 4B 335311-335321	Satisfies: 1 Required ENGLISH credit for Graduation	To Take: Grade 12 only NCAA: Core Class
Senior course culminates students' high school language arts experience with an in-depth study of critical perspectives. Coursework focuses on higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections, and complex writing tasks to build ability to write effectively in academic and real-life situations.		

A.P. English Language & Composition A, B, C 312316-312326-312336 Grade 11 Students with MAP Reading 235+ will be placed in this class or AP Lit	Satisfies: 1 Required ENGLISH and .5 ELECTIVE credit for Graduation GPA Weight: Weighted for Ranking and for KEES	To Take: Grade 11-12 Grade 10: with MAP Reading Score of 251 NCAA: Core Class Fee: Optional AP Exam \$89
This college-level course "engages students in becoming skilled readers of prose written in a variety of rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes" (AP College Board Course Description). Students continue to build the skills developed in Accelerated/Honors English classes, including work in critical reading and analysis, and academic writing. AP test (required) in May determines college credit. Students must assume considerable responsibility for the challenge of independent reading and writing. Summer reading is required for Term A.		

A.P. English Literature & Composition A, B, C 322316-322326-322336 Grade 11 Students with MAP Reading 235+ will be placed in this class or AP Lang	Satisfies: 1 Required ENGLISH and .5 ELECTIVE credit for Graduation GPA Weight: Weighted for Ranking and for KEES	To Take: Grade 11-12 Grade 10: with MAP Reading Score of 251 NCAA: Core Class Fee: Optional AP Exam \$89
This course will continue to build the skills developed in Accelerated/Honors English courses. Literary studies will emphasize British and World literature and enhance the development of skills in critical reading and analysis of both prose and poetry. Students must assume considerable responsibility for the challenge of independent reading and writing. AP test (required) in May determines college credit. Emphasis will, therefore, be placed on analytical writing and a strong understanding of literary terminology as applied to literature. Summer reading is required for Term A.		

NOTE

Students must maintain a grade of "C" or higher in each NKU dual credit course in order to continue in the Early Enrollment Program (Dual Credit Classes)

ENG 101 College Writing – Dual Credit 311446	Satisfies: 1 Required ENGLISH credit for Graduation	To Take: GPA of 3.0 and an ACT score of 20 or PLAN score of 18
	Info: Will also earn 3 General Ed. hours: Written Communication 1	May take this course in place of the regular English 4 classes.
	This is taught at Scott High School during the regular school day.	
	GPA Weight: Weighted for Ranking NOT for KEES	Fee: \$40 NKU application fee PLUS discounted NKU tuition (about \$225)
This class will provide study and practice of writing with attention to audience, purpose, and conventions appropriate to writing situations, as well as reading, writing, and analyzing a variety of texts, including written, digital, or visual.		

Creative Writing 345414	Satisfies: .5 ELECTIVE credit	To Take: Must be Grade 10-12
	Info: MAY CHOOSE for 2015-16 school year. Will not be offered 2014-15	
Students will explore a variety of creative writing techniques and strategies. Through analysis of professional texts, students will acquire the tools—specifically voice, characterization, theme and plot—to construct their own work. Students will workshop the writing of others and their own. Main emphasis will be in flash fiction and poetry. Daily journal writing, posting on class blog, and manuscript sharing required.		

21st Century Media (Journalism) 346444	Satisfies: .5 ELECTIVE credit	To Take: Grades 9-12
Newspapers may be headed the way of the dinosaurs, but <i>news</i> is forever—and so is the gathering and reporting of the news. Students in this class will discover what news is—how it's defined and why it matters—as well as explore the tools of the modern-day journalist, from old-school magazines, documentary film and TV/radio to the evolving challenges of the Internet and social media. Plus, students will examine the roles played by PR (public relations) and advertising in shaping what people know and believe.		

Film & TV Writing 316444	Satisfies: .5 ELECTIVE Credit
	Info: MAY CHOOSE for 2014-15 school year. Will not be offered 2015-16
The course will dissect the art and practice of creating works meant to be viewed on movie and television screens, rather than read on paper. Students will explore the elements of dramatic writing, the three-act structure, and creating visual images as they begin a critical analysis of classic and modern works of the big and small screens. Students will also write their own scripts.	

Home Runs and Heroes: Sports Literature 326444	Satisfies: .5 ELECTIVE credit Info: MAY CHOOSE for 2014-15 school year.
Using a variety of perspectives (participant, spectator, historical, economical, cultural, etc.) and media (books, magazines, Internet, television and film), students will explore sports as a microcosm of modern society and achieve a deeper understanding of the cultural forces that impact our games and our world. Coursework will include appropriate experiences in oral and written expression related to the topic.	

Jules Verne to Star Wars: Sci-Fi Literature 325446	Satisfies: .5 ELECTIVE credit	To Take: Grades 9-12
	Info: MAY CHOOSE for 2014-15 school year.	
Long before the first rocket left the earth, man was exploring the stars, settling distant planets and exchanging <i>phaser</i> fire with extra-terrestrials in the pages of science-fiction stories. Students will explore brave new worlds and find new homes in worlds created by imagination and science. This course will help students gain proficiencies in understanding purpose, interpreting text and engaging critical analysis skills as they read and respond to science fiction novels, short stories and films.		

Social Justice in Literature 266446	Satisfies: .5 ELECTIVE credit	To Take: Grades 9-12
<p>This course will examine social justice issues through the lens of literature. We will focus on issues of difference, power, and discrimination by studying the works of minority authors. Traditionally, these voices have not been well represented in mainstream literature. Students will gain from this course a deeper knowledge of the world outside of Scott High School and Northern Kentucky. By exploring these untold stories, students will develop empathy and understanding for those who are not like them. Students will be encouraged to make text-to-self and text-to-text connections in order to deepen their understanding. The course will require students to read a variety of poems, essays, and short stories, in addition to 3 full length texts (one will be read as a class, one through a literature circle, and one as an independent project).</p>		

Reading 355416	Satisfies: .5 ELECTIVE credit for each term	To Take: Students may NOT elect to take this course. Students will be placed in this course.
9 th Grade: This class may satisfy the English 1 Requirement for graduation		
<p>Placement in this class is a direct result of repeated MAP test scores indicating that the student is not ready to succeed with high school reading tasks, including the PLAN and ACT tests. Reading is the foundation of learning in high school. The Reading class uses <i>research-based</i> programs to develop high school reading skills in students. <i>Read 180®</i> and <i>System 44®</i> programs help students with unlocking words, reading fluency, and writing skills. The teaching method is not like a regular classroom. It is intense. Each day, students interact directly with the teacher, build fluency using a microphone and computer, and read independently. Constant data is recorded on each student's progress.</p>		

English Mechanics Boot Camp for College-Bound Students 267446	Satisfies: .5 ELECTIVE credit	To Take: Grade 11-12 only (Grade 12 will be given scheduling preference for Term 1)
<p>Many high school students remain unsure and insecure in their abilities with English grammar, punctuation and language use. This course will offer these students a chance to review the skills they learned in elementary and middle schools, improve their abilities to apply these skills, and avoid the high-cost and tedium of college remedial English courses. Our "boot camp" will focus on those college readiness standards identified by the College Board and American College Test.</p>		

HEALTH & PHYSICAL EDUCATION

NOTE: ALL CLASSES AT SCOTT HIGH SCHOOL ARE 1 TERM IN LENGTH. IF A & B ARE LISTED TOGETHER, BOTH ARE REQUIRED AND MUST BE MARKED ON THE COURSE SELECTION SHEET.

Athletic Training 639312	Satisfies: .5 ELECTIVE credit	To take: Must have 1 Biology credit Grades 10-12
This class is an introduction to athletic training/sports medicine concepts. Course content will include basic skills for prevention, assessment, and care of injuries associated with physical activity. Team taught with a Certified Athletic Trainer from Commonwealth St. Elizabeth Sports Medicine.		

Fitness-Wellness-Nutrition 675413	Satisfies: .5 ELECTIVE credit
This course will teach students skills which will enable them to participate in physical activities for the rest of their lives to benefit their total health. Students will also be able to prepare healthy meals and understand the food guide pyramid.	

Health (Boys—Girls) 676010–677010	Satisfies: .5 Required HEALTH credit for Graduation	
	Info: Students are separated by gender for Health classes	NCAA: Core Class
Health and Safety provides information that will influence students to develop positive attitudes about their own health. Activities students participate in become learning for living – examination of values, decision-making, goal setting, and behavior alternatives. Students are separated by gender for Health classes		

Leisure Activities 638010	Satisfies: .5 Required PHYSICAL EDUCATION credit for Graduation or ELECTIVE
	To Take: Grades 10-12 only
	NCAA: Core Class
This class will specialize in sports that include only one to four players with emphasis on the opportunity to participate over their entire lifetimes. It will include rules, regulations and scoring along with skill and proper use of equipment and sportsmanship. Some of the sports that may be covered are badminton, bowling, golf, swimming, tennis, pickle ball, Frisbee golf.	

Lifeguard Training 677413	Satisfies: .5 ELECTIVE credit	To Take: Grades 10-12 only. Students must be 16 years old AND pass a swim test
This class will cover the knowledge and skills designed to save your own life and life of another person in event of an aquatic emergency; CPR (enhanced First Aid Instruction) for the professional rescuer. American Red Cross Certification awarded to students meeting the requirement. A \$35.00 certification processing fee payable to the American Red Cross will be charged. Limited class size.		

Physical Education-Males	Satisfies: .5 Required PHYSICAL EDUCATION credit for Graduation
636010	NCAA: Core Class
Physical Education provides physical activities with an emphasis on fitness, skill development, rule knowledge, strategy acquisition and lifetime skill development. Students develop skills in the following: softball, basketball, soccer, flag football, volleyball, weight training, cardiovascular fitness, swimming, bowling, and tennis.	

Physical Education-Females 637010	Satisfies: .5 Required PHYSICAL EDUCATION for Graduation NCAA: Core Class
Physical Education provides physical activities with an emphasis on fitness, skill development, rule knowledge, strategy acquisition and lifetime skill development. Students develop skills in the following: softball, basketball, soccer, flag football, volleyball, weight training, cardiovascular fitness, swimming, bowling, and tennis.	

Recreational Sports 635412	Satisfies: .5 Required PHYSICAL EDUCATION credit for Graduation or ELECTIVE To Take: Grades 10-12 only NCAA: Core Class
This class will specialize in sports that involve 5 or more players with an emphasis on the opportunity to participate in those sports throughout a lifetime. It will include rules, regulations, and scoring, as well as skills, strategies, proper use of equipment, and sportsmanship. Sports covered will include: basketball, flag football, handball, soccer, softball, ultimate Frisbee, and volleyball.	

Strength & Conditioning 636412	Satisfies: .5 ELECTIVE credit	To Take: May take multiple times with a final grade of B in previous class.
This class will cover the principles, theory and techniques of strength/conditioning training and will incorporate cardiovascular and weight training activities. Students will have opportunities for personal application and practice. Some of the activities involved could be the use of free weights, hammer strength machines and water activities.		

Humanities/Arts

NOTE: ALL CLASSES AT SCOTT HIGH SCHOOL ARE 1 TERM IN LENGTH. IF A & B ARE LISTED TOGETHER, BOTH ARE REQUIRED AND MUST BE MARKED ON THE COURSE SELECTION SHEET.

CULINARY ARTS

Career Pathway: Culinary Arts

Completion of the Culinary Arts Pathway requires
4 credits (8 individual classes) from the following chart:

Class Name	Class Name	Choose ✓	Credit Value
Entry Level Class	Intro to Culinary Arts 1 (Required)	✓	.5
Level 1 Pathway Options	Intro to Culinary Arts 2		.5
	International Foods		.5
	The Art of Baking		.5
Level 2 Pathway Options	Culinary Arts 1A		.5
	Culinary Arts 1B		.5
	Nutrition and Food Science A		.5
Level 3 Pathway Options	Culinary Arts 2A (Internship)		.5
	Culinary Arts 2B (Internship)		.5
	Nutrition and Food Science B		.5
Completion of this Pathway requires 4 credits or 8 (.5 credit) classes from any of the classes listed above		Total	

<u>Introduction to Culinary Arts A</u> 225446	Satisfies: .5 Required HUMANITIES credit for Graduation
Students who plan to work in the Food Service industry or who like to cook will benefit from this class. Students will practice professional culinary skills as they learn about and prepare a wide variety of foods. Restaurant standards of sanitation and safety, knife skills, and plating will be covered. Among the foods to be prepared are: omelets, breakfast foods, yeast breads, vegetable dishes, desserts, and convenience foods with a twist. Students who wish to develop culinary skills for personal use may also take this class.	

Introduction to Culinary Arts B 225447	Satisfies: .5 Required HUMANITIES credit for Graduation	To Take: Must have a credit in Intro to Culinary Arts A
Students who are or will be employed in the hospitality industry as well as those who have an interest in learning professional cooking skills will benefit from this class. Students will learn to prepare a variety of foods according to professional restaurant industry standards. Using sanitation and safety guidelines, students will work in teams to prepare meats, seafood, poultry, beans, fruit and vegetables, and will learn to present attractive food. Garnishing and plating will be covered.		

Special Topics in Culinary Arts: The Art of Baking 256446	Satisfies: .5 Required HUMANITIES credit for Graduation Info: This class will be offered in alternate years beginning with 2014-15	To Take: Must have .5 credit in Intro to Culinary Arts A
Students who plan to work in the Food Service industry or who wish to develop skills for their own personal use will benefit from this class. Students will explore many aspects of baking with much time spent cooking in the culinary lab. Topics covered include: cakes and cake decorating, quick breads, yeast breads, pies, cookies, brownies and baked custards. Professional food preparation techniques and equipment will be used. Emphasis will be on creativity and producing delicious, beautiful food.		

Special Topics in Culinary Arts: The Art of International Cooking 257446	Satisfies: .5 Required HUMANITIES credit for Graduation Info: This class will be offered in alternate years beginning with 2014-15	To Take: Must have .5 credit in Intro to Culinary Arts
Students who plan to work in the Food Service industry or who like to cook, entertain, and practice food prep skills will benefit from this class. Students will learn about and prepare a wide range of foods from all over the world including foods from: Italy, the Orient, American Cajun, Mediterranean, France, and Mexico. Emphasis will be in the imaginative use of professional food preparation skills to produce attractive, nutritious, and delicious foods.		

Future Classes

These courses are anticipated for Scott High School students when renovation to the high school is complete. The completion of a Career Pathway in Culinary Arts will allow the student to be College/Career Ready (CCR).

Culinary Arts 1A (Under Construction)	Satisfies: .5 CAREER ELECTIVE
<i>This class is planned be offered in the future</i>	
Culinary Arts 1B (Under Construction)	Satisfies: .5 CAREER ELECTIVE
<i>This class is planned be offered in the future</i>	
Food Science A (Under Construction)	Satisfies: .5 CAREER ELECTIVE
<i>This class is planned be offered in the future</i>	
Food Science B (Under Construction)	Satisfies: .5 CAREER ELECTIVE
<i>This class is planned be offered in the future</i>	
Culinary Arts 2A: Internship (Under Construction)	Satisfies: .5 CAREER ELECTIVE
<i>This class is planned be offered in the future</i>	
Culinary Arts 2B: Internship (Under Construction)	Satisfies: .5 CAREER ELECTIVE
<i>This class is planned be offered in the future</i>	

HUMANITIES

Rosetta Stone A & B (World Studies) 445415-445425	Satisfies: 1 Required HUMANITIES or TECH credit for Graduation
This course is designed to prepare students to speak in languages that will allow them to communicate in the global world. This course utilizes the Internet as our "textbook", as it offers an independent experience in an on-line, teacher-facilitated environment. The languages students may select to learn are limited only by what Rosetta Stone offers. Students must create a professional proposal depicting which language they anticipate learning, and must do so with a partner who is willing to learn the same language. All four language skills (reading, writing, speaking, listening) are incorporated through 21 st century learning methods and a variety of project based learning assessments. In this course, students will study complex structures, vocabulary, and grammar, thus enabling the students to improve their language understanding and overall language competency. Communication proficiency is developed through listening and oral activities. This course has been developed for self-motivated language students who are primarily interested in oral communication skills.	

PERFORMANCE ARTS: DRAMATICS

<u>Theater Arts A: Survey</u> 198414	Satisfies: .5 Required HUMANITIES credit for Graduation	To take: Grades 9-12
Theatre Arts A establishes the base for all subsequent theatre courses encompassing theatrical vocabulary, elements, conventions and basic concepts. Students will discover and analyze historical and cultural background, production value, significant playwrights, and strategies for critical evaluation of performance.		
<u>Theater Arts B: Survey</u> 198424	Satisfies: .5 Required HUMANITIES credit for Graduation	To take: Grades 9-12 Must have .5 credit in Theater or Drama or Theater Arts A
Theatre Arts B continues to establish the base for subsequent theatre courses encompassing theatrical vocabulary, elements, conventions and basic concepts. Students will continue to discover and analyze historical and cultural background, production value, significant playwrights, and strategies for critical evaluation of performance.		
<u>Theater: Actor's Studio</u> 108414	Satisfies: .5 Required HUMANITIES credit for Graduation	To take: Grades 10-12 Must have .5 credit in Theater or Drama or Theater Arts A
Actors Studio is appropriate for the beginning actor. Through the studio atmosphere, students will learn acting skills, perform in class, and evaluate theatrical works. The relationship between theatre and culture will focus on classical theatre styles of Ancient Greece/Roman, Elizabethan, and Commedia del Arte. Attending theatrical performances, written critical analysis, and reflections are significant to increase student self awareness and skills of observation.		
<u>Theater: Performance & Production</u> 109414	Satisfies: .5 Required HUMANITIES credit for Graduation	To take: Grades 10-12 Must have .5 credit in Theater or Drama or Theater Arts A
Theatre Arts II is an intermediate level course that builds upon the acting skills learned in Actor's Studio. The class, considered an artistic ensemble, will apply those and new skills to the creation of a theatrical production which will be performed for out of class audience during the trimester and serve as the final grade for the class. Students will develop all capacities of production including technical and performance.		

Future Classes

These courses are anticipated for Scott High School to complete a Theater Pathway:

- **Theatre Arts - Director's Studio .5 credit (11-12)**

Director's Studio is an advanced theatre course which focuses on directing skills and the interrelationship between director and actor. Students will create scenes following an audition, and casting process, focusing on script analysis for character motivation, staging techniques, and performance standards. Critical analysis, discussion, and reflection are integral to developing skills necessary for directing. Reading and scene selections are a major part of this class as students will be directing multiple scenes over the course of the trimester.

- **Theatre Arts – Studio Theatre .5 credit (11-12)**

This advanced course is for the serious performer or director. Students who take the course will create a portfolio of work that can be used for college or professional theatre. Development of 2 contrasting monologues, musical piece, resume, how to approach various auditions and professional demeanor and standards will be explored to prepare students for career readiness.

- **Theatre Design &Tech – Costume, Make-up, Set Design .5 credit (10-12)**

Theatre Design and Technology emphasizes the design and implementation specific to costuming, make-up and set design. Students will participate in the analysis of a play in collaboration to reach final design concepts. Problem-solving is a fundamental aspect of the course and students will be expected to research many styles before choosing and each concept must create a cohesive design for the particular production. Portfolios developed in this class will be suitable for college portfolios. This course may be repeated for additional elective credits.

PERFORMANCE ARTS: MUSIC

Band 111050	Satisfies: .5 Required HUMANITIES credit for Graduation for each term
<p>Membership is by audition or permission of the Director. Band performs a wide variety of musical styles. The class combines performance/competition preparation with technical and musical instruction at the intermediate to advanced level. Membership requires audition, or permission from the director, as well as dedication and commitment to participate fully in rehearsals, field trips, performances and competitions outside of regular school hours.</p> <p>An important focus of Band is preparing for and participating in public performances. These activities serve as external evaluations of class achievement of standards. Some of the performances in this course are evaluative in nature; thus, preparatory instruction prior to the official opening of school and after school rehearsals may be scheduled. Involvement in these activities is required for full participation.</p>	

Concert Band (may choose 2 sections) 136424--136434	Satisfies: .5 Required HUMANITIES credit for Graduation for each term
<p>In Concert Band, the overall objective is to make beautiful music. We will do this via a non-audition ensemble and community of hardworking, dedicated, earnest musicians gathered to appreciate and understand music through rehearsal and performance. Together, we will develop the processes of preparing and performing band repertoire from a variety of cultural backgrounds and periods.</p>	

Wind Ensemble 113050	Satisfies: .5 HUMANITIES credit per term for Graduation	To Take: Grades 10-12 Audition
<p>Membership is by audition or permission of the Director. Wind Ensemble performs a wide variety of musical styles. The class combines performance/competition preparation with technical and musical instruction at the intermediate to advanced level. Membership requires audition, or permission from the director, as well as dedication and commitment to participate fully in rehearsals, field trips, performances and competitions outside of regular school hours. An important focus of Wind Ensemble is preparing for and participating in public performances. These activities serve as external evaluations of class achievement of standards. Some of the performances in this course are evaluative in nature; thus, preparatory instruction prior to the official opening of school and after school rehearsals may be scheduled. Involvement in these activities is required for full participation.</p>		

Freshman Choir 113040	Satisfies: .5 HUMANITIES credit for Graduation	To Take: Audition
<p>In Freshman Choir, the overall objective is to make beautiful music. We will do this via an audition or "by recommendation" ensemble and community of hardworking, dedicated, earnest musicians gathered to appreciate and understand music through rehearsal and performance. Together, we will develop the processes of preparing and performing choral repertoire from a variety of cultural backgrounds and periods. This is the highest level performing choral ensemble. Students will perform high quality choral literature from all genres. Includes study and appreciation of various vocal music styles and genres, with opportunities to explore and apply the concepts in a variety of group and individual performance settings. Traditional and show choir practices will be explored. Students will be expected to attend all performances during and outside of the school day.</p>		

Choir (may choose 3 sections for the year) 113610	Satisfies: .5 HUMANITIES credit per term for Graduation	To Take: Audition
<p>In Concert Choir, the overall objective is to make beautiful music. We will do this via an audition or "by recommendation" ensemble and community of hardworking, dedicated, earnest musicians gathered to appreciate and understand music through rehearsal and performance. Together, we will develop the processes of preparing and performing choral repertoire from a variety of cultural backgrounds and periods. This is the highest level performing choral ensemble. Students will perform high quality choral literature from all genres. Includes study and appreciation of various vocal music styles and genres, with opportunities to explore and apply the concepts in a variety of group and individual performance settings. Traditional and show choir practices will be explored. Students will be expected to attend all performances during and outside of the school day.</p>		

Music Theory 159444	Satisfies: .5 Required HUMANITIES credit for Graduation
<p>In Music Theory, students are expected to participate actively in classroom discussions and demonstration each week. The "Tonal Harmony" workbook includes extensive partwriting and composition exercises which will be assigned every week. In addition to completing assigned homework, a comprehensive theory notebook containing all handouts as well as homework, quizzes, and exams that are returned is required.</p> <p>Students also take turns demonstrating concepts using the chalkboard, overhead projector, the voice, or an instrument. We will use the Solfege theory of sight-singing. Since the class meets where the proposed piano lab will also be set-up, students will utilize the keyboards for a variety of exercises, including developing the skills necessary to play some homework assignments, harmonic progressions, and melodies.</p>	

Piano and Music Composition 119446	Satisfies: .5 Required HUMANITIES credit for Graduation
<p>In Piano, the goal is for students to become competent, independent performers on the piano while establishing a fundamental musical background. For this reason, students will be assessed largely based on their performances on the piano. It is equally important that a student develop the skills, discipline, and determination to prepare for a performance, therefore an equal portion of the grade will be derived from how well the student prepares and uses his or her practice time. Because not everyone has a piano at home, home practice is optional; however, students should come to class every day prepared to get the most out of the practice time they are given in class.</p>	

PRODUCTION ARTS

Yearbook 1 & 2 245414-245424-245434/246414-246424-246434	Satisfies: .5 ELECTIVE credit each term	To Take: Students MUST sign up for Yearbook for 3 TERMS
<p>This course is designed to teach the skills necessary to produce the school yearbook, which offers a complete record of an entire school year. Students will study magazine journalism including layout and design techniques, writing and editing copy, headlines and picture captions. This course provides the study of and practice in gathering and analyzing information, interviewing, note taking and photography. Students will learn strategies of planning, marketing (ad sales) and distribution of the yearbook. Students will learn proofing strategies and work independently or alongside with the editors. At times, deadlines require that staff members work after school and weekends. Students will learn good work habits and are responsible for all phases of yearbook</p>		

VISUAL ARTS

A.P. Studio Art A & B & C 112316--112326--112336	Satisfies: 1.5 Required HUMANITIES credit for Graduation	To Take: This course is open to Juniors and Seniors, on the condition of AP Studio teacher approval. If a student wishes to enroll, they must first compile a portfolio (digital or live) to submit to AP Studio teacher before official approval.
	GPA Weight: Weighted for Ranking and for KEES	Fee: Optional AP Exam \$89
<p>The AP Program in Studio Art enables highly motivated students to perform at the college level while still in high school. All guidelines are set forth by the AP College Board. The AP Studio Art 29 piece portfolio is a performance-based exam rather than a written exam. The AP portfolio should be viewed as the culminating experience in a student's secondary visual arts training. Students must be willing to devote 4-5 hours to homework per week. The portfolio areas include 3-D Design or Drawing. The sections require the student to demonstrate quality, breadth, and in-depth engagement in the process of making art. The 3 sections are:</p> <ul style="list-style-type: none"> • I Quality - the development of a sense of excellence in art (5 actual works); • II Concentration - an in-depth commitment to a particular artistic concern (maximum of 12 pieces of work); and • III Breadth - a variety of experiences in the formal, technical, and expressive means available to an artist (maximum of 12 pieces of work). <p>Due to the large volume of art pieces required (29); students cannot enroll for this class without teacher recommendation. Students must demonstrate the willingness and ability to work independently with responsibility. Time spent on work outside of class is required. Digital photos will be taken after school several times a trimester. Students are responsible for all aspects of slide requirements. Students will be required to purchase materials the school cannot provide are required to complete the portfolio for a credit. Students need a flash drive for this class exclusively. Students are required to complete the portfolio for a credit.</p>		

Fine Art Photography 1 107414	Satisfies: .5 Required BUSINESS/TECH credit for Graduation	To Take: Must have digital camera
Fine Art Photography 1 is a visual art class; emphasis is on approaching the world of photography as a means of artistic expression. Students will study the masters of traditional and digital photography and learn to understand and evaluate photography as a creative art form. Through photography and the creative process, students will explore the elements of art, principles of design, composition, digital photography equipment, digital darkroom techniques, lighting, and a variety of methods, techniques, and processes used in fine art photography. Students will understand and apply the artistic process to analyze, interpret, and evaluate art works within the photographic medium. The students will master the ability to understand and use the artistic processes to create original works of art within the photographic medium.		

Fine Art Photography 2 107424	Satisfies: .5 BUSINESS/TECH credit for Graduation	To Take: Must have .5 credit in Fine Art Photography 1 Must have digital camera
Fine Art Photography 2 is designed for students who have completed Fine Art Photography I and would like to challenge themselves with a more advance study in the art of digital photography. The emphasis is on approaching the world of photography as a means of artistic expression. Students should be prepared to have something to "say" or communicate artistically. In this course, students will be concentrating on producing a photography portfolio that represents their own artistic vision. The training and skills necessary for different photography careers will be addressed in this course.		

Fundamentals of Drawing 1 106414	Satisfies: .5 Required HUMANITIES credit for Graduation	
This course focuses on the development of observational skills and drawing techniques, employing a wide range of drawing media and subject matter. Students in this course will develop both technical abilities and creative responses to material and subject matter. No prior experience with drawing is required. Critiques, discussions, and readings on contemporary topics in drawing are integrated into course assignments and assessment.		

Fundamentals of Drawing 2 106424	Satisfies: .5 Required HUMANITIES credit for Graduation	To Take: Credit earned for Fundamentals of Drawing 1
This course is a visual and practical exploration of the language of drawing, and encourages students to actively engage in the visual world around them. This course builds upon the foundation of observational drawing techniques as learned in Fundamentals of Drawing I. Students explore more advanced drawing techniques as well as experimental methodology, with an exposure to alternative modes of mark-making. Students must have taken and passed Fundamentals of Drawing I as a prerequisite for this course. Critiques, discussions, and readings on contemporary topics in painting are integrated into course assignments and assessment.		

Fundamentals of Painting 1 116414	Satisfies: .5 Required HUMANITIES credit for Graduation	
This course is an exploration of the visual language of painting, which includes but is not limited to: in-depth experimentation with the elements and principles of art & design; focused study on color theory and its psychological/emotional effects; and basic paint application techniques. Students investigate a variety of subject matter through a series of interrelated projects. No prior experience with painting is necessary. Critiques, discussions, and readings on contemporary topics in painting are integrated into course assignments and assessment.		

Fundamentals of Painting 2 116424	Satisfies: .5 Required HUMANITIES credit for Graduation	To Take: Must have credit for Fundamentals of Painting 1
This course focuses on advanced techniques and processes in painting, building upon a solid foundation of color theory as learned in Painting 1. Students will explore the various meanings and functions of painting: as introspection; as communal effort, and as a method of understanding the world around them. The course aims to introduce students to a more conscious, contemplative worldview - looking at the world from the perspective of an artist. Students must have taken and passed Fundamentals of Painting I as a prerequisite for this course. Critiques, discussions, and readings on contemporary topics in painting are integrated into course assignments and assessment.		

<u>Graphic Arts</u> 616440	Satisfies: .5 Required BUSINESS/TECH credit for Graduation	
This course focuses on developing the creative visual talents and skills of students and showcases their ability to communicate ideas through graphic media. Graphic Designers shape our visual environment through the experimentation and use of image, form, and typography. Americans live in a society that is communicating more and more through visual images. In this class, students will learn to analyze, create, and express themselves through visual images. Students will gain confidence in organizing ideas, creating meaning in their work, and the ability to work ideas into new and useful creations. Computer driven software programs will be used to reinterpret, synthesize, and respond to a series of projects that focus on developing 21 st century skills. Critiques, discussions, and readings on contemporary topics in graphic design are integrated into course assignments and assessment.		
<u>Photoshop for Artists 1</u> 606414	Satisfies: .5 Required BUSINESS/TECH credit for Graduation	To Take: Must have a digital camera and flash drive
This course focuses on developing the creative visual talents and skills of students for beginners with exposure to Photoshop software. Photoshop is an image-editing program that lets you create and modify digital images. Photoshop allows images to be created or enhanced for print, web, or multimedia designs. Photoshop is practical for anyone who wants to enhance existing artwork or create new masterpieces. Photoshop is a powerful tool for communicating ideas visually.		
<u>Photoshop for Artists 2</u> 606424	Satisfies: .5 Required BUSINESS/TECH credit for Graduation	To Take: Must have a digital camera and flash drive Must have credit in Photoshop for Artists 1
This course focuses on refining skills as learned in Photoshop I with an emphasis on Photoshop as a fine art medium. Students will become well-versed in new and emerging technologies in order to further express and communicate ideas in an artistic manner. Students will use their understanding of the elements and principles of design to create original works that fulfill a variety of purposes.		
<u>Sculpture & Ceramics 1</u> 177414	Satisfies: .5 Required HUMANITIES credit for Graduation	
This course focuses on the development of knowledge of the basic design principles as they pertain to the organization of space. Students will learn basic construction, hand building, and assembly techniques that illustrate their knowledge and understandings of the basic design principles along with verbal and written skills used to evaluate the effectiveness of their own work/projects as well as their peers' works/projects. Critiques, discussions, and readings on topics in sculpture/ceramics are integrated into course assignments and assessment.		
<u>Sculpture & Ceramics 2</u> 177424	Satisfies: .5 Required HUMANITIES credit for Graduation	
This course is designed as a sequential study of art from Sculpture and Ceramics 1. Under guided practice and instruction, the students will build on techniques and skills acquired from Sculpture and Ceramics 1. Thematic exploration and personal expression are important to the success in this course. Critiques, discussions, and readings on topics in sculpture/ceramics are integrated into course assignments and assessment.		

MATHEMATICS

Students must take one (1) math course each year of high school.

NOTE: ALL CLASSES AT SCOTT HIGH SCHOOL ARE 1 TERM IN LENGTH. IF A & B (& C) ARE LISTED TOGETHER, BOTH ARE REQUIRED AND MUST BE MARKED ON THE COURSE SELECTION SHEET.

Math must be taken each year in high school			
First Year Math Snapshot	Second Year Math Snapshot	Third Year Math Snapshot	Fourth Year Math Snapshot
<p>The standard course is Algebra 1A & 1B</p> <p>◆</p> <p>Students with MAP Math Score of 232 or lower take Transitional Algebra & Algebra 1A & 1B</p> <p>◆</p> <p>Students with 1 credit in Algebra 1: with a C or higher in 8th grade Algebra 1 OR MAP Math score of 247 or higher Geometry A & B Accelerated</p>	<p>The standard course is Geometry A & B</p> <p>◆</p> <p>Students with a PLAN Math Score of below a 17 will be placed in: Transitional Math 10</p> <p>◆</p> <p>Students with Math MAP Math score of 247 may choose to take Geometry A & B Accelerated</p>	<p>The standard course is Algebra 2A & 2B & 2C</p> <p>◆</p> <p>Students who scored a 19 or above on the PLAN (or equivalent) test or scored above the 70th percentile on their winter MAP Math test may choose to take: Algebra 2A & 2B Accelerated</p>	<p>ACT Math Score: 17 or lower: College & Career Ready Math A & B</p> <p>◆</p> <p>ACT Math Score 18 or higher Algebra 3A & 3B Pre-Calculus A & B & C AP Statistics A & B & C Courses offered through NKU, Thomas Moore, or Gateway</p> <p>◆</p> <p>Students who took Pre-Calculus as a Junior AP Calculus A & B & C AP Statistics A & B & C Courses offered through NKU, Thomas Moore, or Gateway</p>

Math Courses are listed in SEQUENCE order.

Courses with the same name in the title are usually options for that title of course. For example, students do not have to take Geometry and Geometry Accelerated.

Transitional Algebra 506046	Satisfies: .5 MATH ELECTIVE credit	To Take: Students may NOT elect to take this course. Students will be placed in this course.
	Info: Students with a 232 or lower MAP Math Score will be PLACED in this class	
This class will give students the opportunity to master skills needed to be successful in Algebra I. The course will be standards based to create a strong foundation of algebra skills and will include assignments with a balance of procedural fluency, conceptual understanding, and application problems. The topics will include the study of expressions and how to simplify them using the properties of real numbers which will lead into creating and solving equations including linear equations. The course will also investigate proportional reasoning. Students with a 232 and lower on the math MAP Assessment will be placed in this course which is specifically designed to build skills needed to be successful in Algebra 1.		

Algebra 1A & 1B 535010–535020	Satisfies: 1 Required MATH credit for Graduation	NCAA: Core Class
	<p>This course is designed to expand a student's understanding of algebra concepts from middle school math through problem solving and abstract thinking. Part A topics include linear & exponential relationships, relationships & reasoning with equations, and descriptive statistics. Part B topics include polynomial expressions & equations and quadratic functions & modeling.</p>	

Transitional Math 10 507146	Satisfies: .5 MATH ELECTIVE credit	To Take: Students may NOT elect to take this course. Students will be placed in this course.
	Info: Students with a PLAN Math Score of below a 17 will be placed in this class	
This course will give students the opportunity to master skills needed to become College and Career Ready. The course will be standards based to create a strong foundation of algebra skills found on the End of Course Assessment in Algebra 2 and the ACT. The course will include assignments with a balance of procedural fluency, conceptual understanding, and application problems. The course will focus on operations with whole numbers, integers, decimals, and fractions and combining these operations within algebraic expressions and equations. Students with a math PLAN score of below a 17 will be placed in this course which is specifically designed to build skills needed to become College and Career Ready.		

Geometry A & B 545411–545421	Satisfies: 1 Required MATH credit for Graduation	NCAA: Core Class
This course is designed to provide discovery and real world applications of geometric relationships and principles. Topics will be explored using constructions, inductive and deductive reasoning, and elementary proofs. Algebraic concepts and formulas will be applied to geometric concepts. Part A topics will include a study of proofs, parallel and perpendicular lines, congruency, triangles and quadrilaterals. Part B topics will include similar triangles, right triangle trigonometry, circles, coordinate geometry, transformations, surface area and volume.		

Geometry Accelerated A & B 544010--544020	Satisfies: 1 Required MATH credit for Graduation	To Take: 1 credit in Algebra 1 (C or higher in 8 th grade) OR MAP Math score of 247
		NCAA: Core Class
This course is designed for students who have demonstrated a high level of understanding and proficiency in concepts and skills of Algebra 1. It is imperative that students have the study habits, maturity, and motivation necessary to be successful in this type of course. Topics will be explored using constructions, inductive and deductive reasoning, and elementary proofs. Algebraic concepts and formulas will be applied to geometric concepts. Part A will include a study of proofs, parallel and perpendicular lines, congruency, triangles and quadrilaterals. Part B will include similar triangles, right triangle trigonometry, circles, coordinate geometry, transformations, surface area and volume. A TI-84 Silver Plus graphing calculator is suggested.		

Algebra 2A & 2B & 2C 535411–535421–460933	Satisfies: 1 Required MATH credit for Graduation	To Take: 1 credit in Algebra 1 and 1 credit in Geometry
	Info: The End of Course Assessment (exam) at the end of this class is worth 20% of final grade	NCAA: Core Class
This course is designed to expand the mathematical concepts of Algebra 1. An emphasis is placed on preparation for study of college mathematics and abstract thinking skills. Part A includes functions (linear & quadratic), matrices, and systems of linear equations. Part B includes probability & statistics, sequences & series, polynomials, exponential functions, rational functions, trigonometry and conic sections.		

Algebra 2A & 2B Accelerated 534116–534126	Satisfies: 1 Required MATH credit for Graduation	To Take: 1 credit in Algebra 1 and 1 credit in Geometry AND a PLAN score of a 19 or above or a winter MAP score above the 70 th percentile
	Info: The End of Course Assessment (exam) at the end of this class is worth 20% of final grade	NCAA: Core Class
This course will include the content of Algebra 2 A&B in greater depth, with higher expectations in problem solving and understanding theory. Part A will include functions (linear, quadratic, & polynomial), matrices, systems of linear equations & inequalities, and sequences & series. Part B will include probability & statistics, functions (rational, radical, exponential, & logarithmic), trigonometry and conic sections. This course requires an extraordinary devotion to the study of mathematics. A TI-84 Silver Plus graphing calculator is suggested.		

<u>Pre-Calculus</u> <u>A, B, & C</u> <u>Honors</u> 513413—513423--513433	Satisfies: 1.5 MATH ELECTIVE credit	To Take: 1 credit Algebra 1, 1 credit Geometry, 1 credit Algebra 2 Acc or meeting ACT Math Benchmark after Algebra 2 AND a math MAP of a 248 or meeting ACT Math Benchmark (22) after Algebra 2
	Info: College-bound students would benefit greatly	

Pre-Calculus Honors A is a thorough examination of linear functions, quadratic functions, polynomials, rational functions, exponential and logarithmic functions. B is a thorough examination of trigonometry, analytic geometry, and various other mathematical topics. C is a thorough examination of systems of equations, matrices, sequences and series, conic sections, and probability. The course is designed to prepare students for calculus and college courses. ***These courses require an extraordinary devotion to the study of mathematics.*** A TI-84 Silver Plus graphing calculator is required.

<u>A.P. Calculus AB</u> A, B, & C 512316--512326--512336	Satisfies: 1.5 MATH ELECTIVE credit	To Take: Complete 50 Problem Summer Packet Review of Pre Calculus Must have Required MATH credits AND Pre-Calculus A, B, C
	Info: Calculus I College Credit with AP Score of 3 or Higher at most college/universities	NCAA: Core Class
	GPA Weight: Weighted for Ranking and for KEES	Fee: Optional AP Exam \$89
This course covers everything in the Calculus AB topic outline as it appears in the <i>AP Calculus Course Description</i> . The two stated objectives of this course are that students do well on the AP Exam and in the subsequent course, whether it is taken at Scott High School or college. This course requires an extraordinary devotion to the study of mathematics. A TI-84 Silver Plus graphing calculator is recommended.		

<u>AP Calculus BC</u> A & B 522316--522326	Satisfies: 1 MATH ELECTIVE credit	To Take: Must have AP Calculus AB credit
	Info: Calculus I and II College Credit with AP Score of 3 or higher at most college/universities	NCAA: Core Class
This course covers everything in the Calculus BC topic outline as it appears in the <i>AP Calculus Course Description</i> . The two stated objectives of this course are that students do well on the AP Exam and in the subsequent course, whether it is taken at Scott High School or college. This course requires an extraordinary devotion to the study of mathematics. A TI-84 Silver Plus graphing calculator is recommended		

<u>AP Statistics</u> A, B, & C 512416--512426--512436	Satisfies: 1.5 MATH ELECTIVE credit	To Take: Must have Required MATH credits for Graduation and meeting ACT Math Benchmark (22)
	GPA Weight: Weighted for Ranking and for KEES	NCAA: Core Class
		Fee: Optional AP Exam \$89
This is a college course whose purpose is to introduce students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. Students are exposed to four broad conceptual themes: Exploring Data – describing patterns and departures from patterns; Sampling and Experimentation - planning and conducting a study; Anticipating Patterns – exploring random phenomena using probability and simulation; Statistical Inference – estimating population parameters and testing hypotheses. Students who wish to leave open the option of taking calculus in college should include pre-calculus in their high school program and perhaps take AP Statistics concurrently with pre-calculus. Students with appropriate mathematical background are encouraged to take both AP Statistics and AP Calculus in high school. A TI-84 Silver Plus graphing calculator is required.		

<u>Algebra 3A & 3B</u> 546413--546423	Satisfies: 1 MATH ELECTIVE credit	To Take: Must be 12 th Grade ACT Math Score 18 or higher and have all Required MATH credits
This course is an in-depth study of equations and functions: linear, quadratic, exponential, logarithmic, polynomial, rational, and radical. This course builds on the student's understanding of functions by analyzing both algebraically and graphically a variety of different functions such as polynomials, rational, exponential, logarithmic, and trigonometric. Note: If student has an ACT score of an 18, the student will be given the opportunity to take the <i>College Readiness KYOTE</i> test and will need a score of a 22 in order to become College and Career Ready.		

<u>College & Career Ready Math</u> <u>A & B</u> 565413--565423	Satisfies: 1 MATH ELECTIVE credit Info: To avoid college remedial classes in KY, students will be given the opportunity to take KYOTE Math exams. With a passing score on the KYOTE (22) College Readiness test, students can test out of part B .	To Take: Students with an ACT Math score of 17 or lower will be PLACED in this class.
This course is designed to prepare to students for required Algebra courses in college. The topics of study will include algebra concepts such as expressions, equations (linear and quadratic), and inequalities as well as concepts from geometry such as area, perimeter, and coordinate geometry. The main objective of the course is for each student to pass the two KYOTE placement tests, <i>College Readiness</i> and <i>College Algebra</i> . The KYOTE tests were designed by NKU and are used by all state colleges as placement exams for college level mathematics. With the successful passing of each of the two exams, students will NOT be required to take any remedial math classes at any Kentucky state college/university. This course is intended for students with an ACT Math score of 17 or below.		

SCIENCE

NOTE: ALL CLASSES AT SCOTT HIGH SCHOOL ARE 1 TERM IN LENGTH. IF A & B (& C) ARE LISTED TOGETHER, BOTH (ALL) ARE REQUIRED AND MUST BE MARKED ON THE COURSE SELECTION SHEET.

Science Courses are listed in SEQUENCE order where applicable.

Courses with the same name in the title are options for that title of course.

Science Electives follow alphabetically the Required Science options.

Integrated Science A 765013	Satisfies: .5 Required SCIENCE credit for graduation	NCAA: Core Class
This course investigates topics in Earth Science with emphasis on the scientific method, scientific thinking, and metric system. Topics covered in physical geology include the characteristics and interactions of the hydrosphere, biosphere, atmosphere and geosphere of the Earth. Topics covered in space science emphasize the Earth within the Universe; the Early Earth and its subsequent history; development of the solar system; the planets; space exploration.		

Integrated Science B 765023	Satisfies: .5 Required SCIENCE credit for graduation	NCAA: Core Class
This course will help fulfill the Science graduation requirement, but does not fulfill the state pre-college curriculum requirement in chemistry or physics for major 4-year institutions. This course will place its emphasis on physical science and thus contains a basic introduction to chemistry and physics. Students will be introduced to the following topics: atoms, the periodic table, basic reactions, Newton's laws, energy and dimensional analysis.		

Pre AP - Environmental Science A & B 765017-765027	Satisfies: .5 SCIENCE ELECTIVE credit	To Take: Grade 9 Must have earned Credits in Algebra 1 or Math MAP score of 235
Students may complete this course IN PLACE OF Integrated Science 1A and 1B Students taking this option are still required to take a Physical Science to meet graduation requirements.		
Included in the course topics will be a study of environmental problems and human population dynamics. The effects of politics, ethics, and economics on our environment will be studied. Students will receive instruction in earth systems, earth resources, land use, water use, energy resources, energy consumption, pollution and global change. Preserving animal diversity and food production will be touched upon. Students will be engaged in laboratory investigation or field work as well as meaningful research and experimentation. Students will be required to keep a field notebook and write detailed reports on their data and observations. Students should be prepared to complete a quality project from their own research, data, and observations.		
*This class is a foundation class for the Kenton County Sustainable Energy Academy (SETE) at Scott High School		

Biology A & B 715111-715121	Satisfies: 1 Required SCIENCE credit for Graduation	To Take: Must have .5 Int Sci A and .5 Int. Sci B credits
Info: The End of Course Assessment (exam) at the end of this class is worth 20% of final grade		NCAA: Core Class
Biology offers students exploratory experiences and activities in the fundamental concepts of life through a variety of approaches. The material covered will focus on cell biology. Topics include cell structure and function, photosynthesis and cellular respiration, molecular genetics including the human genome, and Mendelian genetics. Additional areas covered will focus on the theory of evolution, the biosphere including ecosystems, communities and populations, and a study of microorganisms, plants and animals.		

Biology Accelerated A & B: (Primarily Renaissance Academy) 724117-724127	Satisfies: 1 Required SCIENCE credit for Graduation	To Take: Must have .5 Int Sci A and .5 Int. Sci B credits
Info: The End of Course Assessment (exam) at the end of this class is worth 20% of final grade		NCAA: Core Class
This course covers the same material as Biology A&B but at an accelerated pace and in greater depth . The major significant differences are: the application of mathematical skills to analyze data and represent phenomena, exploration of historical perspectives surrounding scientists and their discoveries and independent research of selected applications of science concepts.		

<u>Pre-Chemistry</u> 735443	Satisfies: .5 SCIENCE ELECTIVE credit	To Take: Must have credit in Int. Sci. A & Int Sci.B and 1 credit in Algebra 1 Grades 10-12 only
This course is a bridge between Integrated Science B and high school Chemistry. The course will focus on those literacy skills and Quantitative concepts. The student should improve their technical reading skills, the interpretation of tabular and graphical data along with basic mathematical operations such as percentages, proportions, linear equations, exponents, trigonometric functions, and logarithms. This class will require active student participation and considerable work outside the class period. This class will allow the successful student to raise MAP and ACT scores; possibly meeting the prerequisites for Chemistry in high school or will be better prepared for Chemistry in college.		
<u>Chemistry A & B</u> If your math MAP score is below 236, you MUST take Pre-Chemistry before taking this course 725413--725423	Satisfies: 1 SCIENCE ELECTIVE credit Info: Necessary for COLLEGE READY CURRICULUM	To Take: Must have the following credits: Algebra 1A & 1B Integrated Science 1A & 1B: Biology A & B AND MAP Math score: 236 The successful completion of Chemistry A is required to take Chemistry B NCAA: Core Class for Division 1
A pre-college elective that studies the physical and chemical properties of matter, atomic structure, bonding between atoms, and chemical reactions as to <i>stoichiometry</i> and kinetics. Specific topics covered include the behavior of gases, chemical periodicity, solutions, <i>colligative</i> properties, pH, thermodynamics, and electrochemistry. Laboratory techniques/analysis and problem solving are integral parts of the class.		
A.P. Chemistry A, B, & C 722316--722326--722336	Satisfies: .5 SCIENCE ELECTIVE credit for each term taken Info: The lab is after school at Thomas More College GPA Weight: Weighted for Ranking and for KEES	To Take: Must have 1 credit in Chemistry with at least 85% grade NCAA: Core Class for Division 1 Fee: Optional AP Exam \$89
This course offers a short review of General Chemistry beginning with measurements, matter, mathematics of chemistry, atomic structure, and the periodic table. Also included are the topics of stoichiometry, solutions & ionic equations, energy, quantum mechanics, periodic trends, Lewis structures, molecular geometry and bonding theories, gas laws, and intermolecular forces, colligative properties and equilibrium. Classroom lab activities will be supplemented by attending Thomas More College where the student will take a college level lab course. The Thomas More laboratory grade will become part of each semester grade as a percentage. In addition to receiving high school credit, students who score high enough on the AP Exam may receive college credit. The AP Exam is a vital part of the course and students are to take it as a preview of college academic expectations.		
<u>Anatomy & Physiology A & B Honors</u> 743413--743423	Satisfies: 1 SCIENCE ELECTIVE credit GPA Weight: Weighted for Ranking NOT for KEES	To Take: Must have 1 credit in Biology with at least 85% grade
As our society becomes more and more dependent on science and technology, success in this class is critical for future achievement and the development of professionals that can understand the human body. This course deals with the structure and function of the human body. The theme of our class will be shaped around medical professions and in-depth look at disease treatment in the human body. We will perform a variety of experiments, labs, and other hands-on activities that will make this class very interactive. This course is rigorous and modeled closely after a college anatomy and physiology course.		
<u>Forensics</u> 768413	Satisfies: .5 SCIENCE ELECTIVE credit	To Take: Grades 10-12 Biology A
Forensics is the analysis of evidence collected at a crime scene, not to be confused with crime scene investigation (CSI). The two are related and both will be addressed in this course. Students will learn what is required of the first responder to a crime scene, how evidence is secured and properly collected, and transported to the forensic laboratory for evaluation. Forensic activities that may be covered include: blood splatter and typing, DNA fingerprinting, ballistics, anthropology, facial reconstruction, entomology and latent fingerprinting.		

<u>Marine Biology</u> 775413	Satisfies: .5 SCIENCE ELECTIVE credit	To Take: Must have 1 credit in Biology Grades 10-12
Discover the organisms that make up the marine world and the environments in which they live, as well as the many ways in which humans interact with the ocean world – including our impact on the marine environment. Interrelationships among animals, plants, and physical and chemical aspects of the environment will be studied, with stress on adaptations for survival unique to the marine environment.		

<u>Astronomy</u> 789413	Satisfies: .5 SCIENCE ELECTIVE Credit for Graduation	To Take: Must have 1 credit in Algebra 1 Grades 10-12
This course will address modern astronomy from the Solar System to the stars, the galaxy, and the Big Bang theory of cosmology. The history and development of astronomy to present time will be examined. An understanding of how starlight reveals information about the size, structure, temperature, and distance of stars and galaxies will be developed. Laboratory exercises will be a regular feature of course activities and one field trip to the Cincinnati Observatory may be included.		

<u>Physics A: Mechanics</u> 705413	Satisfies: .5 SCIENCE ELECTIVE Credit for Graduation	To Take: Must have the following credits: Integrated Science 1A & 1B: Biology A & B Algebra 2A & 2B & 2C AND MAP Math score: 236
This course supports student understanding of ideas related to why some objects keep moving, why objects fall to the ground, rotational motion, the effect friction and gravity have on motion, kinetic & potential energy, and momentum. Topics include motion in one and two dimensions, periodic motion, force resolution, collisions, and the conservation of energy and momentum.		

<u>Physics B: Electromagnetism</u> 705423	Satisfies: .5 SCIENCE ELECTIVE Credit for Graduation	To Take: Must have the following credits: Integrated Science 1A & 1B: Biology A & B Algebra 2A & 2B & 2C Physics A AND MAP Math score: 236
This course will focus on understanding electricity and its relationship to magnetism. It will include the study of electric fields, magnetic fields, electromagnetic forces, conductors, electromagnetic waves, electromagnetic induction and electric circuits.		

<u>Physics C: Wave Energy</u> 705433	Satisfies: .5 SCIENCE ELECTIVE Credit for Graduation	To Take: Must have the following credits: Integrated Science 1A & 1B: Biology A & B Algebra 2A & 2B & 2C Physics A AND MAP Math score: 236
This course will emphasize wave energy – primarily focusing on the study of sound and light. This is important because waves carry information such as cell phone conversations and telephone broadcasts. Much of what is known of the physical world is dependent on waves. You could not see or hear anything without sound waves and light waves.		

SENIOR STUDIES/SERVICE EDUCATION

COURSE	GRADE LEVEL	DESCRIPTION	REQUIREMENTS	MAXIMUM CREDITS
Leadership Dynamics A and/or B and/or C 635316--635326--635336	12	This class is open to all seniors. The major focus will be service learning to include preparation, community service, reflection, and closure. Students will act as ambassadors for Scott High School by performing community services at a variety of sites throughout Northern Kentucky during the school day as scheduled.	State law required each student to have own transportation. Admittance is contingent through approval by application process. Submit applications to Work-Based Learning coordinator.	.5 ELECTIVE Credit per term.
Library Science 219313--219323	11-12	Students will gain work experience using their computer skills creating various types of office documents and items for display. Students will aid the media technology specialist in maintaining and organizing the library performing the following tasks: checking books/resources in and out, shelving materials and scanning resources for inventory. Students will deliver and set up AV equipment in classrooms. Students will also be trainees as copy aides to work in the copier room. Book lovers and/or fans of technology would be great candidates for this class. Students must be conscientious, punctual and organized. Students must also be able to work independently when necessary.	Must have 93% attendance rate. Acceptable discipline record. Positive attitude toward Scott High School. Must submit an application to Librarian to review for approval	.5 ELECTIVE Credit per term.
Peer Tutor 227416--227426--227436	11-12	Teachers may assign Peer Tutors to teach a lesson or re-teach to a small group of students. Peer Tutors will be carefully screened to assure appropriate assignments. Peer Tutors will still be able to assist with special needs students.	*Seniors may be a Peer Tutor ONCE per term *Juniors can be a peer tutor only once per year	.5 ELECTIVE Credit per term.
School-To-Work (STW) Office Assistants 229412--229422--229432	12	Assistants are assigned by department. Students will be selected according to the following criteria: 93% or better attendance rate, an acceptable discipline record, and a positive attitude toward Scott High School. Teachers signature required on application.	Admittance is contingent through approval by application process. Submit applications to principal's office.	.5 ELECTIVE Credit per term.
Work-Based Learning A and/or B and/or C 655316--655326--655336	12	This course allows students to receive credit for work-based learning experience at pre-approved sites (co-op). All work experience must be directly related to the students' chosen career path and must begin during the school day. Students will have an early dismissal each afternoon to go to their job site. State law requires each student to have his or her own transportation. While the class coordinator can assist with job leads and application procedures, students are responsible for securing their own work sites. Admittance is contingent on approval through application process.	Must have a job at an approved location. Must complete an application and submit to Work-Based Learning coordinator.	.5 BUSINESS/ TECHNOLOGY credit per term
Senior Project 249322--249332	12	Scott High School Senior Projects is a project-based educational curriculum designed to give senior students the opportunity to pursue an employment, educational, or community interest. This independent study challenges the student to research and acquire the initial knowledge and skills in a career, educational, or community field and to develop a plan of action. The students have the opportunity to create a wide variety of learning opportunities and real-world connections and experiences.	Project must be approved by the teacher and Principal	.5 ELECTIVE Credit per term.

SOCIAL STUDIES

NOTE: ALL CLASSES AT SCOTT HIGH SCHOOL ARE 1 TERM IN LENGTH. IF A & B (& C) ARE LISTED TOGETHER, BOTH ARE REQUIRED AND MUST BE NOTED ON THE COURSE SELECTION SHEET.

Social Studies Courses are listed in SEQUENCE order with electives following required course options.

Integrated Social Studies A & B 885010–885020	Satisfies: 1 Required SOCIAL STUDIES credit for Graduation	NCAA: Core Class
These courses are a survey of government, civics, economics, geography, and law. Students will study the rights and responsibilities of citizens as well as learn the basics of the structure and function of government. Included will be discussion of current events. Principles of geography and map skills will be explored. Interpretation of data, analysis of statistics, charts, and graphs will be integrated.		

World Civilizations 1500 – 1812 855112	Satisfies: .5 Required SOCIAL STUDIES credit for Graduation	NCAA: Core Class
In this course we will examine significant eras in world history from 1500 through the Napoleonic Wars. We will develop a chronological understanding and recognize cause and effect relationships in a historical perspective. We will examine political, social, and economic systems and their relationships to world events. We will explore how geography and culture shape human wants and needs. We will also look at current events and see how they fit in the context of history.		

World Civilizations 1812 – Present 855122	Satisfies: .5 Required SOCIAL STUDIES credit for Graduation	NCAA: Core Class
In this course, we will examine significant eras in world history from the Napoleonic Wars through the present. We will develop a chronological understanding and recognize cause and effect relationships in a historical perspective. We will examine political, social, and economic systems and their relationships to world events. We will explore how geography and culture shape human wants and needs. We will also look at current events and see how they fit in the context of history.		

U.S. History 1865-1929 816212	Satisfies: .5 Required SOCIAL STUDIES credit for Graduation	To Take: Must have 1 credit in Intro to Social Studies and Credits in World Civ 1500 and 1812 NCAA: Core Class
United States History 1865-1929 will emphasize twentieth century America from Reconstruction through the 1920's. A brief review of the aftermath of the Civil War, the events which placed the United States of America in the role of a world power, and an investigation of the industrial, technological, and cultural advances the U.S. has made, will provide insight and context for our current state of affairs.		

U.S. History 1929- Present 816222	Satisfies: .5 Required SOCIAL STUDIES credit for Graduation Info: The End of Course Assessment (exam) at the end of this class is worth 20% of final grade	To Take: Must have 1 credit in Intro to Social Studies and World Civilization 1500 & 1812 NCAA: Core Class
United States History 1929 to present will emphasize twentieth century American concepts through primary and secondary source analysis along with a development of students reading and writing skills. The course follows American history from the Great Depression to technological and cultural advances the US has made over the years. It will provide insight and context for our present state of affairs.		

Renaissance Academy Social Studies Year 1 884011—884021—854115	Satisfies: 1.5 Required SOCIAL STUDIES Credit for Graduation	To Take: Students must submit an application (found on Scott's Website) and be recommended by 2 teachers
The first year of Renaissance Academy Social Studies will take students through an accelerated thematic program. Social Studies Credits satisfied will be Accelerated Social Studies A—Accelerated Social Studies B—and Accelerated World Civilizations 1500-1812. Much of the work is Project-Based, requires the use of technology, and higher order thinking and problem solving skills. This standards-based course is a fusion of English I, which focuses higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections and complex writing tasks to build ability to write effectively in academic and real-world situations, and the content of Introduction to Social Studies, specifically globalization and government. Students completing this program will be preparing for college level History in the Junior/Senior years of high school. This class is taken in conjunction with Renaissance Academy English Year 1 and is co-taught by two instructors.		

Renaissance Academy Social Studies Year 2 854123—804407—814406	Satisfies: 1.5 Required SOCIAL STUDIES Credit for Graduation	To Take: Students must submit an application (found on Scott's Website) and be recommended by 2 teachers
The second year of Renaissance Academy Social Studies will take students through an accelerated thematic program. Social Studies Credits satisfied will be Accelerated World Civilizations 1812-present—Accelerated US History 1865-1929—and Accelerated US History 1929-present. Much of the work is Project-Based, requires the use of technology, and higher order thinking and problem solving skills. This course fuses the skills developed in English II and English III, higher-order critical thinking skills, close-analysis reading strategies to enable students to independently analyze texts, challenging reading selections, and complex writing tasks to build ability to write effectively in academic and real-life situations, with the historical content of World Civilization and American History. Students completing this program will be preparing for college level History in the Junior/Senior years of high school. This class is taken in conjunction with Renaissance Academy English Year 2 and is co-taught by two instructors.		

<u>Ancient Civilizations</u> 805442	Satisfies: .5 ELECTIVE credit	To Take: Grades 10-12
A study of the civilizations of Egypt, Greece, and Rome, through the creation of projects. The projects are differentiated and students will have multiple options for looking at each aspect of the history and culture of these societies. Students will look at each society's impact on culture, technology, society, literature, and its overall historical impact.		

<u>Criminal Justice</u> 845412	Satisfies: .5 ELECTIVE credit
Students will investigate how crime impacts their daily lives and the structure of American society. They will focus on what constitutes a crime and why we have these laws to protect ourselves. Students will examine the difference between civil and criminal law and how they impact society. They will focus on why these crimes are committed and what the repercussions are for these crimes.	

<u>Influences on Society and Politics of the United States (formerly History of Rock and Roll)</u> 898446	Satisfies: .5 of Required HUMANITIES credit for Graduation
This course explores the development of Rock and Roll from Rhythm and Blues to its evolution throughout the second half of the 20th century. Many styles of rock, including their sociological and political impact will be presented, discussed and analyzed. These styles include; the early artists, British Rock, Folk Rock, Soul, Funk and Motown, Acid Rock, Jazz Rock, Art rock, Soft Rock, Heavy Metal, Punk, Mainstream, Dance	

<u>Kentucky History</u> 897448	Satisfies: .5 of Required HUMANITIES credit for Graduation
This course focuses on the historical and cultural forces that have influenced the people and institutions of the Commonwealth, including a more specific examination of Kenton County and surrounding counties. It will stress the role of geographical regional variations across Kentucky. The customs of the people, their values, their folklore, and their family life will be examined in the context of such forces as agrarianism and urbanism. Historical context & the forces shaping government, politics, and social change will also be discussed.	

<u>Mythology</u> 817442	Satisfies: .5 ELECTIVE credit	Info: Must perform (read aloud) various roles in the myths
This course follows "The Hero's Journey" & will cover the Classical World through the modern view of myths. The Classical World will be covered using Reader Theater—students will act out the roles in the myths. The Hero's Journey is used for analyzing myths, legends, films, novels, short stories, plays, or even comic books. By studying ancient mythologies, students must think analytically about modern culture, analyzing the traces ancient mythology has left behind and the legends created in their own day.		

<u>Psychology</u> 825412	Satisfies: .5 ELECTIVE credit	Info: Offered every other year. You MAY CHOOSE this class for 2014-15
Psychology is the scientific study of affect, behavior, and cognition. In this survey course, emphasis will be placed on understanding principles of psychological research, brain anatomy, sensation & perception, personality theory, sleep, dreams, social psychology, principles of learning, memory, intelligence, child development, and mental disorders and their treatment. Students will conduct psychological data gathering via surveys and perform correlation studies. Additional topics that may be surveyed include: optical illusions, personality testing, the Mozart Effect, the meaning of dreams, why we need sleep, mob mentality, IQ testing, learning styles, memory aids, ADHD, schizophrenia, phobias, OCD, anxiety and stress. This survey course will ultimately prepare students to be better equipped when taking an introductory level psychology course at the college level.		

<u>Sociology</u> 826312	Satisfies: .5 ELECTIVE credit	Info: Offered every other year. Not available for 2014-15
This course studies human social behavior. Sociology assumes a group rather than an individual perspective as psychology does. Students will study patterns in social relationships including class, race, and gender struggles. We will use the scientific method when developing a thesis to test using a variety of activities, including group projects and sociological research. Students will spend time learning about current events from a variety of perspectives in order to gain more of a world perspective on current social issues.		

SOCIAL STUDIES
DUAL CREDIT AND ADVANCED STUDIES FOR AP EXAM

AP US History A & B & C 812216—812226—812236	Satisfies: 1 required SOCIAL STUDIES credit and .5 ELECTIVE credit	To Take: Recommended GPA of 3.0 and an ACT score of 20 or PLAN score of 18
	Info: The End of Course Assessment (exam) at the end of this class is worth 20% of final grade	
	GPA Weight: Weighted for Ranking and for KEES	Fee: Optional AP Exam \$89
<p>The Advanced Placement course in American History is designed to provide students with the analytical skills and factual knowledge necessary to deal critically with the problems and materials in American History. The program prepares students for intermediate and advanced college courses by making demands upon them equivalent to those of college courses. The advanced placement American History course will focus on the social, political, and cultural aspects of American History.</p>		

<u>NKU HIS 102 (Dual Credit)</u> <u>American History to 1877 A & B</u> 881442	Satisfies: 1 Required SOCIAL STUDIES credit for Graduation*.	To Take: GPA of 3.0 and an ACT score of 20 or PLAN score of 18
	Info: Will also earn 3 NKU General Ed. hours: Culture and Creativity This is taught at Scott High School during the regular school day	Fee: \$40 NKU application fee PLUS discounted NKU tuition (about \$225)
	GPA Weight: Weighted for Ranking NOT for KEES	
The goal of this course is to guide students in actively exploring and thinking critically about major themes in United States history from the colonial period through 1877, with the purpose of enabling each student to become an independent learner, innovative thinker, and responsible citizen. Each student will have the opportunity to gather, process, interpret, and evaluate information on the period from various sources, including the internet, to suggest directions for further inquiry and to assess the relevance of the application of the information at the time and how it relates to life today. Each student will have an opportunity to compare historical perspectives on the development of various cultures and to consider how literature and the arts reflect and influence cultures. Each student will be challenged to use the perspective of history to comprehend ethical perspectives and responsibilities and to analyze and discourage all forms of discrimination, including ethnic, racial, and gender.		

***BOTH classes (HIS 102 & 103) must be taken in order to take the place of US History 1865 and 1920 (Graduation Requirements)**

<u>NKU HIS 103 (Dual Credit)</u> <u>American History Since 1877 B & C</u> 891442	Satisfies: 1 Required SOCIAL STUDIES credit for Graduation*.	To Take: GPA of 3.0 and an ACT score of 20 or PLAN score of 18
	Info: Will also earn 3 NKU General Ed. hours: Culture and Creativity. This is taught at Scott High School during the regular school day. May take US His 1865 + NKU HIS 103 to satisfy Graduation Requirement The End of Course Assessment (exam) at the end of this class is worth 20% of final grade	Fee: \$40 NKU application fee PLUS discounted NKU tuition (about \$225)
	GPA Weight: Weighted for Ranking NOT for KEES	
<p>The goal of this course is to guide students in actively exploring and thinking critically about major themes in United States history from 1877 through present day, with the purpose of enabling each student to become an independent learner, innovative thinker, and responsible citizen. Each student will have the opportunity to gather, process, interpret, and evaluate information on the period from various sources, including the internet, to suggest directions for further inquiry and to assess the relevance of the application of the information at the time and how it relates to life today. Each student will have an opportunity to compare historical perspectives on the development of various cultures and to consider how literature and the arts reflect and influence cultures. Each student will be challenged to use the perspective of history to comprehend ethical perspectives and responsibilities and to analyze and discourage all forms of discrimination, including ethnic, racial, and gender.</p>		

American History to 1877 Honors (Terms 1 and 2) 883412	Satisfies: Both classes must be taken to satisfy1 Required SOCIAL STUDIES credit for Graduation	
Info: These 2 classes overlap in Term 2 Taking both classes will earn 1.5 credits.	GPA Weight: Weighted for Ranking NOT for KEES	To Take: GPA of 3.0 and an ACT score of 20 or PLAN score of 18
American History Since 1877 Honors (Terms 2 and 3) 883422	Fee: Optional AP US History Exam \$89	
These two classes may be scheduled at the same time as the NKU HIS 102 and 103 classes. Students may receive the same content and be required to complete almost the same assignments. Assignments for the NKU dual credit students may be somewhat different or more extensive. Students taking both classes may also take the AP US HISTORY EXAM .		

NKU GEO 100 (Dual Credit) Global Viewpoints on Geography and the Human Landscape 811443	Satisfies: 1 ELECTIVE credit	To Take: GPA of 3.0 and an ACT score of 20 or PLAN score of 18
	Info: Will also earn 3 NKU General Ed. hours: Global Viewpoints. This is taught at Scott High School during the regular school day.	Fee: \$40 NKU application fee PLUS discounted NKU tuition (about \$225)
	GPA Weight: Weighted for Ranking NOT for KEES	
Acquaints students with the key tools, themes, and perspectives by which geographers describe and analyze the global landscape, in its present condition as well as its transformation from past circumstances and its continuing transformation into the future.		

NKU REL 200 (Dual Credit) World Religions and Cultures 841412	Satisfies: 1 ELECTIVE credit	To Take: GPA of 3.0 and an ACT score of 20 or PLAN score of 18
	Info: Will also earn 3 NKU General Ed. hours: Culture and Creativity. This is taught at Scott High School during the regular school day.	Fee: \$40 NKU application fee PLUS discounted NKU tuition (about \$225)
	GPA Weight: Weighted for Ranking NOT for KEES	
This course is to introduce students to one or more of the following religions: Indigenous Sacred Ways, Hinduism, Jainism, Sikhism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Christianity, Islam. The historical development of the religions studies, the major beliefs and the interactions within and between cultures will be considered. General education credit: Culture and Creativity		

TECHNOLOGY: On-Line Learning

NOTE: A Qualified instructor facilitates project based courses that support web page development, computer programming and game design. Students work independently and self-paced on their chosen course work.

For details on these course please visit: <http://www.edgenuity.com/Curriculum-Research/Career-Pathways>

Career Pathway:

*Completion of a Career Pathway requires
4 credits within any of the following pathways:*

Web Page-Pathway	
Computer Literacy (.5)	Web Page A–html (.5)
Computer Applications (.5)	Web Page B–html (.5)
Introduction to IT A (.5)	Digital Arts A (.5)
Introduction to IT B (.5)	Digital Arts B (.5)
	Game Design (.5)

Computer Programming-Pathway	
Computer Literacy (.5)	Introduction to IT A (.5)
Computer Applications (.5)	Introduction to IT B (.5)
Computational Thinking A (.5)	Web Page A –html (.5)
Computational Thinking B (.5)	Web Page B–html (.5)
C++ Programming (.5)	Game Design (.5)

Game Design-Pathway	
Computer Literacy (.5)	Flash Animation (.5)
Computer Applications (.5)	Flash Game Development (.5)
Computational Thinking A (.5)	Digital Arts A (.5)
Computational Thinking B (.5)	Digital Arts B (.5)
C++ Programming (.5)	Game Design (.5)

C ++ Programming 603425	Satisfies: .5 Required TECHNOLOGY credit for Graduation	To Take: Must have 1 credit in Computational Thinking A and B
Students will build games and useful programs to discover the power of the C++ programming language. Students will learn foundational concepts in object-oriented programming such as defining classes and creating objects.		

Computer Applications 603406	Satisfies: .5 Required TECHNOLOGY credit for Graduation
This course challenges students to become proficient in Microsoft® Word®, Excel®, PowerPoint®, and Outlook® through hands-on experience with tasks such as creating flyers, brochures, schedules, presentations and mail merge.	

Computer Literacy 603421	Satisfies: .5 Required TECHNOLOGY credit for Graduation
This course provides a foundation in the skills and concepts that define computer literacy in the 21st century, such as being able to effectively use technology to research, organize, create, and evaluate information. Students use Google accounts for emailing and blogging web applications and OpenOffice software for word processing, spreadsheet, and presentation software.	

Computational Thinking (Part A) 605411	Satisfies: .5 Required TECHNOLOGY credit for Graduation
Students will have many of the fundamental skills and conceptual background needed to get started as a programmer in Python or in any programming language. Project-based learning walks students through writing code, while course assignments build on what students learn.	

Computational Thinking B (Part B) 605421	Satisfies: .5 Required TECHNOLOGY credit for Graduation	To Take: Must have .5 credit in Computational Thinking A
Students will have many of the fundamental skills and conceptual background needed to get started as a programmer in Python or in any programming language. Project-based learning walks students through writing code, while course assignments build on what students learn.		

Digital Arts (Part A) 603432	Satisfies: .5 Required BUSINESS/TECH credit for Graduation
After surveying a variety of media and art, students will use digital drawing to apply the elements of visual art in their own work. Students will use Inkscape, the popular open-source vector-graphics software program, to complete the course projects	

Digital Arts (Part B) 603433	Satisfies: .5 Required TECHNOLOGY credit for Graduation	To Take: Earned .5 credit for Digital Arts (A)
Students will learn about the principles of design and use them to create their own unique artworks. The principles of design include repetition, pattern, contrast, variety, movement, rhythm, proportion, balance, emphasis, dominance, unity, and harmony. By the end of the course, students will have created a collection of digital art projects for a digital design portfolio.		

Flash Animation 603436	Satisfies: .5 Required TECHNOLOGY credit for Graduation
This course includes detailed instruction on using Flash drawing tools, using techniques for translating an image into an animation, importing images for use in an animation, creating a walking animation with armatures, adding sound to animations, and using techniques for publishing an animation.	

Flash Game Development 603427	Satisfies: .5 Required TECHNOLOGY credit for Graduation
Students will learn some basic programming concepts using ActionScript®, the native scripting language of Flash, to develop and customize their games. By the end of this course, students will have a fully functioning multilevel online game.	

Game Design 603435	Satisfies: .5 Required TECHNOLOGY credit for Graduation
Intended for students who love gaming and want to design and build original games from beginning to end. Students will learn how to use Multimedia Fusion 2, a popular game design software program, to create engaging, interactive games in a variety of genres. Students will get a solid foundation in the basic concepts of game development.	

Introduction to IT (Part A) 603418	Satisfies: .5 Required TECHNOLOGY credit for Graduation
Introduces students to the field of Information Technology (IT). Throughout this course the students engage in variety of hands-on assignments to learn about IT careers, networks, software, hardware, operating systems and HTML.	

Introduction to IT (Part B) 603419	Satisfies: .5 Required TECHNOLOGY credit for Graduation	To Take: Must have .5 credit in Introduction to IT (A)
Introduces students to the field of Information Technology (IT). Throughout this course the students engage in variety of hands-on assignments to learn about creating and formatting spreadsheets; drawing and editing digital images; and using multiple search parameters to locate, sort, search, and filter data in a spreadsheet; computer programming; and multimedia.		

WORLD LANGUAGE

NOTE: ALL CLASSES AT SCOTT HIGH SCHOOL ARE 1 TERM IN LENGTH. IF A&B ARE LISTED TOGETHER, BOTH ARE REQUIRED AND MUST BE NOTED ON THE COURSE SELECTION SHEET.

WORLD LANGUAGE TRAVEL OPPORTUNITIES

Each summer, a trip is organized by one of the World Language teachers. If you and/or your family are interested in these trips, contact the teacher listed. The following trips are planned for the next 2 years:

2014	Germany , West & East	Frau Pennington
2015	Paris to Vienna	Madame Motsinger & Frau Pennington

<u>French 1 A & B</u> 415015–415025	Satisfies: 1 ELECTIVE credit	To Take: MAP Score Reading (221) or MAP Score Math (233)
	Info: 2 Years of the same World Language required for COLLEGE READY CURRICULUM	NCAA: Core Class
The beginning course in French introduces you to the vocabulary and culture of the French-speaking world. You will learn to speak, listen, read, and write about a variety of topics related to your own life. You will be evaluated through projects, storytelling and performance.		

<u>French 2 A & B</u> 415115–415125	Satisfies: 1 ELECTIVE credit	To Take: MAP Score Reading (221) or MAP Score Math (233)
	Info: 2 Years of the same World Language required for COLLEGE READY CURRICULUM	NCAA: Core Class—2 credits in World Language for Division 1
The second course builds upon the skills learned in French I. Vocabulary, grammar, and culture are expanded through projects, storytelling, and performance.		

<u>French 3 Honors A & B</u> 413215–413225	Satisfies: 1 Required HUMANITIES credit for Graduation	To Take: Must have 2 credits in prior World Language classes
	Info: Honors level World Language is recommended for college readiness, and to be competitive for scholarships	
	GPA Weight: Weighted for Ranking NOT for KEES	
Basic skills in speaking, listening, reading, and writing are refined. By the end of French 3, you will be able to communicate at an intermediate-mid level about a variety of topics related to your own life.		

<u>French 4 Honors</u> <u>A, and/or B, and/or C</u> 413315–413325–413335	Satisfies: .5 Required HUMANITIES credit for Graduation	To Take: 1 credit French 3 Honors
	Info: This course is taught in the same class as AP French	
	GPA Weight: Weighted for Ranking NOT for KEES	
	By the end of the course, you will be able to communicate at an intermediate-high level about a variety of topics related to your own life, as well as issues and cultures of the French-speaking world.	

<u>A.P. French Language & Culture</u> <u>A, B, C</u> 412316—412326—412336	Satisfies: 1 Required HUMANITIES credit for Graduation and .5 ELECTIVE credit	To Take: Must have 3 credits in prior World Language classes with a 78% or higher in prior World Language class
	Info: AP level World Language is recommended for college readiness, and to be competitive for scholarships.	Fee: Optional AP Exam \$89
	GPA Weight: Weighted for Ranking and for KEES	
By the end of the course, you will be able to communicate at an intermediate-high level about a variety of topics related to your own life, as well as issues and cultures of the French-speaking world. You may elect to take the Advanced Placement French Language and Culture Exam.		

<u>French Literature Honors A & B</u> 413415–413425	Satisfies: 1 Required HUMANITIES credit for Graduation	To Take: 78% or higher in French Honors 3 and Credit in AP French Language or concurrently taking AP French Language, and teacher recommendation
	Info: recommended for college readiness, and to be competitive for scholarships.	
	GPA Weight: Weighted for Ranking NOT for KEES	
You will read novels, poetry, plays, and short stories that date from the Middle Ages to modern day. This class is a helpful accompaniment to the AP French Language course and the AP English Literature course. This class is taught in French.		

<u>German 1 A & B</u> 425015–425025	Satisfies: 1 ELECTIVE credit	To Take: MAP Score Reading (221) pr MAP Score Math (233)
	Info: 2 Years of the same World Language required for COLLEGE READY CURRICULUM	NCAA: Core Class
The beginning course in German introduces you to the vocabulary and culture of the German-speaking world. You will learn to speak, listen, read, and write about a variety of topics related to your own life. You will be evaluated through projects, storytelling and performance.		

<u>German 2 A & B</u> 425115–425125	Satisfies: 1 ELECTIVE credit	To Take: MAP Score Reading (221) or MAP Score Math (233)
	Info: 2 Years of the same World Language required for COLLEGE READY CURRICULUM	NCAA: Core Class—2 credits in World Language for Division 1
The second course builds upon the skills learned in German I. Vocabulary, grammar, and culture are expanded through projects, storytelling, and performance.		

<u>German 3 Honors A & B</u> 423415–423425	Satisfies: 1 Required HUMANITIES credit for Graduation	To Take: Must have 2 credits in prior World Language classes with a 78% or higher grade in prior World Language class
	Info: Honors level World Language is recommended for college readiness, and to be competitive for scholarships.	
	GPA Weight: Weighted for Ranking NOT for KEES	
Basic skills in speaking, listening, reading, and writing are refined. By the end of German III, you will be able to communicate at an intermediate-mid level about a variety of topics related to your own life.		

<u>German 4 Honors A, and/or B, and/or C</u> 423315–423325–423335	Satisfies: .5 Required HUMANITIES credit for Graduation	To Take: 1 credit German 3 Honors
	GPA Weight: Weighted for Ranking NOT for KEES	
By the end of the course, you will be able to communicate at an intermediate-high level about a variety of topics related to your own life, as well as issues and cultures of the German-speaking world.		

<u>A.P. German Language A,B,C</u> 422316–422326–422336	Satisfies: 1 Required HUMANITIES credit for Graduation and .5 ELECTIVE credit	To Take: Must have 3 credits in prior World Language classes with a 78% or higher in prior World Language class
	Info: AP level World Language is recommended for college readiness, and to be competitive for scholarships	Fee: Optional AP Exam \$89
	GPA Weight: Weighted for Ranking and for KEES	
By the end of the course, you will be able to communicate at an intermediate-high level about a variety of topics related to your own life, as well as issues and cultures of the German-speaking world. You may elect to take the Advanced Placement German Language and Culture Exam.		

<u>Spanish 1 A & B</u> 435015--435025	Satisfies: 1 ELECTIVE credit	To Take: MAP Score Reading (221) or MAP Score Math (233)
	Info: 2 Years of the same World Language required for COLLEGE READY CURRICULUM	NCAA: Core Class
The beginning course in Spanish introduces you to the vocabulary and culture of the Spanish-speaking world. You will learn to speak, listen, read, and write about a variety of topics related to your own life. You will be evaluated through projects, storytelling and performance.		

<u>Spanish 2 A & B</u> 435115--435125	Satisfies: 1 ELECTIVE credit	To Take: MAP Score Reading (221) or MAP Score Math (233)
	Info: 2 Years of the same World Language required for COLLEGE READY CURRICULUM	NCAA: Core Class—2 credits in World Language for Division 1
The second course builds upon the skills learned in Spanish I. Vocabulary, grammar, and culture are expanded through projects, storytelling, and performance.		

<u>Spanish 3 Honors A & B</u> 433215--433225	Satisfies: 1 Required HUMANITIES credit for Graduation	To Take: Must have 2 credits in prior World Language classes with a 78% or higher in prior World Language class
	Info: Honors level World Language is recommended for college readiness, and to be competitive for scholarships.	
	GPA Weight: Weighted for Ranking NOT for KEES	
Basic skills in speaking, listening, reading, and writing are refined. By the end of Spanish III, you will be able to communicate at an intermediate-mid level about a variety of topics related to your own life.		

<u>Spanish 4 Honors A, and/or B, and/or C</u> 453315--453325--453335	Satisfies: .5 Required HUMANITIES credit per term for Graduation	To Take: 1 credit Spanish 3 Honors
	GPA Weight: Weighted for Ranking NOT for KEES	
By the end of the course, you will be able to communicate at an intermediate-high level about a variety of topics related to your own life, as well as issues and cultures of the Spanish-speaking world.		

<u>A.P. Spanish A, B, C</u> 432316--432326--432336	Satisfies: 1 Required HUMANITIES credit for Graduation and .5 ELECTIVE credit	To Take: Must have 3 credits in prior World Language classes with a 78% or higher in prior World Language class
	Info: AP level World Language is recommended for college readiness, and to be competitive for scholarships.	Fee: Optional AP Exam \$89
	GPA Weight: Weighted for Ranking and for KEES	
By the end of the course, you will be able to communicate at an intermediate-high level about a variety of topics related to your own life, as well as issues and cultures of the Spanish-speaking world. You may elect to take the Advanced Placement Spanish Language and Culture Exam.		

The Kenton County School District Prep and Prep+ Program Committee has met and approved changes for the 2014-15 school year. The 2012-13 school year served as the pilot year for the program and throughout the year, program information was gathered and reviewed by the committee to implement changes that will strengthen the identification process and clarify communication documents.

As you review the program documents, please be aware of the following changes to begin with student identification for the 2013-14 school year.

- A student will need to meet two assessment data points in the 75 to 95 percentile range for identification in the Prep Program and two assessment data points in the 96 to 99 percentile range for identification in the Prep+ Program as outlined on the 2013-14 Acceleration Plan documents. One assessment data point must be the winter or spring MAP (Measure of Assessment Progress) score for the 2012-13 school year and the second assessment data point must be from either a second MAP score or other most current norm referenced assessment.
- Identification in the ELA Prep or Prep+ Program will be based on MAP (Measure of Assessment Progress) scores in the category of Reading only. The reading assessment provides a comprehensive evaluation as it assesses foundational reading skills, informational reading, vocabulary and literature. A student uses these necessary reading components in all content learning and everyday life skills. Language usage has been eliminated as it provides limited data regarding a student's ability to excel in the prep or prep+ Program.
- Be sure to read the 2013-14 Questions and Answer documents for all program information and changes regarding student identification in the program or student requirements to continue in the program.

The 2013-14 Prep and Prep+ Program Documents can be accessed through our Kenton County School District Website. <http://www.kenton.kyschools.us/> At the top of the page in the middle you will view Kenton County News. As you scroll down the arrow you will see the title 2013-14 Prep and Prep+ Acceleration Program announced. The Math Acceleration Plan, the ELA Acceleration Plan, Elementary Questions and Answers and the Middle/High School Questions and Answers documents can be viewed by clicking on the above underlined title.

Through our Prep and Prep+ Acceleration Program, we will continue to provide a rigorous curriculum to our students who meet the identification criteria. Whenever you have questions, please contact the school principal at the elementary level or the school principal and/or counselors at the middle and high school level.

FREQUENTLY ASKED QUESTIONS ABOUT COURSE SELECTIONS

Do I have to take a World Language to graduate from High School?

No. For the College Ready Curriculum, students must earn 2 credits in the same World Language.

What World Language should I take?

It depends on your goal. If you are planning to earn just the two credits for the College Ready Curriculum, it really does not matter which language you take. You will not be able to speak the language proficiently in just 2 years. You will develop your mind with any language to handle problem-solving tasks you may run into in college. If you want to be proficient at a World Language, or major in a Language in college, you will need to earn as many credits as possible in that language in high school.

What if I get a low MAP score, because I just did not take it seriously, and now I don't have the MAP score to take a course that I want?

You can request to re-take the MAP test in the area you need to re-take. Ask for Ms Davis, the Assessment Coordinator.

Am I going to get ALL of the classes I sign up for?

Not always. A Master Schedule (an organization of all the classes, all the periods, all the teachers, all year) is always somewhat of a compromise. No school can offer each class, each period, each term. Sometimes there are not enough students to sign up for a class and we cannot put it in our master schedule. Sometimes, classes are in conflict with each other and you will have to make a choice between the two classes. We do try to give every student the best schedule we possibly can based on their requests and their alternates. It just doesn't work out for every student to get every elective they would like all the time. We DO guarantee that you will be able to get all of your requirements however.

Does it really matter what I choose? I can always change my mind later, can't I?

We decide what classes we are going to teach based on what students request. If you change your mind after the master schedule has been decided, you may not be able to make a change. That is why we encourage you to read the catalog and make good choices at the beginning of scheduling.

What if I get into a class and I don't like it or I don't have the materials I need for the class?

As a mark of maturity, we really expect you to look at the class descriptions for the classes you want to take. That is why we have the Course Catalog! We have also listed the materials that you will need in each class.

I'm not with any of my friends in my classes or at lunch. Can I get a schedule change to be with my friends or to get a different lunch?

We believe the main reason to come to school is to learn. With such a variety of classes in High School, being with friends must take a back seat to being in classes that will help you meet graduation and career (ILP) goals. If you don't have a valid reason, you probably will not be able to change your schedule. Below are the valid reasons for schedule changes:

1. The student is in a class for which the student already has a credit.
2. The student is in a class for which the student has not met the pre-requisite.
3. The student is in a class that is not recommended for the student's grade level.
4. A teacher has contacted the counselor advising of a class change that would better meet the student's academic needs.
5. The student is a senior and needs the class to meet graduation requirements.
6. Another class would better align with the student's career goals as verified by the student's ILP
7. Other reasons deemed necessary by an administrator

I heard that Scott allows students to earn some required credits in lots of ways. Is that true?

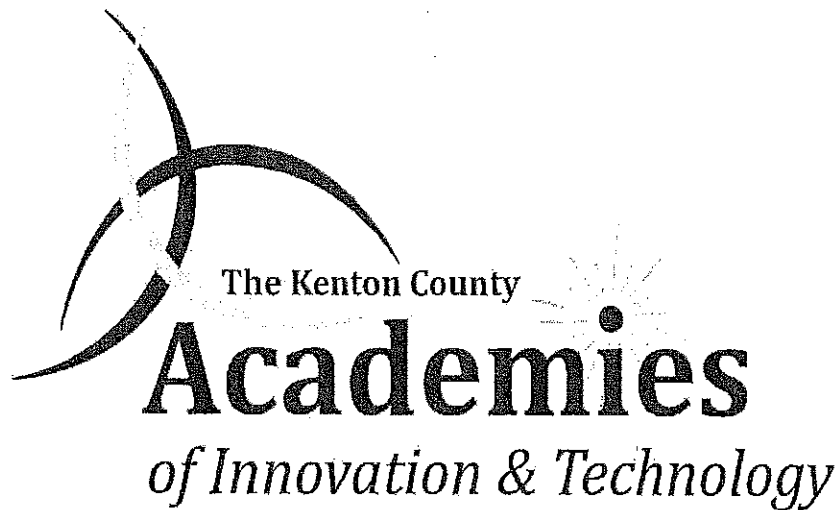
*Yes! We have lots of ways to earn PE credits, Arts/Humanities credits and Business/Technology credits. When you look at the course descriptions, they will tell you what credit each class will satisfy. For students who are in the **Renaissance Academy** at Scott for two years, we waive their Arts/Humanities required credit. Additionally, if you participate in one of the Kenton County Academies of Innovation and Technology (KCAIT) for 2 years, we waive the Business/Technology credit requirement.*

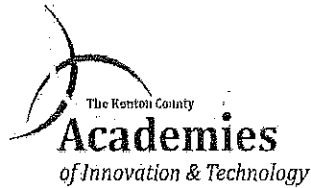
How can I see the High School Counselor if I need to? And what are some reasons to see the counselor?

You just need to tell your teacher and the teacher will call the counselor's office to make sure they are available. If the counselor is not available, they will write your name down and send a pass for you later. See the counselor: If you are sad, depressed, angry, or otherwise unable to concentrate in class—if you have a question about your schedule or a class or future classes you need to take—if someone is making you feel uncomfortable or bullying you (especially bullying!)—if you have a friend who has told you that they are being hurt or in danger of hurting themselves (Important!!)—if you just need to talk. If we send a pass for you, please don't think that you are "in trouble." We try to help you stay out of trouble.

COURSE GUIDE

2014-15



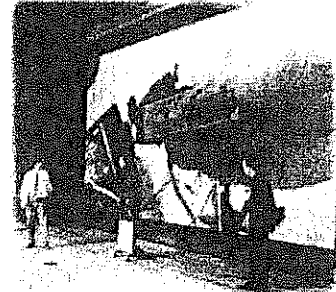


General Academy Philosophy

Each academy is an inquiry-based/performance-based method where the lines between "technical" and "academic" are deliberately blurred. All students will use technology to research, produce, and present across disciplines. Much of the class work will be project based and apply real world application. We encourage students with interests in the STEM (Science, Technology, Engineering, and Mathematics) to apply, and while we offer exciting, cutting edge experiences in the STEM areas, similar excitement and quality are to be found in the Language and Media Arts.

What is Curriculum Integration?

Curriculum is framed around answering questions and solving problems. Integration means we address issues as they are found in the real world – in teams, studying questions and themes that cut across academic disciplines. Teachers collaborate within an academy to develop coherent programs by intersecting their curriculum wherever possible. Each academy has a technical and two core content classes. The core content classes are taught with an emphasis and "flavor" of the career class. Each core content class covers the same curriculum as the core content classes taught at the traditional high schools. Academy core content classes are unique because they are taught by integrating the topics taught in the career class.



Informatics Scholar presentation

What is offered in each Academy?

Students have six different academies in which to apply to enroll. Each offers credits the same as their high school. Students will attend for half a day and the other half a day at their traditional high school. The six career academies are: Biomedical Sciences, Sustainable Energy Technology Engineering Academy, High Performance Production Technology, Engineering, Media Arts, and Informatics.

How are academy classes different?

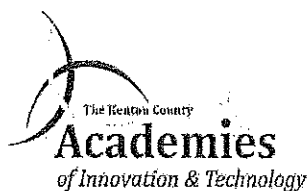
The academy philosophy is that small, personalized learning makes the high school experience motivating. Each academy consists of three highly skilled teachers collaborating to intersect their respected disciplines. Each area of concentration is equally important in the students' overall educational experience. We believe in the value of authentic teaching and project-based/inquiry-based/performance-based education. This method will provide students a high quality broad-based education that will serve them well in all phases of life.

How is the academy report card different?

We choose to report our assessment of students through traditional looking grades as we do at our traditional high schools. Parents also have the opportunity to discuss their students' progress with their teachers during parent teacher conferences. We want each student to work towards a "School to Career" thought process. This process requires students to learn what professionals refer to as "soft skills" as the academy sees them as "necessary skills" that are part of the learning process.

Our scholars will be graded of the following areas:

1. Content – Reflects the student's mastery of the course content.
2. Work Ethic/Effort – Reflects the student's commitment to complete assignments & attend class.
3. Collaboration – Reflects the student's ability to work with others.
4. Critical Thinking – Reflects the student's ability to analyze & synthesize information.
5. Writing Mechanics – Reflects the student's mastery of grammar, spelling, & literary content.
6. Projects/ Proposals – Reflects the student's progress/completion with accompanying research.
7. Presentation Skills – Reflects the student's ability to present information effectively to an audience.



Who can join an academy?

The Kenton County Academies of Innovation and Technology have scholars that range from 9th grade to 12th grade. Freshman at Dixie Heights, Simon Kenton, and Scott High Schools are able to enroll in one academy introductory course on their campus. All 10th and 11th grade scholars from the three high schools may apply to the Kenton County Academies of Innovation and Technology. Scholars entering their 12th grade year are eligible to be selected for an academic internship and/or a college dual credit program.

Why are the academies a yearlong program?

It is important for parents and scholars to know that the academies are a yearlong program. While we cover all the content that is included in core classes at the home high school, we add in additional components such as research and work with professionals in their chosen career field. For this reason, we require scholars to remain for the entire year once the trial period is over.



Scholars scheduled for academy classes will be asked to remain in the academies through the first full week of school as a trial period. After the trial period, if they choose, they will be permitted to join another academy (depending on space availability) or reschedule into their home school classes during the second full week of school only (August 25th-29th). Upon rescheduling out of academy classes, their position will be forfeited and their spot will be given to a scholar on the waiting list.

If a scholar chooses to attend an academy, they are not required to attend that academy their entire high school career. The purpose of the academies is to help scholars explore different career fields. If they find they are not interested in the career of the academy they choose, they will finish the school year in their current academy if the drop date has passed. After that year, they are able to join a different academy (depending on availability) or return to their home high school.

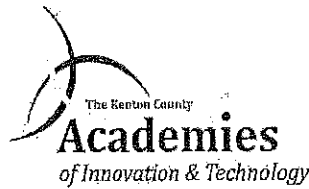
What is an academic internship?

The Academic Internship is a type of "Work-Based Learning Experience Program" for high school Academy senior scholars who have completed all of their required classes at their home school and are ready for a "real-world career experience".

Academic Internships give scholars opportunities to explore careers via workplace learning experiences and to benefit from interdisciplinary-based education as well as learn competencies needed to be successfully employed. Scholars have opportunities to learn about the world of work and to develop useful skills and attitudes. Through the demonstration of work-place skills, the academic competencies needed to be successfully employed will be highlighted along with the "Seven Areas of the Report Card".

The scholar must be invited by a mentor to participate in Academic Internship and the College and Career Coordinator will help to facilitate this for the mentor and the scholar. The internships could lead to course credit for the scholar if all criteria are met.

The Academic Internship will take place at the training site of the mentor and will be a component of a scholar's schedule either during the regular school day, after school hours, or during the summer, and may be one semester, one or more trimesters, or a year long experience. Scholars completing an academic internship will be required to take a seminar class and complete a research project. Scholars will present their research and learning experiences at the conclusion of the internship to business members and academy committee members.



What does an academy schedule look like?

If a scholar attends an academy that is not at their home school:

Scholars attending a morning academy will arrive at their home high school as usual. They will then board a bus and be transported to the academy where they will take three academy classes for the first portion of their day. Once academy classes are finished, they will board a bus and return to their home high school. There they will eat lunch and attend classes at their home high school for the remainder of the day.

Afternoon academy scholars will attend classes at their home high school in the morning. They will then eat lunch and board a bus that will take them to the location of their academy. Scholars will complete their three classes and be transported back to their home high school before the end of the school day.



Media Arts Scholars filming and interviewing

If a scholar attends an academy that is at their home high school:

Scholars will simply report to the academy for three classes during the academy time, depending on if they are in the morning or afternoon session. The rest of their day will consist of lunch and classes at the home school. These scholars will not be transported during the school day.

Can a scholar attend an academy and play sports or participate in extracurricular activities?

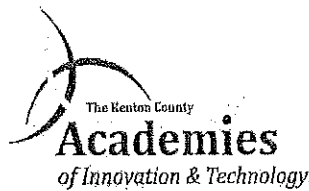
Absolutely! The academies are designed to enrich the scholar's high school experience! Our structure allows Scott, Dixie Heights, and Simon Kenton scholars to participate in activities at their home high school. Because all academy classes and travel are done during the school day, scholars are back at their home school and are finished at the same time as the other scholars at that school. They will participate in extracurricular activities of their choice for their home high schools.

Is graduation different for scholars in the academies?

No. Academy scholars will receive their diploma from their home high school and will attend graduation ceremonies with the traditional scholars at that school.

Important Information for Student Athletes!

Parents and Students, The Kenton County School District, including our high schools, and some of our district-wide programs use Edgenuity curriculum for some online courses. Edgenuity courses and curriculum are developed by highly qualified teachers. Edgenuity courses allow us as a district to personalize student Individual Learning Plans based on student needs. However, a highly qualified teacher that is certified in that content area must work closely with the student during at least 50% of the course or more for that course to be approved by the NCAA. If a student plans to play Division I or Division II sports in college, the student's transcript must reflect 16 credits of core academic courses approved by the NCAA. If you are a student athlete, please consult with your school counselor in planning your coursework each year in your Individual Learning Plan, especially if you are considering doing any online coursework. Each year, a counselor at your high school submits courses taught requesting approval for these courses from the NCAA. Your school counselor will know what courses are approved at your school. The Kenton County Academies of Innovation and Technology currently does not offer Edgenuity online courses. The three high schools, Simon Kenton, Dixie Heights, and Scott all offer Edgenuity online courses.



What are the requirements for joining an academy?

Academy scholars are selected based on their willingness to work hard, their interest in a particular career field, and if they are on grade level. There is no specific GPA requirement to be accepted to the academies. Scholars are admitted on a "first come, first serve" basis and will be considered based on availability. Interested scholars are encouraged to apply as soon as possible because of limited capacity in each academy.

How do I apply?

Anyone wishing to be an academy scholar must fill out an application. Scholars can do this using the application link on the home page: www.Kenton.kyschools.us or by scanning the QR Code.

APPLY TODAY!



For more information on the Kenton County Academies of Innovation and Technology, or to schedule a tour, please call the Academy office at 859-341-2266. Additionally, we can be reached by email at:

Dr. Francis O'Hara, Director

francis.ohara@kenton.kyschools.us

Julie Whitis, Associate Principal

julie.whitis@kenton.kyschools.us

Teresa Nicosia, College Career Readiness Coordinator

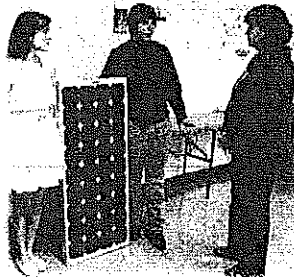
teresa.nicosia@kenton.kyschools.us

Helen Whitley, Administrative Assistant

helen.whitley@kenton.kyschools.us



Engineering Scholars reviewing their design



Sustainable Energy Technology Engineering Scholars present solar panels



High Performance Production Technology Engineering Scholars using 3D Printer

HIGH PERFORMANCE PRODUCTION TECHNOLOGY ACADEMY – MORNING SESSION

Hosted at Simon Kenton High School



Introduction to Engineering Design™ - PLTW 9th Grade Students at Simon Kenton High School Only

The first course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School. This course teaches problem-solving skills by engaging scholars in the engineering process. Models of product solutions are created, analyzed, and communicated in a variety of ways including the use of solid modeling computer design software. Students who pass the Introduction to Engineering Design course have the option to continue in this sequence by attending the Kenton County Academies of Innovation & Technology High Performance Production Technology Academy during 10th, 11th & 12th grades. Course Number: 2050072

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade.
Students should schedule their English class as English I or Accelerated English I for 9th grade.

HIGH PERFORMANCE PRODUCTION TECHNOLOGY ACADEMY MORNING SESSION OFFERINGS:



Principles of Engineering™ - PLTW @ Simon Kenton High School 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School to sophomores from all three Kenton County High Schools. This course helps students understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help students learn how engineers and technicians use math, science, and technology in an engineering problem solving process to benefit people. The Principles of Engineering course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). Recommendation: Completion of Introduction to Engineering Design (IED)

High Performance Production Technology Academy for 10th Grade Students:

PATHWAY A:	Principles of Engineering 2161073	English II 3061073	Geometry *See Below 5061073
PATHWAY B:	Principles of Engineering 2161073	Accelerated English II 3041073	Accelerated Algebra II 5041073

*Scholars that are enrolling in pathway "A" for the academy must ALSO take Algebra II at their home high school



Principles of Engineering™ - PLTW @ Simon Kenton High School 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School to juniors from all three Kenton County High Schools. How are things made? What processes go into creating products? Is the process for making a water bottle the same as it is for a musical instrument? How do assembly lines work? How has automation changed the face of manufacturing? While students discover the answers to these questions, they're learning about the history of manufacturing, robotics and automation, manufacturing processes, computer modeling, manufacturing equipment, and flexible manufacturing systems. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). Recommendation: Completion of Principles of Engineering (POE)

High Performance Production Technology Academy for 11th Grade Students:

PATHWAY C:	Principles of Engineering 2072073	English III 3172073	Pre-Calculus **See Below 5172073
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**Scholars that are enrolling in pathway "C" for the academy must have complete Geometry and Algebra II



12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

ENGINEERING ACADEMY – AFTERNOON SESSION

Hosted at Simon Kenton High School



Introduction to Engineering Design™ - *PLTW @ Simon Kenton High School*
9th Grade Students at Simon Kenton High School Only

The first course in the Project Lead the Way sequence of Engineering studies is offered at Simon Kenton High School. This course teaches problem-solving skills using a design development process. Models of product solutions are created, analyzed, and communicated using solid modeling computer design software. Students who pass the Introduction to Engineering Design course have the option to continue by attending the Kenton County Academies of Innovation & Technology Engineering Academy during 10th, 11th & 12th grades. Course Number: 2050072

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

ENGINEERING ACADEMY AFTERNOON SESSION OFFERINGS:



Principles of Engineering™ - *PLTW @ Simon Kenton High School*
10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Project Lead the Way sequence of engineering studies is offered at Simon Kenton High School to sophomores from all three Kenton County High Schools. This course helps students understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help students learn how engineers and technicians use math, science, and technology in an engineering problem solving process to benefit people. The course also includes concerns about social and political consequences of technological change. The Principles of Engineering course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Completion of Introduction to Engineering Design (IED)**

Engineering Academy for 10th Grade Students:

PATHWAY A:	Principles of Engineering 2061072	English II 3061072	Geometry *See Below 5061072
PATHWAY B:	Principles of Engineering 2061072	Accelerated English II 3041072	Accelerated Algebra II 5041072

*Scholars that are enrolling in pathway "A" for the academy must ALSO take Algebra II at their home high school



Civil Engineering & Architecture™ - *PLTW @ Simon Kenton High School*
11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the Project Lead the Way sequence of engineering studies is offered at Simon Kenton High School to juniors from all three Kenton County High Schools. Students learn about various aspects of civil engineering and architecture and apply their knowledge to the design and development of residential and commercial properties and structures. In addition, students use 3D design software to design and document solutions for major course projects. Students communicate and present solutions to their peers and members of a professional community of engineers and architects. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **PREREQUISITE: Completion of Principles of Engineering (POE)**

Engineering Academy for 11th Grade Students:

PATHWAY C:	Civil Engineering & Architecture Engineering 2072072	English III 3072072	Algebra II 5072072
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12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

INFORMATICS ACADEMY – MORNING SESSION

Hosted at Dixie Heights High School



Introduction to Informatics & Media Arts @ Dixie Heights High School **9th Grade Students at Dixie Heights High School Only**

The first course in the sequence of Informatics and Media Arts studies is offered for 9th grade students at Dixie Heights High School. The Introduction class is for students who are creative, imaginative, detail oriented, and ready to learn technical skills. Students will intersect their creative ability with today's digital world. The Introduction to Informatics and Media arts course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy or Media Arts Academy in the 10th, 11th, and 12th grades. Our goal is for students in our program to learn to use their designs to communicate ideas to the world. Areas to explore are: Informatics, Photographic Imaging, Video Production, Podcasting, Digital Filmmaking & Video and News Production, Flash Animation, Visual Effects & Motion Graphics and Commercial Photography. Course Number: 2050175

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

INFORMATICS ACADEMY MORNING SESSION OFFERINGS:



Connecting and Designing the Digital World @ Dixie Heights High School **10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The second course in the sequence of Informatics studies is Connecting and Designing the Digital World. This course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy in the 10th, 11th, and 12th grades. Connecting and Designing the Digital World is a contextual, project-based course that engages students in learning about the subject of informatics and how it relates to the real world. Topics covered include: computer hardware, computer forensics, networking, social media, creating video games, programming, mobile devices, webpage design, and electronic security. Recommendation: Completion of Introduction to Informatics & Media Arts

Informatics Academy for 10th Grade Students:

PATHWAY A:	Connecting and Designing the Digital World 2161074	English II 3061074	Geometry *See Below 5061074
PATHWAY B:	Connecting and Designing the Digital World 2161074	Accelerated English II 3041074	Accelerated Algebra II 5041074

*Scholars that are enrolling in pathway "A" for the academy must ALSO take Algebra II at their home high school



Computer Science and Software Engineering @ Dixie Heights High School **11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The third course in the sequence of Informatics studies is offered at Dixie Heights High School to sophomores in the three Kenton County high schools. Computer Science and Software Engineering covers topics such as: app creation, task automation using computer language, user interfaces, such as Scratch, App Inventor, and Python. Scholars will also work with languages such as JavaScript, PHP, and SQL, study cyber security, and interpret simulations using netLOGO and Excel. Scholars enrolling in this course must also enroll in a mathematics course and English course in the academy (see below). Recommendation: Connecting and Designing the Digital World

Informatics Academy for 11th Grade Students:

PATHWAY C:	Computer Science and Software Engineering 2172074	English III 3072074	Accelerated/Honors Pre-Calculus **See Below SK-5042074 DB/SC-5032074
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**Scholars that are enrolling in pathway "C" for the academy must have complete Geometry and Algebra II



12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

MEDIA ARTS ACADEMY – AFTERNOON SESSION

Hosted at Dixie Heights High School



Introduction to Informatics & Media Arts @ Dixie Heights High School 9th Grade Students at Dixie Heights High School Only

The first course in the sequence of Informatics and Media Arts studies is offered for 9th grade students at Dixie Heights High School. The Introduction class is for students who are creative, imaginative, detail oriented, and ready to learn technical skills. Students will intersect their creative ability with today's digital world. The Introduction to Informatics and Media arts course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy or Media Arts Academy in the 10th, 11th, and 12th grades. Our goal is for students in our program to learn to use their designs to communicate ideas to the world. Areas to explore: Informatics, Photographic Imaging, Video Production, Digital Filmmaking and News Production, Flash Animation, Visual Effects & Commercial Photography. Course Number: 2050175

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

MEDIA ARTS ACADEMY AFTERNOON SESSION OFFERINGS:



Media Arts @ Dixie Heights High School 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the sequence of Media Arts studies is offered at Dixie Heights High School to sophomores from all three Kenton County high schools. The Media Arts course is designed for students who are creative, excellent problem-solvers who thrive in a team-oriented approach to learning. Students will be immersed into an oasis of technology with industry-standard software and equipment to produce high-level, professional print publications and electronic media. Major areas of exploration include: Photographic Imaging, Commercial Photography, Video Production, Audio Production, Digital Filmmaking, Animation and Visual Effects & Motion Graphics. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). Recommendation: Intro to Informatics & Media Arts

Media Arts Academy for 10th Grade Students:

PATHWAY A:	Media Arts 2061075	English II 3061075	Geometry*See Below 5061075
PATHWAY B:	Media Arts 2061075	Accelerated English II 3041075	Accelerated Algebra II 5041075

*Scholars that are enrolling in pathway "A" for the academy must ALSO take Algebra II at their home high school



Advanced Media Arts @ Dixie Heights High School 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the sequence of media arts studies is offered at Dixie Heights High School to juniors from all three Kenton County high schools. The Advanced Media Arts is a class for students who are creative, imaginative, and ready to learn and apply technical skills in a real-world setting with real-world clients. Students learn about media arts and animation in a hands-on environment, using industry-related technology and software. Areas to explore are: Commercial photography, Photographic Imaging and Animation, including design, illustration, compositing, and 3-D computer modeling. Students will learn story development, background design, scenic layout, cinematography, screenwriting and special effects in Video Production as they produce documentaries and short films. Additional areas of study may include: Audio Production where students will produce and edit personal soundtracks. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). Recommendation: Media Arts

Media Arts Academy for 11th Grade Students:

PATHWAY C:	Advanced Media Arts 2072075	English III 3072075	Algebra II 5072075
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12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

BIOMEDICAL SCIENCES ACADEMY

Hosted at the Edgewood Campus both Morning & Afternoon Sessions



Principles of Biomedical Sciences™ - PLTW@ Edgewood Campus 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The first course in the Project Lead the Way sequence of Biomedical Sciences studies is offered at the Edgewood Campus to sophomores from all three Kenton County High Schools. Student work involves the study of human medicine, research processes and an introduction to bioinformatics. Students investigate the human body systems and various health conditions including heart disease, diabetes, sickle-cell disease, hypercholesterolemia, and infectious diseases. A theme through the course is to determine the factors that led to the death of a fictional person. After determining the factors responsible for the death, the students investigate lifestyle choices and medical treatments that might have prolonged the person's life. Key biological concepts including: homeostasis, metabolism, inheritance of traits, feedback systems, and defense against disease are embedded in the curriculum. The course is designed to provide an overview of all the courses in the Biomedical Sciences program and to lay the scientific foundation necessary for student success in the subsequent courses. This course is offered only in the Kenton County Academies of Innovation and Technology Biomedical Sciences Academy. Students must also enroll in a mathematics course and Science course in the academy (see below). **PREREQUISITE:** Completion of Algebra I or Accelerated Algebra I or Accelerated Geometry, AND Physical/Earth Science, or Accelerated Physical/Earth Science, or Biology, or Accelerated Biology.



Human Body Systems™ - PLTW@ Edgewood Campus 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High School

The second course in the Project Lead the Way sequence of biomedical science studies is offered at Edgewood Campus for juniors. Students engage in the study of the processes, structures, and interactions of the human body systems. Important concepts in the course include: communication, transport of substances, locomotion, metabolic processes, defense, and protection. The central theme is how the body systems work together to maintain homeostasis and good health. The systems are studied as parts of a whole, working together to keep the amazing human machine functioning at an optimal level. Students design experiments, investigate the structures and functions of body systems, and use data acquisition software to monitor body functions such as muscle movement, reflex and voluntary actions, and respiratory operation. Students work through interesting real world cases and often play the role of biomedical professionals to solve medical mysteries. This course is offered only in the Kenton County Academies of Innovation and Technology Biomedical Sciences Academy. Students must also enroll in a mathematics course and Science course in the academy (see below). **Recommendation:** Principles of Biomedical Science

BIOMEDICAL SCIENCES ACADEMY MORNING SESSION OFFERINGS:

PATHWAY A:	Principles of Biomedical Sciences 2061071	Biology 7061071	Geometry 5061071
PATHWAY B:	Principles of Biomedical Sciences 2061071	AP Biology 7022071	Accelerated Algebra II 5041071
PATHWAY C:	Human Body Systems 2072071	Chemistry 7072071	Algebra II 5072071

BIOMEDICAL SCIENCES ACADEMY AFTERNOON SESSION OFFERINGS:

PATHWAY D:	Principles of Biomedical Sciences 2061071	Biology 7061071	Geometry 5061071
PATHWAY E:	Principles of Biomedical Sciences 2061071	AP Biology 7022071	Accelerated Algebra II 5041071
PATHWAY F:	Human Body Systems 2072071	AP Chemistry 7122071	Accelerated/Honors Pre-Calculus SK-5042071 DR/SC-5032471

BIOMEDICAL SCIENCES ACADEMY

Hosted at the Edgewood Campus both Morning & Afternoon Sessions



Medical Interventions and Biomedical Innovation™ - PLTW@ Edgewood Campus
12th Grade Students from Simon Kenton, Dixie Heights, & Scott High School

Biomedical Sciences Academy for 12th Grade Students:

Medical Interventions (First Semester) at Edgewood Campus 7:00 – 7:50am

Course Number: 2083171

Students investigate a variety of interventions involved in the prevention, diagnosis and treatment of disease as they follow the life of a fictitious family. The course is a “How-To” manual for maintaining overall health and homeostasis in the body. Students explore how to prevent and fight infection; screen and evaluate the code in human DNA; prevent, diagnose and treat cancer; and prevail when the organs of the body begin to fail. Through these scenarios, students are exposed to a range of interventions related to immunology, surgery, genetics, pharmacology, medical devices, and diagnostics. This course is designed for 12th grade students. **PREREQUISITE:** Human Body Systems or approval of instructor

Biomedical Innovation (Second Semester) at Edgewood Campus 7:00 – 7:50am

Course Number: 2083271

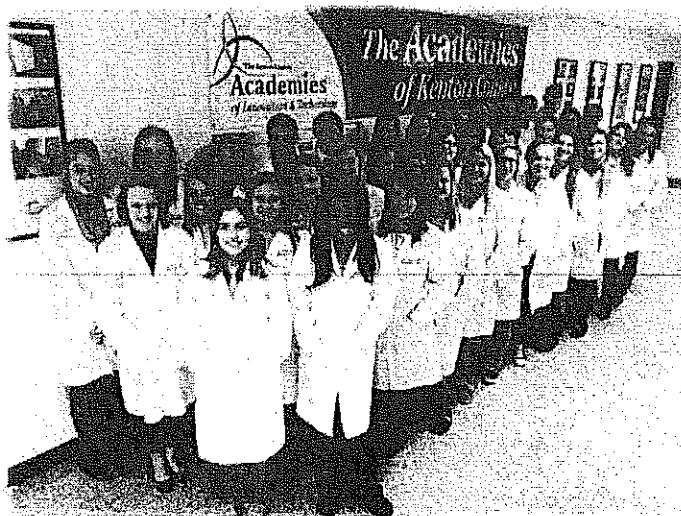
Students design innovative solutions for the health challenges of the 21st century. They work through progressively challenging open-ended problems, addressing topics such as clinical medicine, physiology, biomedical engineering, and public health. They have the opportunity to work on an independent project with a mentor or advisor from a university, hospital, research institution, or the biomedical industry. Throughout the course, students are expected to present their work to an audience of STEM professionals. This course is designed for 12th grade students. **PREREQUISITE:** Medical Intervention or approval of instructor

Additional Options for Academy Senior:



12th Grade Options for Academy Students

Please see “Senior Academic Internship & Seminar” and/or “Thomas More College Gemini Dual Credit Program” options in this course booklet.



Biomedical Scholars - The Future Looks Bright!

SUSTAINABLE ENERGY TECHNOLOGY ENGINEERING ACADEMY – MORNING SESSION

Hosted at Scott High School



Pre AP Environmental Sciences @ Scott High School 9th Grade Students at Scott High School Only

The first course in the sequence of Sustainable Energy Technology Engineering studies, Pre AP Environmental Sciences, is offered for 9th grade students at Scott High School. Included in the course topics will be a study of environmental problems and human population dynamics. The effects of politics, ethics, and economics on our environment will be studied. Students will receive instruction in earth systems, earth resources, land use, water use, energy resources, energy consumption, pollution and global change. Preserving animal diversity and food production will be touched upon. Students will be engaged in laboratory investigation or field work as well as meaningful research and experimentation. Students will be required to keep a field notebook and write detailed reports on their data. Students should be prepared to complete a quality project from their own research, data, and observations. The Pre AP Environmental Sciences course is for students who plan to attend the Kenton County Academies of Innovation & Technology Sustainable Energy Technology Engineering Academy in the 10th, 11th, & 12th grades. **Course Number: 7050176**

Students may complete this course **IN PLACE OF** Integrated Science IA and IB
Students taking this option are still required to take a Physical Science to meet graduation requirements.
Students should schedule their English class as English I or Accelerated English I for 9th grade.



Sustainable Energy Technology @ Scott High School 10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The first course in the Sustainable Energy Technology Engineering is offered at Scott High School and is available to sophomores at the three Kenton County High Schools. This course allows students to examine the sustainability of various energy resources. Presented as an overview of energy technology, energy resources, and emerging future energy technologies coupled with our energy use will bring into context the strengths and weaknesses of different energy methodologies in developing a working concept of sustainable energy. Students will take a more in-depth look at renewable energy forms and the replacement of fossil fuels in our society. Through wind, solar and biomass, students will complete live projects and scientific studies and comparisons of feasibility. Students must also enroll in an English course and Science course in the academy (see below).

Sustainable Energy Technology Engineering for 10th Grade Students:

PATHWAY A:	Sustainable Energy 2061076	English II 3061076	Biology 7061076
PATHWAY B:	Sustainable Energy 2061076	Accelerated English II 3042076	Accelerated Biology 7041076



Renewable Energy Systems @ Scott High School 11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Sustainable Energy Technology Engineering is offered at Scott High School and is available to juniors from the three Kenton County high schools. This course allows students to examine the need for alternative and renewable energy resources providing citizens from all walks of life an understanding for responsible stewardships of technologies that will contribute to the sustainability of energy in our present and future societies. The object of this course is to take a more in-depth look at renewable energy forms and the replacement of fossil fuels in our society. Through wind, solar, and biomass this class will focus on live projects, and scientific studies and comparisons of feasibility. It will incorporate the transportation sector of energy consumption. Students will engage in live projects, scientific studies & comparisons of feasibility. Students must also enroll in an English course and Science course in the academy (see below). **Recommendation: Sustainable Energy**

Sustainable Energy Technology Engineering for 11th Grade Students

PATHWAY C:	Renewable Energy Systems 2072076	English III 3072076	AP Biology 7222076
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12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.

12

ACADEMIES SENIOR ACADEMIC INTERNSHIP & SEMINAR

Hosted at the Edgewood Campus -- Morning Session Only



Senior Academic Internship & Seminar @ Edgewood Campus
12th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

ACADEMIC INTERNSHIP:

The Academic Internship is a type of "Work-Based Learning Experience Program" for high school Academy senior scholars who have completed all of their required classes at their home school and are ready for a "real-world career experience".

Academic Internships give scholars opportunities to explore careers via workplace learning experiences and to benefit from interdisciplinary-based education as well as learn competencies needed to be successfully employed. Scholars have opportunities to learn about the world of work and to develop useful skills and attitudes. Through the demonstration of work-place skills, the academic competencies needed to be successfully employed will be highlighted along with the "Seven Areas of the Report Card".

The scholar must be invited by a mentor to participate in an Academic Internship and the College and Career Coordinator will help to facilitate this for the mentor and the scholar. The internship is a non-paid experience. The internships could lead to course credit for the scholar if all criteria are met.

All academic internships will be designed on an individual basis to meet the needs of each scholar their senior year.

SCHOLARS MUST BE INVITED TO SIGN UP FOR AN ACADEMIC INTERNSHIP. Scholars interested in an academic internship must speak to the college and career coordinator, Teresa Nicosia, to determine if they are eligible at teresa.nicosia3@kenton.kyschools.us or call the Academy office at 859-341-2266

Academic Internship

Course Number: 2083377

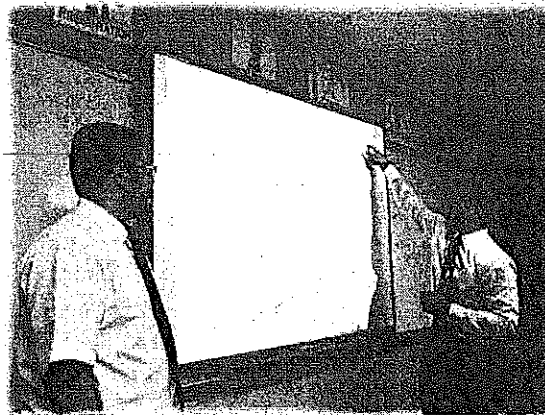
The Academic Internship will take place at the training site of the mentor and will be a component of a scholar's schedule either during the regular school day, after school hours, or during the summer, and may be one semester, one or more trimesters, or a year long experience.

Senior Academic Seminar * See Below

Course Number: 2083078

This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

***SCHOLARS THAT QUALIFY FOR AN ACADEMIC INTERNSHIP MUST ALSO SIGN UP FOR THE ACADEMIC SEMINAR.**



Informatics Scholars - Presenting Real World Solutions!

THOMAS MORE COLLEGE GEMINI DUAL CREDIT PROGRAM & ACADEMIC SENIOR SEMINAR

Hosted at the Edgewood Campus – Morning Session Only



THOMAS MORE COLLEGE Thomas More College Dual Credit Classes @ Edgewood Campus 12th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

Gemini is Thomas More College's program that introduces college-bound students in their senior year of high school to both college-level coursework and Thomas More College. Students participating in Gemini will sample college textbooks and grapple with college-level expectations. It also encourages collaborative efforts between tri-state high schools and Thomas More that are designed to benefit the students and to foster intellectual growth.

Thomas More College is committed to establishing quality dual-credit and on-campus freshman level programs in an effort to collaborate with local school systems and secondary schools in a way that provides opportunities for talented, college-bound students who are seeking alternatives or equivalencies to Advanced Placement (AP) courses.

Gemini is open to junior or senior high school students who: Have submitted a High School Transcript showing the student has completed 2 units of English, 2 units of Science, 2 units of Mathematics and 2 units in Social Studies. Have an overall GPA of 3.5 or better in the above units.

Students not meeting the above requirements may be admitted to the program with the joint approval of the Vice President for Academic Affairs at Thomas More College (or designee), the student's guidance counselor, or the director of the academics. Once enrolled in the Gemini program, to register for subsequent semesters a student must maintain a cumulative GPA of 2.0 in Thomas More courses. This requirement is set up to assist students in meeting the goal of successfully earning college credit at the high school level.

The courses for the 2014/2015 school year are offered at the discounted rate of \$200.00 per course plus applicable course fee, if any. Books are not included in the course fee. This fee is payable upon registration. The Thomas More College withdrawal and refund policy applies to the Gemini program. Contact Aimee Zimmer, Assistant Registrar, at 859-344-3332 for additional information.

Course Descriptions:

English 101 (150) A reading and writing intensive course topical in nature, with multiple topics offered each semester. The course invites students to explore literature as a meaningful and complex expression of human experience. Students will learn to identify literary strategies and to articulate critical issues raised by texts. An integral component of the course will be a research essay incorporating MLA format.

English 102 (200) A course taken during the freshman year. Students will develop multiple strategies for reading and interpreting a variety of literature, including poetry, short stories, novels, and reflective essays; analyze styles, genres, themes, trends, and rhetorical devices; explore the cultural forces and historical contexts that surround literary works; learn to apply an understanding of literary elements and theory; enhance invention, writing, research and citation skills; and contemplate the nature of English as an academic discipline.

History 101 Western Civilization I A semester multi cultural survey investigating the major civilizations of the world from ancient to modern times, divided at 1500. These courses are designed to serve as the integrating elements of the core curriculum.

History 102 Western Civilization II A semester multi cultural survey investigating the major civilizations of the world from ancient to modern times, divided at 1500. These courses are designed to serve as the integrating elements of the core curriculum.

Introductory Algebra An introductory course intended to prepare students for college algebra.

College Algebra Algebra for college students that are trying to meet the general education requirements of mathematics.

Senior Academic Seminar This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

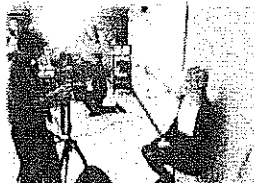
First Semester Dual Credit Offerings: * See Below

PATHWAY A:	English 101 (150) (Mon/Wed) 3013278	History 101 (Tue/Thu) 8013278	Senior Academic Seminar (Mon-Fri) 2083077
PATHWAY B:	English 102 (200) (Mon/Wed) 3113278	History 101 (Tue/Thu) 8013278	Senior Academic Seminar (Mon-Fri) 2083077

Second Semester Dual Credit Offerings: * See Below

PATHWAY A:	English 102 (Mon/Wed) 3113278	Introductory Algebra (Tue/Thu) 5013278	Senior Academic Seminar (Mon-Fri) 2083077
PATHWAY B:	History 102 (Mon/Wed) 8113278	College Algebra (Tue/Thu) 5113278	Senior Academic Seminar (Mon-Fri) 2083077

*Scholars enrolling in a dual credit pathway must also take a senior academic seminar class listed on previous page.



MEDIA ARTS ACADEMY



ENGINEERING ACADEMY



HIGH PERFORMANCE
PRODUCTION TECHNOLOGY
ACADEMY

The Kenton County
Academies
of Innovation & Technology



BIOMEDICAL SCIENCES
ACADEMY



INFORMATICS ACADEMY



SUSTAINABLE ENERGY
TECHNOLOGY ENGINEERING
ACADEMY

Kenton County Academies of Innovation & Technology
3234 Turkeyfoot Road
Edgewood, Kentucky 41017
859-341-2266

Scott High School Classes:

English & Literature

Math

Science

Social Studies

Health/PE

Humanities/Arts

Culinary Arts

Performance Arts: Theater

Performance Arts: Music

Visual Arts

World Studies (Rosetta Stone)

Technology (On-line Learning)

World Languages

Senior Studies/Service Education

The Kenton County Academies of Innovation and Technology (Application required)

Biomedical Sciences

Engineering

High Performance Production

Informatics

Media Arts

Sustainable Energy Technology Engineering (Coming to Scott 2014-2015)

English & Literature

- English 1 A & 1B & 1C
- English 1A & 1B Accelerated
- Renaissance Academy-English Year 1
- English 2A & 2B & 2C
- English 2A & 2B Accelerated
- Renaissance Academy-English Year 2
- English 3A & 3B & 3C
- English 4A & 4B
- A.P. English Language & Composition A, B, C
- A.P. English Literature & Composition A, B, C
- ENG 101 College Writing – Dual Credit
- Creative Writing
- 21st Century Media (Journalism)
- Film & TV Writing
- Home Runs and Heroes: Sports Literature
- Jules Verne to *Star Wars*: Sci-Fi Literature
- Social Justice in Literature
- Reading
- English Mechanics Boot Camp for College-Bound Students

Math

- Transitional Algebra
- Algebra 1A & 1B
- Transitional Math 10
- Geometry A & B
- Geometry Accelerated A & B
- Algebra 2A & 2B & 2C
- Algebra 2A & 2B Accelerated
- Pre-Calculus A, B, & C Honors
- A.P. Calculus AB - A, B, & C
- AP Calculus BC - A & B
- AP Statistics A, B, & C
- Algebra 3 A & B
- College & Career Ready Math A & B

Science

- Integrated Science A
- Integrated Science B
- Pre-AP Environmental Science
- Biology A & B
- Biology Accelerated A & B
- Pre-Chemistry
- Chemistry A & B
- A.P. Chemistry A, B, & C
- Astronomy
- Anatomy & Physiology A & B Honors
- Forensics
- Marine Biology
- Physics A: Mechanics
- Physics B: Electromagnetism
- Physics C: Wave Energy

Social Studies

- NKU HIS 102/ American History to 1877 A & B
- NKU HIS 103/ American History Since 1877 B & C
- NKU GEO 100/Global Viewpoints on Geography and Human Landscape
- NKU REL 200/World Religions and Cultures
- AP US History A, B, & C
- Ancient Civilizations
- Criminal Justice
- Influences of Society and Politics (Formally History of Rock and Roll)
- Integrated Social Studies A & B
- Mythology
- Psychology
- Sociology
- U.S. History 1865-1929
- U.S. History 1929- Present
- World Civilizations 1500 – 1812
- World Civilizations 1812 – Present
- Kentucky History
- Renaissance Academy: Social Studies Year 1
- Renaissance Academy: Social Studies Year 2

Health/PE

- Athletic Training
- Fitness-Wellness-Nutrition
- Health (Boys—Girls)
- Leisure Activities
- Lifeguard Training
- Physical Education-Males
- Physical Education-Females
- Recreational Sports
- Strength & Conditioning

Humanities/Arts

Culinary Arts

- Introduction to Culinary Arts A
- Introduction to Culinary Arts B
- Special Topics in Culinary Arts: The Art of Baking
- Special Topics in Culinary Arts: The Art of International Cooking

Performance Arts: Theater

- Theater Arts A: Survey
- Theater Arts B: Survey
- Theater Arts: Actor's Studio
- Theater Arts: Performance & Production

Performance Arts: Music

- Freshman Choir
- Choir
- Band
- Concert Band
- Wind Ensemble
- Music Theory
- Piano and Music Composition

Visual Arts

- A.P. Studio Art A & B & C
- Fine Art Photography 1
- Fine Art Photography 2
- Fundamentals of Drawing 1
- Fundamentals of Drawing 2
- Fundamentals of Painting 1
- Fundamentals of Painting 2
- Photoshop for Artist 1
- Photoshop for Artist 2
- Sculpture & Ceramics 1
- Sculpture & Ceramics 2
- Yearbook 1 & 2

World Studies (Rosetta Stone)

Technology (On-line Learning)

- C++ Programming
- Computer Applications
- Computer Literacy
- Computational Thinking A
- Computational Thinking B
- Digital Arts A
- Digital Arts B
- Flash Animation
- Flash Game Development
- Game Design
- Introduction to IT A
- Introduction to IT B

World Languages

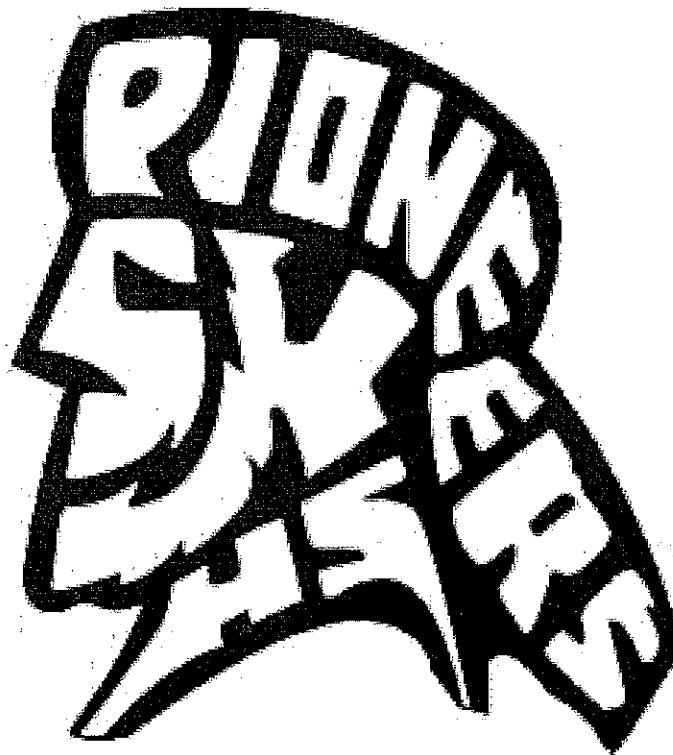
- French 1 A & B
- French 2 A & B
- French 3 Honors A & B
- French 4 Honors - A, and/or B, and/or C
- French Literature Honors A & B
- A.P. French Language & Culture - A, B, C
- German 1 A & B
- German 2 A & B
- German 3 Honors A & B
- German 4 Honors A, and/or B, and/or C
- A.P. German Language A,B,C
- Spanish 1 A & B
- Spanish 2 A & B
- Spanish 3 Honors A & B
- Spanish 4 Honors A, and/or B, and/or C
- A.P. Spanish A, B, C

Senior Studies/Service Education

- Leadership Dynamics
- Library Science
- Peer Tutor
- School-To-Work
- Work-Based Learning
- Senior Project

Simon Kenton High School

**Course Guide
2014 – 2015**



Our Mission

Simon Kenton High School is a community of students, educators, administrators, parents and families. Each member of this community is a valued individual with unique physical, social, emotional and intellectual needs, as well as strengths. With all partners working together, the mission of Simon Kenton High School is to provide quality and equitable educational programs and opportunities for all students. Our focus is to promote life-long learning, social well-being and responsible citizenship among our students.

Our Beliefs

- All Students can learn to the maximum of their ability level.
- Student learning and advancement is the chief priority of the school.
- Teachers, administrators, students, parents and the surrounding community share the responsibility for the school's mission.
- Every child can and should be educated in a safe and comfortable environment.

Simon Kenton High School is a four-year public high school located in Independence Kentucky, in the southern part of Kenton County. Established in 1936 Simon Kenton was located in a completely rural area. Today, this location is rapidly transitioning from a rural to suburban community, allowing Simon Kenton to serve a population of approximately 1700 students. Simon Kenton High School is a site-based school and is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Kentucky Department of Education. Our staff and the administration take great pride in providing a quality education for the young men and women in the Independence area.

Students at Simon Kenton High School are encouraged to develop a four-year-and-beyond plan of study. It is very important for students and parents to realize that a high school diploma can no longer be considered the final educational experience. A high school diploma should become a springboard to allow students to continue to pursue a course of study that will better prepare them for the world of work.

Changing Times in Education

In 2009, the Kentucky State Legislature enacted legislation through Senate Bill 1, amending KRS 158.6451 and 158.6453, which significantly impacted public education in our state. The statewide assessment process in high school will rely heavily on formative assessments, program reviews, interim assessments, national norm-referenced tests (PLAN and ACT) and end of course assessments in selected curriculum areas.

As students plan their schedule requests for next year at SKHS, they will be advised on course choices which will meet their individual needs and abilities in the core areas. Students will be expected to abide by their schedule choices once school begins.

ACT College Readiness Benchmark Scores

Test	EXPLORE	PLAN	ACT	COMPASS
English	13	15	18	74
Math	17	19	22	36
Reading	15	18	22	85
Science	20	21	23	X

All Kentucky high schools will be held accountable for helping students achieve the ACT benchmarks scores listed above.

State Mandated End of Course Exams

All students will be required to take end of course exams in specified courses which will count as **20%** of their course grade. Specified courses to date for the end of course exams are:

Biology

English 2

Algebra 2

US History

Simon Kenton High School Required Courses

9 th Grade	10 th Grade	11 th Grade	12 th Grade
English 1 Algebra 1 Integrated Social Studies Integrated Science Health PE	English 2 Geometry World History Computer Tech/Word Processing Biology	English 3 Algebra 2 Chemistry US History Humanities Humanities Elective	English 4 Math

Grade Advancement and Graduation Requirements

In order to advance to the next grade level, students must earn a minimum number of credits and successfully complete core courses in English, math, science, social studies. For the 2013-2014 school year:

- To be a sophomore, students must have a minimum of 5 credits
- To be a junior, student, must have a minimum of 11 credits
- To be a senior, students must have a minimum of 17 credits

In order to graduate students must:

- Complete 8 semesters of coursework, based on a six hour instructional day
- Earn 23 credits
- Successfully complete the required state assessments.

Administration may replace an equal or more rigorous course completed in a Kenton County Academy for a required course.

Course Descriptions

The following provides essential information to consider when completing the schedule request form. When choosing courses there are several important things to remember:

- Electives are offered according to student interest and faculty availability to teach the course.
- While every effort will be made to provide students with their 1st choices, this may not always be possible as room in classes dictate changes. Classes will not be put above our cap size to make a schedule change request.
- Refer to the Sample Student Schedule (page 8) for information on which courses meet diploma criteria.
- Recommendations and requirements are listed so students can choose courses in which they are most likely to be successful.

- Courses will be weighted according to SBDM policy.

Class Changes

- **Schedule change requests will only be accepted for 7 days after the new quarter/semester.**
- **Class change requests may not always be honored depending on space in other classes.**

Class change requests are separated into needs, wants, and other requests. All requests are considered but not all changes are able to be accommodated. It is important to understand that scheduling conflicts may result which may prevent a student from receiving every class requested.

Simon Kenton Advanced Placement (AP) Criteria:

- Students requesting an AP class must sign a contract.
- Students are encouraged to take the A.P. exam at the end of the course but it is not required.
- Students and parents must pay for the exam if it is taken.
- Students will be awarded a weighted grade if they complete the course.
- Students are not allowed to drop AP courses for peer tutoring or a non-academic class.

Special Education

Simon Kenton's special education department incorporates the inclusion model by placing students with special needs in regular education classes. Our program has four components, which blend together to form a successful learning environment for the special needs population. The components are as follows:

1. **Consultation** – a special education teacher consults with the regular education teacher on a regular basis to assist with adaptations and accommodations with possible assistance from a peer tutor.
2. **Collaboration** – special education staff & core content specialist working together in the classroom with students who have special needs, as well as blended groups.
3. **Resource** – students may leave their classroom to receive assistance from a special education staff member in the resource room (i.e. oral reading of test, help with proofreading, & test preparation).
4. **Community Based Program** – the emphasis in this program is to develop basic social, and job skills. Students receive extensive hands-on work experience and functional skills.

State of Kentucky Pre-College Curriculum

Subject	Pre-college Curriculum (2004)
Language Arts	4 Credits: English I, II, III and IV or AP English
Mathematics	3 Credits: Algebra I, Geometry, Algebra II
Science	3 Credits: Life science, physical science and earth space science (at least one lab course)
Social Studies	3 Credits from the following content areas: U.S. history, economics, government, world geography, and world civilization
Health	½ Credit
Physical Education	½ Credit
History & Appreciation of Visual & Performing Arts	1 Credit: History and appreciation of visual and performing arts or another arts course that incorporates such content
Foreign Language	2 Credits in the same foreign language or demonstrated competency

Diploma and Certification Opportunities

There are several diploma and certificate opportunities, which students can pursue. Each diploma provides a strong core curriculum and exposes students to a wide variety of educational opportunities. The core curriculum in these programs helps prepare students to meet their graduation requirements and be successful in post graduate pursuits.

Standard Diploma

This curriculum path provides a sequence of courses and requirements that identifies and integrates both academic and technical courses. Completing coursework in this curriculum will prepare students for a variety of post-secondary options, including vocational and technical programs and/or immediate entry into the workforce. If students elect to take 2 credits in the same foreign language, then this path will also meet the state pre-college curriculum. (see pg 8)

Kentucky Scholars Diploma

To receive this diploma, students need to complete an advanced set of requirements that surpass the state's general diploma requirements. (see pg 8)

Honors Diploma

The Honors Diploma is offered by Simon Kenton to reward students exceeding the requirements for a Kentucky Scholars Diploma. To receive this diploma, students need to complete an advanced set of requirements which include advanced classes in English, Math and a Science. (see pg 8)

Work Ethic/Career Passport Diploma

In a joint effort with the Northern Kentucky Chamber of Commerce, Simon Kenton High School offers seniors the opportunity to earn the Work Ethic/Career Passport Diploma. Completion of this program provides a portfolio with proof of accomplishments in high school and additional information that will help students become employed. As the Chamber of Commerce sponsors it, the Career Passport program will increase one's chance of obtaining a position, as it will make one stand out among other job applicants.

Miscellaneous Notes

1. All information in the course guide is subject to change based on board policy, site-based approval, or any other policy beyond the control of Simon Kenton High School.
2. The typical sequence for math is Algebra I→Geometry→Algebra II→Pre-Calculus (or another fourth math credit). **Students are required to take a mathematics class all four years of high school.**
3. Students transferring from a Different Schedule to our Traditional Schedule may face challenges. However, every effort will be made to blend the schedules so that the student is not penalized.
4. Good attendance in school is important for success in any program. As a rule of thumb, **students missing more than 3 classes in one 9-week grading period have a difficult time earning a passing grade.**
5. Accelerated classes are offered in several content areas. Every effort is made to accommodate student requests.
6. Information on government will be included in both 9th and 11th grade social sciences courses. This will allow students to qualify for the Kentucky state scholars program.
7. All students must complete required pieces in the Simon Kenton writing continuum.
8. Students who have taken a certain number of courses in given career and technical courses are eligible to take KOSSA tests in that area which may allow students to earn up to three college credits.

9. Students who qualify for the PREP and PREP+ program will be admitted into the appropriate classes. More information on PREP and PREP+ can be found on the Kenton County Schools webpage, www.kenton.k12.kyschools.us.

Kentucky Educational Excellence Scholarship (KEES) **

Kentucky high school students have a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (KEES)! Students who try to get the most from high school by studying hard and making good grades (C+ or higher) can earn scholarships for Kentucky colleges or technical schools. The better students do in high school, the more they will earn toward college scholarships. Students who continue to make good grades in college can retain their scholarships for up to four years. Students who complete their college studies or technical training have a better opportunity to achieve their career goals and improve their standard of living.

Students will be eligible for scholarships based on their grade point average (GPA) for each year of high school (**5 KEES courses per year required**) and a bonus award based on their highest ACT score. Students must have an annual 2.5 or better GPA for the base amount of the scholarship. Scholarship amounts are listed below for GPA and ACT scores.

Note: For KEES rewards only AP Courses are weighted, by the state, when figuring a student's GPA.

<u>GPA</u>	<u>Amount</u>	<u>GPA</u>	<u>Amount</u>	<u>ACT</u>	<u>Amount</u>	<u>ACT</u>	<u>Amount</u>
2.50	\$125.00	3.30	\$325.00	15	\$36	23	\$321
2.60	\$150.00	3.40	\$350.00	16	\$71	24	\$357
2.70	\$175.00	3.50	\$375.00	17	\$107	25	\$393
2.80	\$200.00	3.60	\$400.00	18	\$143	26	\$428
2.90	\$225.00	3.70	\$425.00	19	\$179	27	\$464
3.00	\$250.00	3.80	\$450.00	20	\$214	28 and up	\$500
3.10	\$275.00	3.90	\$475.00	21	\$250		
3.20	\$300.00	4.00	\$500.00	22	\$286		

Students interested in college or technical school need to understand that their high school transcript will be required as part of the admission process. Everything counts! Note that colleges look at the following criteria when accepting students and granting scholarships: Grade Point Average, ACT or SAT scores, Class Rank, Difficulty of Courses, Activities/Awards, and Recommendations. Some schools may also require essays and/or interviews.

Ways High School Students Can Earn College Credit

Option 1: Dual Credit through Early Admission (NKU and Thomas More)

Eligible high school students are admitted to a post-secondary institution and take college classes for college credit. This course may also count for high school credit. There is an additional application process for students to enter as college freshman. (See page 7 for details)

Option 2: Dual Credit (Area Technical College (ATC) Schools only, through Gateway)

ATC students are taught by an ATC instructor at an ATC in a course approved by the Gateway Provost. Students can earn Gateway credit if grade requirements are met for the equivalent Gateway course. (See page 7 for details)

Option 3: Articulated Credit

Articulated Credit is by definition a pre-determined agreement between a high school and a post-secondary institution. College credit is **generally** awarded after high school graduation when the student meets admission criteria and/or other standards outlined within the specific agreement.

Option 4: Advanced Placement

Students can enroll in AP courses, designed by College Board. Post-secondary institutions **MAY** award college credit if students receive a 3 or higher (out of a possible 5) on AP exams.

Option 5: College Level Examination Program (CLEP)

A national program of credit-by-examination is sponsored by the College Entrance Examination Board. This option is for students to test out of college courses based on extensive acquired knowledge. Check with our post-secondary institution for further information and availability.

DUAL CREDIT INFORMATION SHEET

	Gateway	NKU	Thomas More
What does dual credit look like?	Gateway Regional Academy - Eligible students can take any class on the Gateway Campus for which they meet the pre-requisites.	High School Option: School-Based Scholars Program (SBS) - NKU faculty teaches college courses at the high school campus, bringing the college culture and contact time. College Campus Option: Early Enrollment Program (EEP) - Eligible students can take any class on the Highland Heights campus for which they meet the pre-requisites.	High School Option: GEMINI PROGRAM -High School teachers that meet TMC adjunct requirements or, in some cases, TMC faculty teach the college course at the high school -Eligible to juniors or seniors College Campus Option: -Early Admission Program (EAP). -Eligible to juniors or seniors -College may add special sections -Fill open seats in regularly scheduled courses
What is the criteria?	- Student must be 16 or older - ACT or Compass minimum requirement - Completed application packet	- Completed sophomore year - ACT score of 20/PLAN score of 18/SAT of 940/PSAT of 94 - High school GPA of 3.00 - Completed application packet	Completed the following HS units: -2 in English, 2 in Science, 2 in Math, 2 in Social Studies -3.5 GPA in above units -Students must complete an application and submit transcripts -Provisional admittance through Academic Dean
What classes are offered at the high schools?		Examples but not limited to: Public Speaking, History, Political Science, Fine Arts, World Religions, and Criminal Justice.	Examples but not limited to: Biology, Chemistry, Computer Science, English, History, Business and Education.
What are the costs?	- ½ the normal tuition cost - Plus textbook	High School Option: (SBS) - Cost is \$225 per course plus university fees if applicable College Campus Option: (EEP) - Cost is \$225 per course plus university fees if applicable Other Costs - Application fee of \$40 -Textbook (average about \$125)	High School Option - \$200 per course plus any applicable lab or materials fees (7 credit limit per semester) College Campus Option: -same as high school option Other Costs ~Textbook
Will these college credits transfer to other colleges?	High School Option: Courses taught at the Area Technology Centers are technical courses and are not designed to transfer. However, Gateway has some articulation agreements with NKU and Thomas More. Students should consult with the transfer liaison at the college to which they want to transfer.	NKU is a regionally accredited institution whose credits are accepted by most major colleges and universities. Students should consult with the college of their choice to how their NKU credits would apply.	Thomas More College is regionally accredited by the Southern Association of Colleges and Schools, which greatly eases transferability of credit; however students should consult with their college of choice as to whether TMC credits will transfer and how they would apply. Thomas More College will guarantee that all the high school credit earned while enrolled in the Thomas More Dual credit program will be accepted and applied toward graduation at Thomas More.
Who do I contact for more information?	Gateway Regional Academy Shelby Krentz (859) 815-7648 Shelby.krentz@kctcs.edu	School-Based Scholars Program: - Jeff Fox (859) 392 – 2408 or foxj@nku.edu	Gemini Program: -High School Option, Aimee Zimmer, 859.344.3388 -Campus Option, Billy Sargent, 859.344.3402

SAMPLE STUDENT SCHEDULE FOR DIPLOMAS

GRADE LEVEL	TYPE OF DIPLOMA			
	<input type="checkbox"/> STANDARD		<input type="checkbox"/> KY. SCHOLARS	
			<input type="checkbox"/> HONORS	
9 th	1	English 1 (1)	English 1 (1)	English 1 or English 1 Acc(1)
	2	Algebra 1 (1)	Algebra 1 (1)	Algebra 1 or Geometry (1)
	3	Integrated Science (1)	Integrated Science (1)	Integrated Science (1)
	4	Integrated Social Studies (1)	Integrated Social Studies (1)	Integrated Social Studies (1)
	5	Health and P.E. (1)	Health and P.E.(1)	Health and P.E.(1)
	6	Careers & Financial Literacy (.5) ***	Careers & Financial Literacy (.5)***	Careers & Financial Literacy (.5) ***
		Semester Elective(.5)	Semester Elective(.5)	Semester Elective (.5)
10 th	1	English 2 (1)	English 2 (1)	English 2 or English 2 Acc. (1)
	2	Geometry (1)	Geometry (1)	Geometry (1)
	3	Biology (1)	Biology (1)	Biology or Acc. Biology (1)
	4	World History (1)	World History (1)	World History or World History Acc. (1)
	5	Computer Application (1) or Word Processing (.5)	Computer Application (1) or Word Processing (.5)	Computer Application (1) or Word Processing (.5)
	6	Elective (1)	Elective(1)	Spanish/French 1 (1)
11 th	1	English 3 (1)	English 3 (1)	English 3 or English 3 Acc. (1)
	2	Algebra 2 (1)	Algebra 2 or Precalculus (1)	Algebra 2, Algebra 2 Acc. Or Precalculus (1)
	3	Chemistry or Comm. Chemistry (1)	Chemistry or Chemistry Acc.(1)	Chemistry or Chemistry Acc. (1)
	4	U. S. History & Government(1)	U. S. History & Government (1)	U. S. History & Government (1)
	5	Humanities(.5)	Humanities(.5)	Humanities/ Humanities Acc(.5)
		**Humanities Elective(.5)	**Humanities Elective(.5)	**Humanities Elective(.5)
	6	Elective(1)	Spanish/French 1 (1)	Spanish 2 / Spanish 2 Acc/ French 2 /French 2 Acc (1)
12 th	1	English 4 (1)	English 4 (1)	English 4 Acc or English AP. (1)
	2	*Mathematics for College & Career Readiness (.5) and Elective(.5)	*Mathematics for College & Career Readiness (.5) and Elective(.5)	*Precalculus or Statistics AP (1)
	3	Elective(1)	Physics(1), Principles of Physics (.5), or Principles of Engineering (1)	Physics (1), Principles of Engineering (1), Bio AP. (1), Chemistry AP (1), or Anatomy(1)
	4	Elective(1)	Spanish/French 2 (1)	Elective(1)
	5	Elective(1)	Elective(1)	Elective(1)
	6	Elective(1)	Elective(1)	Elective(1)

Credits indicated in () next to course
 *** Careers & Financial Literacy is not required but is highly recommended for incoming freshmen

* Students must take a math class all 4 years

** Art, Music, Drama, etc.

The Kenton County Academies Of Innovation & Technology

From the Superintendent

The Kenton County School District proudly presents the *Academies of Innovation and Technology*! Each fall, we welcome over 4,000 high school students into our three high schools -three high schools that in the past have been fierce rivals and competitors. Under the new academy structure, rivals will become teammates working toward common goals in 21st century classroom. Our three high schools are collaborating to ready their students to compete in today's complex, growing, global market.

For maximum efficiency and effectiveness, the physical structure of the academies permits our school district to maximize our resources without compromising the needed resources for each academy. For example, a student enrolled at Simon Kenton High School might travel to Dixie Heights High School to attend the Media Arts Academy. In the recent past, such a concept seemed foreign. However, our 21st century learners welcome the opportunity to participate in a learning climate that facilitates their growth and potential in their career field of interest giving them the competitive edge post-graduation.

The 21st century landscape of our school district will still feature Simon Kenton Pioneers, Dixie Colonels, and Scott Eagles continuing to compete on the athletic field. However, as a united front, our three high schools will team up with business and industry professionals in the classroom to learn how to compete together in a global economy.

Sincerely,
Dr. Terri Cox-Cruey
Superintendent

Developing our students

Five years ago, the Kenton County School District restructured its high schools into *Schools of Study* to make learning more relevant and provide career exploration opportunities for students. The *Academies*, born out of our *Schools of Study*, take career exploration to a deeper level of career implementation. Designed for students who know their career pathway, the academies provide a seamless pipeline for students to advance their education and ultimately, their employability.

Developing our region

The six academies were strategically implemented using the expertise of an advisory team consisting of educators, administrators, industry experts, and postsecondary institutions. Utilizing anticipated job growth projection data for our region, the six academies were deemed a priority because our region will realize the largest job growth over the next few decades.

Developing our partnerships

Under the academy structure, students will have the opportunity to attend a half-day program, potentially off their school campus. The senior year results in a post-secondary, personalized learning plan that may feature apprenticeships, job shadows, project- based learning, and internships. Each academy provides an opportunity for students to receive dual credits at a post-secondary institution. Additionally, each academy boasts a business or industry partner who provides our students frequent interaction with industry experts and professionals.

Application Process

Students must apply and be accepted to an academy. Students should apply as soon as possible since space is limited. Students can find more information about the academies including application and recommendation forms at http://www.kenton.k12.ky.us/content_page.aspx?cid=3030. For help with the application process see your counselor.

HIGH PERFORMANCE PRODUCTION TECHNOLOGY ACADEMY – MORNING SESSION



PROJECT LEAD THE WAY

PLTW

Hosted at Simon Kenton High School

Introduction to Engineering Design™ - PLTW

9th Grade Students at Simon Kenton High School Only

The first course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School. This course teaches problem-solving skills by engaging scholars in the engineering process. Models of product solutions are created, analyzed, and communicated in a variety of ways including the use of solid modeling computer design software. Students who pass the Introduction to Engineering Design course have the option to continue in this sequence by attending the Kenton County Academies of Innovation & Technology High Performance Production Technology Academy during 10th, 11th & 12th grades. **Course Number: 2050072**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

HIGH PERFORMANCE PRODUCTION TECHNOLOGY ACADEMY MORNING SESSION OFFERINGS:



PROJECT LEAD THE WAY

PLTW

Principles of Engineering™ - PLTW @ Simon Kenton High School

10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School to sophomores from all three Kenton County High Schools. This course helps students understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help students learn how engineers and technicians use math, science, and technology in an engineering problem solving process to benefit people. The Principles of Engineering course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Completion of Introduction to Engineering Design (IED)**

High Performance Production Technology Academy for 10th-Grade Students:

PATHWAY A:	Principles of Engineering 2161073	English II 3061073	Geometry *See Below 5061073
PATHWAY B:	Principles of Engineering 2161073	Accelerated English II 3041073	Accelerated Algebra II 5041073

*Scholars that are enrolling in pathway “A” for the academy must **ALSO** take Algebra II at their home high school



PROJECT LEAD THE WAY

PLTW

Principles of Engineering™ - PLTW @ Simon Kenton High School

11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the Project Lead the Way sequence of High Performance Production Technology studies is offered at Simon Kenton High School to juniors from all three Kenton County High Schools. How are things made? What processes go into creating products? Is the process for making a water bottle the same as it is for a musical instrument? How do assembly lines work? How has automation changed the face of manufacturing? While students discover the answers to these questions, they're learning about the history of manufacturing, robotics and automation, manufacturing processes, computer modeling, manufacturing equipment, and flexible manufacturing systems. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Completion of Principles of Engineering (POE)**

High Performance Production Technology Academy for 11th-Grade Students:

PATHWAY C:	Principles of Engineering 2072073	English III 3172073	Pre-Calculus **See Below 5172073
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**Scholars that are enrolling in pathway “C” for the academy must have complete Geometry and Algebra II

12th Grade Options for Academy Students

Please see “Senior Academic Internship & Seminar” and/or “Thomas More College Gemini Dual Credit Program” options in this course booklet.

ENGINEERING ACADEMY – AFTERNOON SESSION

Hosted at Simon Kenton High School



Introduction to Engineering Design™ - PLTW @ Simon Kenton High School **9th Grade Students at Simon Kenton High School Only**

The first course in the Project Lead the Way sequence of Engineering studies is offered at Simon Kenton High School. This course teaches problem-solving skills using a design development process. Models of product solutions are created, analyzed, and communicated using solid modeling computer design software. Students who pass the Introduction to Engineering Design course have the option to continue by attending the Kenton County Academies of Innovation & Technology Engineering Academy during 10th, 11th & 12th grades. **Course Number: 2050072**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

ENGINEERING ACADEMY AFTERNOON SESSION OFFERINGS:



Principles of Engineering™ - PLTW @ Simon Kenton High School **10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The second course in the Project Lead the Way sequence of engineering studies is offered at Simon Kenton High School to sophomores from all three Kenton County High Schools. This course helps students understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help students learn how engineers and technicians use math, science, and technology in an engineering problem solving process to benefit people. The course also includes concerns about social and political consequences of technological change. The Principles of Engineering course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Completion of Introduction to Engineering Design (IED)**

Engineering Academy for 10th Grade Students:

PATHWAY A:	Principles of Engineering 2061072	English II 3061072	Geometry *See Below 5061072
PATHWAY B:	Principles of Engineering 2061072	Accelerated English II 3041072	Accelerated Algebra II 5041072

*Scholars that are enrolling in pathway “A” for the academy must **ALSO** take Algebra II at their home high school



Civil Engineering & Architecture™ - PLTW @ Simon Kenton High School **11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The third course in the Project Lead the Way sequence of engineering studies is offered at Simon Kenton High School to juniors from all three Kenton County High Schools. Students learn about various aspects of civil engineering and architecture and apply their knowledge to the design and development of residential and commercial properties and structures. In addition, students use 3D design software to design and document solutions for major course projects. Students communicate and present solutions to their peers and members of a professional community of engineers and architects. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **PREREQUISITE: Completion of Principles of Engineering (POE)**

Engineering Academy for 11th Grade Students:

PATHWAY C:	Civil Engineering & Architecture Engineering 2072072	English III 3072072	Algebra II 5072072
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12th Grade Options for Academy Students

Please see “Senior Academic Internship & Seminar” and/or “Thomas More College Gemini Dual Credit Program” options in this course booklet.

INFORMATICS ACADEMY – MORNING SESSION

Hosted at Dixie Heights High School



Introduction to Informatics & Media Arts @ Dixie Heights High School **9th Grade Students at Dixie Heights High School Only**

The first course in the sequence of Informatics and Media Arts studies is offered for 9th grade students at Dixie Heights High School. The Introduction class is for students who are creative, imaginative, detail oriented, and ready to learn technical skills. Students will intersect their creative ability with today's digital world. The Introduction to Informatics and Media arts course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy or Media Arts Academy in the 10th, 11th, and 12th grades. Our goal is for students in our program to learn to use their designs to communicate ideas to the world. Areas to explore are: Informatics, Photographic Imaging, Video Production, Podcasting, Digital Filmmaking & Video and News Production, Flash Animation, Visual Effects & Motion Graphics and Commercial Photography. **Course Number: 2050175**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

INFORMATICS ACADEMY MORNING SESSION OFFERINGS:



Connecting and Designing the Digital World @ Dixie Heights High School **10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The second course in the sequence of Informatics studies is Connecting and Designing the Digital World. This course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy in the 10th, 11th, and 12th grades. Connecting and Designing the Digital World is a contextual, project-based course that engages students in learning about the subject of informatics and how it relates to the real world. Topics covered include: computer hardware, computer forensics, networking, social media, creating video games, programming, mobile devices, webpage design, and electronic security. **Recommendation: Completion of Introduction to Informatics & Media Arts**

Informatics Academy for 10th-Grade Students:

PATHWAY A:	Connecting and Designing the Digital World 2161074	English II 3061074	Geometry *See Below 5061074
PATHWAY B:	Connecting and Designing the Digital World 2161074	Accelerated English II 3041074	Accelerated Algebra II 5041074

*Scholars that are enrolling in pathway "A" for the academy must **ALSO** take Algebra II at their home high school



Computer Science and Software Engineering @ Dixie Heights High School **11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The third course in the sequence of Informatics studies is offered at Dixie Heights High School to sophomores in the three Kenton County high schools. Computer Science and Software Engineering covers topics such as: app creation, task automation using computer language, user interfaces such as Scratch, App Inventor, and Python. Scholars will also work with languages such as JavaScript, PHP, and SQL, study cyber security, and interpret simulations using netLOGO and Excel. Scholars enrolling in this course must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Connecting and Designing the Digital World**

Informatics Academy for 11th-Grade Students:

PATHWAY C:	Computer Science and Software Engineering 2172074	English III 3072074	Accelerated/Honors Pre-Calculus **See Below SK-5042074 DH/SC-5032074
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**Scholars that are enrolling in pathway "C" for the academy must have complete Geometry and Algebra II

12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.



MEDIA ARTS ACADEMY – AFTERNOON SESSION

Hosted at Dixie Heights High School

Introduction to Informatics & Media Arts @ Dixie Heights High School **9th Grade Students at Dixie Heights High School Only**

The first course in the sequence of Informatics and Media Arts studies is offered for 9th grade students at Dixie Heights High School. The Introduction class is for students who are creative, imaginative, detail oriented, and ready to learn technical skills. Students will intersect their creative ability with today's digital world. The Introduction to Informatics and Media arts course is for students who plan to attend the Kenton County Academies of Innovation & Technology Informatics Academy or Media Arts Academy in the 10th, 11th, and 12th grades. Our goal is for students in our program to learn to use their designs to communicate ideas to the world. Areas to explore: Informatics, Photographic Imaging, Video Production, Digital Filmmaking and News Production, Flash Animation, Visual Effects & Commercial Photography. **Course Number: 2050175**

Students should schedule their mathematics class as Algebra I or Accelerated Algebra I or Accelerated Geometry for 9th grade. Students should schedule their English class as English I or Accelerated English I for 9th grade.

MEDIA ARTS ACADEMY AFTERNOON SESSION OFFERINGS:



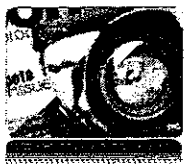
Media Arts @ Dixie Heights High School **10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The second course in the sequence of Media Arts studies is offered at is offered at Dixie Heights High School to sophomores from all three Kenton County high schools. The Media Arts course is designed for students who are creative, excellent problem-solvers who thrive in a team-oriented approach to learning. Students will be immersed into an oasis of technology with industry-standard software and equipment to produce high-level, professional print publications and electronic media. Major areas of exploration include: Photographic Imaging, Commercial P hotography, Video Production, Audio Production, Digital Filmmaking, Animation and Visual Effects & Motion Graphics. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Intro to Informatics & Media Arts**

Media Arts Academy for 10th Grade Students:

PATHWAY A:	Media Arts 2061075	English II 3061075	Geometry*See Below 5061075
PATHWAY B:	Media Arts 2061075	Accelerated English II 3041075	Accelerated Algebra II 5041075

*Scholars that are enrolling in pathway "A" for the academy must **ALSO** take Algebra II at their home high school



Advanced Media Arts @ Dixie Heights High School **11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The third course in the sequence of media arts studies is offered at Dixie Heights High School to juniors from all three Kenton County high schools. The Advanced Media Arts is a class for students who are creative, imaginative, and ready to learn and apply technical skills in a real-world setting with real-world clients. Students learn about media arts and animation in a hands-on environment, using industry-related technology and software. Areas to explore are: Commercial photography, Photographic Imaging and Animation, including design, illustration, compositing, and 3-D computer modeling. Students will learn story development, background design, scenic layout, cinematography, screenwriting and special effects in Video Production as they produce documentaries and short films. Additional areas of study may include: Audio Production where students will produce and edit personal soundtracks. This course is offered only in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics course and English course in the academy (see below). **Recommendation: Media Arts**

Media Arts Academy for 11th Grade Students:

PATHWAY C:	Advanced Media Arts 2072075	English III 3072075	Algebra II 5072075
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12th Grade Options for Academy Students

Please see "Senior Academic Internship & Seminar" and/or "Thomas More College Gemini Dual Credit Program" options in this course booklet.



BIOMEDICAL SCIENCES ACADEMY

Hosted at the Edgewood Campus both Morning & Afternoon Sessions

Principles of Biomedical Sciences™ - PLTW@ Edgewood Campus

10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

The first course in the Project Lead the Way sequence of Biomedical Sciences studies is offered at the Edgewood Campus to sophomores from all three Kenton County High Schools. Student work involves the study of human medicine, research processes and an introduction to bioinformatics. Students investigate the human body systems and various health conditions including heart disease, diabetes, sickle-cell disease, hypercholesterolemia, and infectious diseases. A theme through the course is to determine the factors that led to the death of a fictional person. After determining the factors responsible for the death, the students investigate lifestyle choices and medical treatments that might have prolonged the person's life. Key biological concepts including: homeostasis, metabolism, inheritance of traits, feedback systems, and defense against disease are embedded in the curriculum. The course is designed to provide an overview of all the courses in the Biomedical Sciences program and to lay the scientific foundation necessary for student success in the subsequent courses. This course is offered only in the Kenton County Academies of Innovation and Technology Biomedical Sciences Academy. Students must also enroll in a mathematics course and Science course in the academy (see below). **PREREQUISITE: Completion of Algebra I or Accelerated Algebra I or Accelerated Geometry, AND Physical/Earth Science, or Accelerated Physical/Earth Science, or Biology, or Accelerated Biology.**



Human Body Systems™ - PLTW@ Edgewood Campus

11th Grade Students from Simon Kenton, Dixie Heights, & Scott High School

The second course in the Project Lead the Way sequence of biomedical science studies is offered at Edgewood Campus for juniors. Students engage in the study of the processes, structures, and interactions of the human body systems. Important concepts in the course include: communication, transport of substances, locomotion, metabolic processes, defense, and protection. The central theme is how the body systems work together to maintain homeostasis and good health. The systems are studied as parts of a whole, working together to keep the amazing human machine functioning at an optimal level. Students design experiments, investigate the structures and functions of body systems, and use data acquisition software to monitor body functions such as muscle movement, reflex and voluntary actions, and respiratory operation. Students work through interesting real world cases and often play the role of biomedical professionals to solve medical mysteries. This course is offered only in the Kenton County Academies of Innovation and Technology Biomedical Sciences Academy. Students must also enroll in a mathematics course and Science course in the academy (see below). **Recommendation: Principles of Biomedical Science**

BIOMEDICAL SCIENCES ACADEMY MORNING SESSION OFFERINGS:

PATHWAY A:	Principles of Biomedical Sciences 2061071	Biology 7061071	Geometry 5061071
PATHWAY B:	Principles of Biomedical Sciences 2061071	AP Biology 7022071	Accelerated Algebra II 5041071
PATHWAY C:	Human Body Systems 2072071	Chemistry 7072071	Algebra II 5072071

BIOMEDICAL SCIENCES ACADEMY AFTERNOON SESSION OFFERINGS:

PATHWAY D:	Principles of Biomedical Sciences 2061071	Biology 7061071	Geometry 5061071
PATHWAY E:	Principles of Biomedical Sciences 2061071	AP Biology 7022071	Accelerated Algebra II 5041071
PATHWAY F:	Human Body Systems 2072071	AP Chemistry 7122071	Accelerated/Honors Pre-Calculus SK-5042071 DH/SC-5032471



BIOMEDICAL SCIENCES ACADEMY

Hosted at the Edgewood Campus both Morning & Afternoon Sessions

Medical Interventions and Biomedical Innovation™ - PLTW@ Edgewood Campus

12th Grade Students from Simon Kenton, Dixie Heights, & Scott High School

Biomedical Sciences Academy for 12th Grade Students:

Medical Interventions (First Semester) at Edgewood Campus 7:00 – 7:50am

Course Number: 2083171

Students investigate a variety of interventions involved in the prevention, diagnosis and treatment of disease as they follow the life of a fictitious family. The course is a “How-To” manual for maintaining overall health and homeostasis in the body. Students explore how to prevent and fight infection; screen and evaluate the code in human DNA; prevent, diagnose and treat cancer; and prevail when the organs of the body begin to fail. Through these scenarios, students are exposed to a range of interventions related to immunology, surgery, genetics, pharmacology, medical devices, and diagnostics. This course is designed for 12th grade students. **PREREQUISITE: Human Body Systems or approval of instructor**

Biomedical Innovation (Second Semester) at Edgewood Campus 7:00 – 7:50am

Course Number: 2083271

Students design innovative solutions for the health challenges of the 21st century. They work through progressively challenging open-ended problems, addressing topics such as clinical medicine, physiology, biomedical engineering, and public health. They have the opportunity to work on an independent project with a mentor or advisor from a university, hospital, research institution, or the biomedical industry. Throughout the course, students are expected to present their work to an audience of STEM professionals. This course is designed for 12th grade students.

PREREQUISITE: Medical Intervention or approval of instructor

12th Grade Options for Academy Students

Please see “Senior Academic Internship & Seminar” and/or “Thomas More College Gemini Dual Credit Program” options in this course booklet.

SUSTAINABLE ENERGY TECHNOLOGY ENGINEERING ACADEMY – MORNING SESSION

*Hosted at Scott High
School*



Pre AP Environmental Sciences @ Scott High School

9th Grade Students at Scott High School Only

The first course in the sequence of Sustainable Energy Technology Engineering studies, Pre AP Environmental Sciences, is offered for 9th grade students at Scott High School. Included in the course topics will be a study of environmental problems and human population dynamics. The effects of politics, ethics, and economics on our environment will be studied. Students will receive instruction in earth systems, earth resources, land use, water use, energy resources, energy consumption, pollution and global change. Preserving animal diversity and food production will be touched upon. Students will be engaged in laboratory investigation or field work as well as meaningful research and experimentation. Students will be required to keep a field notebook and write detailed reports on their data. Students should be prepared to complete a quality project from their own research, data, and observations. The Pre AP Environmental Sciences course is for students who plan to attend the Kenton County Academies of Innovation & Technology Sustainable Energy Technology Engineering Academy in the 10th, 11th, & 12th grades. **Course Number: 7050176**

Students may complete this course **IN PLACE OF** Integrated Science 1A and 1B
Students taking this option are still required to take a Physical Science to meet graduation requirements. Students should schedule their English class as English I or Accelerated English I for 9th grade.

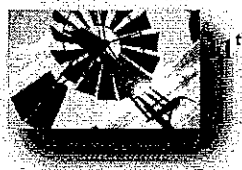


Sustainable Energy Technology @ Scott High School **10th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The first course in the Sustainable Energy Technology Engineering is offered at Scott High School and is available to sophomores at the three Kenton County High Schools. This course allows students to examine the sustainability of various energy resources. Presented as an overview of energy technology, energy resources, and emerging future energy technologies coupled with our energy use will bring into context the strengths and weaknesses of different energy methodologies in developing a working concept of sustainable energy. Students will take a more in-depth look at renewable energy forms and the replacement of fossil fuels in our society. Through wind, solar and biomass, students will complete live projects and scientific studies and comparisons of feasibility. Students must also enroll in an English course and Science course in the academy (see below).

Sustainable Energy Technology Engineering for 10th-Grade Students:

PATHWAY A:	Sustainable Energy 2061076	English II 3061076	Biology 7061076
PATHWAY B:	Sustainable Energy 2061076	Accelerated English II 3042076	Accelerated Biology 7041076

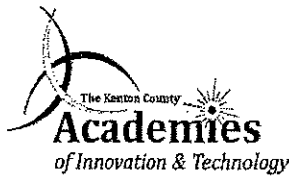


Renewable Energy Systems @ Scott High School **11th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

The second course in the Sustainable Energy Technology Engineering is offered at Scott High School and is available to juniors from the three Kenton County high schools. This course allows students to examine the need for alternative and renewable energy resources providing citizens from all walks of life an understanding for responsible stewardships of technologies that will contribute to the sustainability of energy in our present and future societies. The object of this course is to take a more in-depth look at renewable energy forms and the replacement of fossil fuels in our society. Through wind, solar, and biomass this class will focus on live projects, and scientific studies and comparisons of feasibility. It will incorporate the transportation sector of energy consumption. Students will engage in live projects, scientific studies & comparisons of feasibility. Students must also enroll in an English course and Science course in the academy (see below). **Recommendation: Sustainable Energy**

Sustainable Energy Technology Engineering for 11th-Grade Students

ATHWAY C:	Renewable Energy Systems 2072076	English III 3072076	AP Biology 7222076
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ACADEMIES SENIOR ACADEMIC INTERNSHIP & SEMINAR

*Hosted at the Edgewood Campus – Morning Session
Only*

**Senior Academic Internship & Seminar @ Edgewood Campus
12th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools**

ACADEMIC INTERNSHIP:

The Academic Internship is a type of "Work-Based Learning Experience Program" for high school Academy senior scholars who have completed all of their required classes at their home school and are ready for a "real-world career experience".

Academic Internships give scholars opportunities to explore careers via workplace learning experiences and to benefit from interdisciplinary-based education as well as learn competencies needed to be successfully employed. Scholars have opportunities to learn about the world of work and to develop useful skills and attitudes. Through the demonstration of work-place skills, the academic competencies needed to be successfully employed will be highlighted along with the "Seven Areas of the Report Card".

The scholar must be invited by a mentor to participate in an Academic Internship and the College and Career Coordinator will help to facilitate this for the mentor and the scholar. The internship is a non-paid experience. The internships could lead to course credit for the scholar if all criteria are met.

All academic internships will be designed on an individual basis to meet the needs of each scholar their senior year.

SCHOLARS MUST BE INVITED TO SIGN UP FOR AN ACADEMIC INTERNSHIP. Scholars interested in an academic internship must speak to the college and career coordinator, Teresa Nicosia, to determine if they are eligible at teresa.nicosia3@kenton.kyschools.us or call the Academy office at 859-341-2266

Academic Internship

Course Number: 2083377

The Academic Internship will take place at the training site of the mentor and will be a component of a scholar's schedule either during the regular school day, after school hours, or during the summer, and may be one semester, one or more trimesters, or a year long experience.

Senior Academic Seminar * See Below

Course Number: 2083078

This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

***SCHOLARS THAT QUALIFY FOR AN ACADEMIC INTERNSHIP MUST ALSO SIGN UP FOR THE ACADEMIC SEMINAR.**

THOMAS MORE COLLEGE GEMINI DUAL CREDIT PROGRAM & ACADEMIC SENIOR SEMINAR



Hosted at the Edgewood Campus – Morning Session Only

THOMAS MORE
COLLEGE

Thomas More College Dual Credit Classes @ Edgewood Campus 12th Grade Students from Simon Kenton, Dixie Heights, & Scott High Schools

Gemini is Thomas More College's program that introduces college-bound students in their senior year of high school to both college-level coursework and Thomas More College. Students participating in Gemini will sample college textbooks and grapple with college-level expectations. It also encourages collaborative efforts between tri-state high schools and Thomas More that are designed to benefit the students and to foster intellectual growth.

Thomas More College is committed to establishing quality dual-credit and on-campus freshman level programs in an effort to collaborate with local school systems and secondary schools in a way that provides opportunities for talented, college-bound students who are seeking alternatives or equivalencies to Advanced Placement (AP) courses.

Gemini is open to junior or senior high school students who: Have submitted a High School Transcript showing the student has completed 2 units of English, 2 units of Science, 2 units of Mathematics and 2 units in Social Studies. Have an overall GPA of 3.5 or better in the above units.

Students not meeting the above requirements may be admitted to the program with the joint approval of the Vice President for Academic Affairs at Thomas More College (or designee), the student's guidance counselor, or the director of the academics. Once enrolled in the Gemini program, to register for subsequent semesters a student must maintain a cumulative GPA of 2.0 in Thomas More courses. This requirement is set up to assist students in meeting the goal of successfully earning college credit at the high school level.

The courses for the 2014/2015 school year are offered at the discounted rate of \$200.00 per course plus applicable course fee, if any. Books are not included in the course fee. This fee is payable upon registration. The Thomas More College withdrawal and refund policy applies to the Gemini program. Contact Aimee Zimmer, Assistant Registrar, at 859-344-3332 for additional information.

Course Descriptions:

English 101 (150) A reading and writing intensive course topical in nature, with multiple topics offered each semester. The course invites students to explore literature as a meaningful and complex expression of human experience. Students will learn to identify literary strategies and to articulate critical issues raised by texts. An integral component of the course will be a research essay incorporating MLA format.

English 102 (200) A course taken during the freshman year. Students will develop multiple strategies for reading and interpreting a variety of literature, including poetry, short stories, novels, and reflective essays; analyze styles, genres, themes, trends, and rhetorical devices; explore the cultural forces and historical contexts that surround literary works; learn to apply an understanding of literary elements and theory; enhance invention, writing, research and citation skills; and contemplate the nature of English as an academic discipline.

History 101 Western Civilization I A semester multi cultural survey investigating the major civilizations of the world from ancient to modern times, divided at 1500. These courses are designed to serve as the integrating elements of the core curriculum.

History 102 Western Civilization II A semester multi cultural survey investigating the major civilizations of the world from ancient to modern times, divided at 1500. These courses are designed to serve as the integrating elements of the core curriculum.

Introductory Algebra An introductory course intended to prepare students for college algebra.

College Algebra Algebra for college students that are trying to meet the general education requirements of mathematics.

Senior Academic Seminar This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

Scholars enrolling in a dual credit pathway must also take a senior academic seminar class.

First Semester Dual Credit Offerings:

PATHWAY A: English 101 (150) (Mon/Wed) 3013278	8013278	History 101(Tue/Thu)	Senior Academic Seminar (Mon-Fri) 2083077
PATHWAY A: English 102 (200) (Mon/Wed) 3113278	8013278	History 101(Tue/Thu)	Senior Academic Seminar (Mon-Fri) 2083077

Second Semester Dual Credit Offerings:

PATHWAY A: English 102 (Mon/Wed) 3113278	Introductory Algebra (Tue/Thu) 5013278	Senior Academic Seminar (Mon-Fri) 2083077
PATHWAY B: History 102 (Mon/Wed) 8113278	College Algebra (Tue/Thu) 5113278	Senior Academic Seminar (Mon-Fri) 2083077

Arts and Humanities

- | | | | |
|---|------------------------------------|--------------------------|------------------|
| 125204 | Advanced Art/Art 3 | Grade Level 11-12 | 1 Credit |
| <p>Recommendation: Teacher Approval
 Open to students completing level II courses. Designed for those students hoping to move towards an AP level class. Students investigate advanced level topics and work on style development while using many medias.</p> | | | |
| | | | |
| 112406 | AP 2-D Design | Grade Level 11-12 | 1 Credit |
| <p>Recommendation: 93% in Photography and teacher approval
 Students produce a 2-D Design portfolio at the college level & in preparation for the AP Portfolio.</p> | | | |
| | | | |
| 112306 | AP Studio Art | Grade Level 11-12 | 1 Credit |
| <p>Recommendation: 93% in Level 2 classes and teacher approval
 Students produce art work at the college level & in preparation for the AP Portfolio.</p> | | | |
| | | | |
| 125414 | Art 1 | Grade Level 9-12 | 1 Credit |
| <p>This is an introductory class and will encompass drawing, painting, sculpture and printmaking. Students will work in many medias including pencil, pastel, charcoal, acrylic, watercolor, marker, airbrush, collage and oil. There will be a focus on the elements and principles of art.</p> | | | |
| | | | |
| 125104 | Art 2 | Grade Level 10-12 | 1 Credit |
| <p>Recommendation: Art 1
 Students are asked to create imaginative works in drawing and painting while exploring and experimenting with various media such as acrylic, oil, and wax.</p> | | | |
| | | | |
| 134414 | Brass and Woodwind – Fall | Grade Level 9-12 | .5 Credit |
| <p>Recommendation: Teacher Approval, Co-enrollment in Concert Band, Symphonic Band or Jazz Band
 This class is open to all students who are also enrolled in Concert Band, Symphonic Band or Jazz Band. This performance and skill-based class will include marching, concert, jazz, select music and chamber music. Students will play only woodwind and brass instruments in this class. Students will have the opportunity to prepare solo and ensemble music, select band and all state music and various ensemble music. Community activities, school functions and special performances will be included in the class requirement.</p> | | | |
| | | | |
| 134424 | Brass and Woodwind - Spring | Grade Level 9-12 | .5 Credit |
| <p>Recommendation: Teacher Approval, Co-enrollment in Concert Band, Symphonic Band or Jazz Band
 This class is open to all students who are also enrolled in Concert Band, Symphonic Band or Jazz Band. This performance and skill-based class will include marching, concert, jazz, select music and chamber music. Students will play only woodwind and brass instruments in this class. Students will have the opportunity to prepare solo and ensemble music, select band and all state music and various ensemble music. Community activities, school functions and special performances will be included in the class requirement.</p> | | | |
| | | | |
| 168414 | Ceramics | Grade Level 10-12 | .5 Credit |
| <p>Design and create ceramic objects, both two-dimensionally and three-dimensionally. Both hand built pieces and pieces thrown on the potter's wheel will be used. SEMESTER LONG COURSE.</p> | | | |
| | | | |
| 135404 | Chamber Choir | Grade Level 10-12 | 1 Credit |
| <p>Recommendation: Audition with teacher
 This is a mixed choir. Audition/teacher recommendation is required for admission. Advanced ensemble consists of soprano, alto, tenor and bass voices. Students are required to participate in after-school concerts and contests.</p> | | | |
| | | | |
| 136004 | Concert Band | Grade Level 9 | 1 Credit |
| <p>Recommendation: Teacher Approval
 This class is designed for all students with musical knowledge and skills on wind instruments. The major emphasis will be on building instrumental skills through exercises and the study of concert literature from grades 7 and 8. Band is a co-curricular class, meaning that there are after school requirements involved including, but not limited to, concerts, music festivals, pep band, graduation and practice/sectionals. Students will also have an opportunity to participate in honors bands, solo/ensemble festivals as well as auditions for placement in all-district and all-state bands. Continued students membership in any of the instrumental music classes must have the approval of the director. Upon the completion of four years of band, students will receive an arts and humanities credit, as well. Students will be placed in Concert Band or Symphonic Band based on audition or instructor recommendation.</p> | | | |

145014	Drama 1	Grade Level 10-12	.5 Credit
Recommendation: 85% in English Students learn the fundamentals of theatrical production and speaking skills. Students will be expected to perform in front of the class and participate in groups as well as individual performances. SEMESTER LONG CLASS			
145124	Drama 2	Grade Level 10-12	.5 Credit
Recommendation: 85% in Drama 1 Skills learned in Drama I are built upon & technology is incorporated into presentations. Students deliver speeches. Students will be expected to perform in front of the class and participate in groups as well as individual performances. SEMESTER LONG CLASS.			
138404	General Chorus	Grade Level 9-12	1 Credit
This chorus is open to students of any voice. Fundamentals of singing, music notation and performance will be taught and practiced. Students are required to participate in after school contests and concerts.			
157414	Guitar 1	Grade Level 10-12	.5 Credit
Open to any student wanting to learn the basics of music reading and guitar skills. Students must provide their own acoustic guitar. SEMESTER LONG COURSE.			
157424	Guitar 2	Grade Level 10-12	.5 Credit
Recommendation: Guitar 1 and teacher approval Open to any student wanting to continue learning to play the guitar. Students must provide their own acoustic guitar.			
165204	Humanities	Grade Level 11	.5 Credit
Incorporates the visual arts, dance, music and drama/theatre from the Renaissance through Modern and Contemporary Periods, as well as artistic aspects of Asian and Middle Eastern Cultures. Students are required to choose one elective from other arts and humanities electives to complete state requirements. SEMESTER LONG COURSE			
164214	Humanities Accelerated	Grade 11-12	.5 Credit
Recommendation: Enrollment in English Accelerated and/or AP US History Covers basic core content for humanities, but emphasizes more analysis, synthesis and evaluation of concepts studied through project-based learning. SEMESTER LONG COURSE. Students are required to choose one elective from the other arts and humanities electives to complete state requirements.			
175404	Independent Art	Grade Level 12	.5 Credit
Recommendation: Teacher approval Must be presently taking AP art, have an interest in fashion design (limited to 2 students per semester), or provide an independent art unit proposal for concentration. Class will demand students to have the ability to work independent of the teacher. Students will be asked to investigate a particular theme within their artwork, while exploring deeper concepts within their creations.			
179414	Jazz Band - Fall	Grade Level 9-12	.5 Credit
Recommendation: Teacher Approval, Co-enrollment in Concert Band, Symphonic Band or Jazz Band The Jazz Ensemble focuses on traditional forms to help develop the ability to "swing" in all styles. The course will provide emphasis on improvisation, scales and chords, style, articulation and rhythm. Students will study and perform a wide-ranging repertoire. The students will perform at least two concerts during the year.			
179424	Jazz Band - Spring	Grade Level 9-12	.5 Credit
Recommendation: Teacher Approval, Co-enrollment in Concert Band, Symphonic Band or Jazz Band The Jazz Ensemble focuses on traditional forms to help develop the ability to "swing" in all styles. The course will provide emphasis on improvisation, scales and chords, style, articulation and rhythm. Students will study and perform a wide-ranging repertoire. The students will perform at least two concerts during the year.			
219313	Library Science 1	Grade Level 11-12	1 Credit
Recommendation: Application and Summer Training Students will assist with the use and operations of the Library Media Center.			
219323	Library Science 2	Grade Level 12	1 Credit
Recommendation: Application and Summer Training Students will assist with the use and operations of the Library Media Center.			

105414 Mixed Media Grade Level 10-12 .5 Credit

Recommendation: Art 1 or teacher approval

In this course students will be introduced to a variety of artistic media. Students will explore the combination of various materials within each project and be pushed to create both 2-D and 3-D art work that uses multiple forms of media. A good knowledge of drawing skill is required therefore Art 1 is a prerequisite for the class. SEMESTER LONG COURSE.

159414 Music Theory & Composition Fall Grade Level 10-12 .5 Credit

Recommendation: Approval, Previous membership in a school performance group or permission of director.

This course will include the study of melody, harmony, form and structure of music from the 1500s through contemporary popular music. Some basic concepts covered in this course are major and minor scales, music notation, harmonic progression, intervals, sight singing, rhythm and meter, transposition, part-writing, form and cadences. Students will acquire the theoretical knowledge needed to compose music, analyze sounds, and further their understanding of instruments. A portion of the class will be spent on Music History and Music Appreciation.

159424 Music Theory & Composition Spring Grade Level 10-12 .5 Credit

Recommendation: Approval, Previous membership in a school performance group or permission of director.

This course will include the study of melody, harmony, form and structure of music from the 1500s through contemporary popular music. Some basic concepts covered in this course are major and minor scales, music notation, harmonic progression, intervals, sight singing, rhythm and meter, transposition, part-writing, form and cadences. Students will acquire the theoretical knowledge needed to compose music, analyze sounds, and further their understanding of instruments. A portion of the class will be spent on Music History and Music Appreciation.

156414 Percussion Class Grade Level 9-12 1 Credit

Recommendation: Teacher Approval

This course is designed for students with advanced musical knowledge and skills on percussion instruments. The major emphasis will be on the study of music through the reading and performance of percussion literature from grades III-V. Percussion is a co-curricular class, meaning that there are after school requirements involved including, but not limited to, concerts, music festivals, pep band, graduation and practice/sectionals. Students will also have an opportunity to participate in honors bands, solo/ensemble festivals, as well as auditions for placement in all-district and all-state bands. Continued students membership in any of the instrumental music classes must have the approval of the director. Upon the completion of four years of percussion, students will receive an arts and humanities credit, as well. Students will be placed on music for Concert Band or Symphonic Band based on audition or instructor recommendation. (These students will not be required to take either Concert Band or Symphonic Band during the regular academic day.)

127414 Photography and Digital Design 1 Grade Level 9-12 .5 Credit

This class will introduce students to the fields of photography and digital design. Students will learn the basics of digital photography and the foundations of graphic design. Students will learn how to design by hand drawing and also how to use computer programs to manipulate photos and create graphic design projects. SEMESTER LONG COURSE.

127424 Photography and Digital Design 2 Grade Level 10-12 .5 Credit

Recommendation: Photography 1 and teacher approval

Students will explore more advanced techniques of creating digital artwork and will create a portfolio of images based on a student's concentrated area of study. SEMESTER LONG COURSE.

129414 Printmaking Grade Level 10-12 .5 Credit

Recommendation: Art 1 or teacher approval

Students will be introduced to the field of printmaking and learn various techniques including, monotype, collagraph, block printing, etching, silk screening etc. Students will use materials and tools comparable to a professional printmaker. A strong knowledge of drawing is required therefore Art 1 is a prerequisite for the class. SEMESTER LONG COURSE.

176414 Sculpture Grade Level 10-12 .5 Credit

Recommendation: Art 1 or teacher approval

Create both round (free-standing) and relief sculptures. A variety of material will be used including plaster, clay, wood and junk. SEMESTER LONG COURSE

155404 Symphonic Band Grade Level 10-12 1 Credit
 Recommendation: Teacher Approval
 This course is designed for students with advanced musical knowledge and skills on wind instruments. The major emphasis will be on the study of music through the reading and performance of symphonic band literature from grades 7-9. Band is a co-curricular class, meaning that there are after school requirements involved including, but not limited to, concerts, music festivals, pep band, graduation and practice/sectionals. Students will also have an opportunity to participate in honors bands, solo/ensemble festivals as well as auditions for placement in all-district and all-state bands. Continued students membership in any of the instrumental music classes must have the approval of the director. Upon the completion of four years of band, students will receive an arts and humanities credit, as well. Students will be placed in Concert Band or Symphonic Band based on audition or instructor recommendation.

139404 Treble Choir Grade Level 9-10 1 Credit
 Recommendation: Audition with teacher
 Audition/teacher recommendation is required for admission to this advanced ensemble consisting of soprano and alto voices. Students are required to participate in after-school concerts and contests. (All female choir.)

346416 Yearbook 1 Grade Level 11-12 1 Credit
 Recommendation: Application, summer training, and 85% in English
 Yearbook is a year-long elective course that gives students marketable experience in print media publishing. Students learn basics of writing and print production while learning about freedom of the press, libel and journalistic rights. The course works solely on the completion of a high-quality finished product, the Simon Kenton *Pioneer*, through the use of technology. Students will acquire skills required to complete tasks necessary to create a yearbook reflecting the pictorial and written history of school activities and student life for the year.

185414 Yearbook 2 Grade Level 12 1 Credit
 Recommendation: Yearbook 1, application, summer training and 85% in English
 Yearbook is a year-long elective course that gives students marketable experience in print media publishing. Students learn basics of writing and print production while learning about freedom of the press, libel and journalistic rights. The course works solely on the completion of a high-quality finished product, the Simon Kenton *Pioneer*, through the use of technology. Students will acquire skills required to complete tasks necessary to create a yearbook reflecting the pictorial and written history of school activities and student life for the year.

English

312306 AP English Language & Composition Grade Level 11 1 Credit
 Recommendation: 87% in Honors English 2 and teacher recommendation, or 93% in English 2 Acc. and teacher recommendation
 This course engages students in becoming skilled readers of prose written in a variety of rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. Both their writing and their reading should make students aware of the interactions among a writer's purposes, audience expectations, and subjects, as well as the way genre conventions and the resources of language contribute to effectiveness in writing. Course will offer students preparation for college readiness standards. Independent reading will be required. Suggested for students wanting to take AP English Literature and Composition their senior year. **Summer assignment May Be Required**

322306 AP English Literature & Composition Grade Level 12 1 Credit
 Recommendation: 87% in AP English Language and Composition, or 93% in English 3 Acc. and teacher
 The course of study for AP English 4 will prepare students for post-secondary college course work while studying a variety of literature, including but not limited to British literature. Students will engage in literary analysis. Students will complete a senior exit project. Students will also participate in service learning through the completion of community service hours. Independent reading will be required. **Summer Assignment May Be Required.**

- 345414 Creative Writing 1 Grade Level 10-12 .5 Credit**
 Recommendation: 85% or above in English
 Course focuses on writing fiction (short stories, plays/screenplays, poetry, etc)-and nonfiction (essays, editorials) while developing an in-class a writing community. Students will use Edmodo as part of the coursework, as well as produce and submit work for contests, competitions and publication. **SEMESTER LONG COURSE**
- 349424 Creative Writing 2 Grade Level 10-12 .5 Credit**
 Recommendation: Creative Writing 1 and teacher approval
 Course focuses on multi-genre writing (different types of writing) and writing for publication. Students will submit work for contests and publication. May be combined with Creative Writing 1 or taken independently. Students will use Edmodo as part of the coursework. Final projects may include a collection of multi-genre writing focusing on a theme and publication of a class or school writing anthology. **SEMESTER LONG COURSE.**
- 335000 English 1 Grade Level 9 1 Credit**
 Curriculum includes Springboard, writing continuum, and college readiness standards. Overall, students will be exposed to a general Survey of literature combined with writing, grammar, vocabulary, reading, oral communication, basic research, introduction to MLA format, introductory literary analysis and the development of the thesis statement. Independent reading may be required.
- 334000 English 1 Accelerated Grade Level 9 1 Credit**
 Recommendation: 93% in 8th grade English, 17 or higher Explore score and teacher recommendation
 Curriculum includes Springboard, writing continuum, and college readiness standards. Overall, students will be exposed to a general survey of literature combined with writing, grammar, vocabulary, reading, oral communication, basic research, introduction to MLA format, introductory literary analysis and the development of the thesis statement. Some independent reading may be assigned.
Summer Assignment May be Required.
- 331201 English 1 Honors Grade Level 9 1 Credit**
 Recommendation: Students who qualify for Prep and Prep Plus will automatically be put in this class, unless parent does not give consent.
 This Pre-AP course is recommended for students with a strong background in the English language and will prepare students for Honors English II (or English 2 Accelerated). The class will encompass all aspects of the regular English I class using Springboard as well as reading an outside novel, and will provide more rigorous coursework. This class is strongly recommended for any students pursuing post-secondary education at a college or university level. Projects outside of class may be required. **Summer Assignment May be Required.**
- 335102 English 2 Grade Level 10 1 Credit**
 Curriculum includes Springboard, writing continuum, and college readiness standards. Overall, students will receive a general study of literature and a refinement of skills learned at the 9th grade level. Students will also be exposed to the study of writing, grammar, vocabulary, reading, presentations, research, and MLA formatting. Students will receive a more in-depth exposure to analysis and collaboration. Independent reading may be assigned.
- 334100 English 2 Accelerated Grade Level 10 1 Credit**
 Recommendation: 91% in English 1 Acc and teacher recommendation 93% in English 1 and teacher recommendation.
 Curriculum includes Springboard, writing continuum, and college readiness standards. Course is designed to prepare students for participation in accelerated course work in the 11th and 12th grades. The class will encompass all aspects of the regular English 2 class, but provide more rigorous coursework based in world literature. This class is strongly recommended for any students pursuing post-secondary education at a college or university level. **REQUIREMENT** for AP Language and Composition. **Summer Assignment May Be Required.**
- 332201 English 2 Honors Grade Level 10 1 Credit**
 Recommendation: Students who qualify for Prep and Prep Plus will automatically be put in this class, unless parent does not give consent.
 A Pre-AP curriculum including Springboard, writing continuum (including literary criticism), and college readiness standards. The class will provide more rigorous (and faster paced) coursework than English 2 and English 2 accelerated while encompassing a worldly study of texts, but also including all aspects English II (writing, grammar, reading, vocabulary, presentations, collaboration, research, and MLA formatting). Students will be exposed to an in-depth study of analysis and interpretation. This course is designed to prepare students for AP curriculum: reading independently, studying/analyzing texts, writing long and short essays, and developing high-level analytical/argumentative skills. Course requires students to work at a high level of expectation and students should have strong intrinsic motivation. Independent reading is required for this class. **REQUIREMENT** for AP Language and Composition.
Summer Assignment May Be Required.

335202 English 3 Grade Level 11 1 Credit
Curriculum includes Springboard, writing continuum, and college readiness standards. Overall, students will receive a general study of American literature and refinements of skills learned at the 9th and 10 grade levels: writing, grammar, reading, oral presentation, research, and MLA formatting. Students will have continued exposure to analysis and collaboration. Independent reading may be assigned.

334202 English 3 Accelerated Grade Level 11 1 Credit
Recommendation: 87% in English 2 Honors and teacher recommendation, 91% in English 2 Acc. and teacher recommendation, or 93% in English 2 and teacher recommendation
English 3 Accelerated follows a Pre-AP curriculum (using Springboard curriculum and literary texts) designed to prepare students for participation in accelerated or AP coursework in the 12th grade. The concentration is a more in-depth, rigorous treatment of the topics covered in English 3. Students will be receive college readiness standards. This class prepares students pursuing post-secondary education at a college or university. **REQUIREMENT** for any student interested in taking AP English Literature and Composition his/her senior year. **Summer Assignment May Be Required.**

335302 English 4 Grade Level 12 1 Credit
Curriculum will include Springboard, writing continuum, and college readiness standards. Overall, students will receive a general survey of literature with a cinematic focus. Students will receive a refinement of skills from previous English classes: writing, reading, grammar, research, presentation, and MLA formatting. Students will participate in a senior exit project that involves research and analysis. English IV students also participate in service learning through the completion of community service hours. Independent reading may be assigned.

334302 English 4 Accelerated Grade Level 12 1 Credit
Recommendation: 91% in English 3 Acc. and teacher recommendation, or 93% in English 3 and teacher recommendation
English 4 Accelerated will prepare students for post-secondary college coursework while studying a variety of literature, including but not limited to British literature. Curriculum will include Springboard and writing continuum. Students will engage in literary analysis and participate in a senior exit project that involves research and analysis. English 4 Accelerated students also participate in service learning through the completion of community service hours. This class is strongly recommended for any students pursuing post-secondary education at a college or university. Class will also require independent reading. **Summer Assignment May Be Required.**

17412 Speech Grade Level 10-12 .5 Credit
Recommendation: 85% in English
Students will learn the elements of speech & practice public speaking as well as develop debate skills. **SEMESTER LONG COURSE.**

General Electives

278406 Peer Tutoring Grade Level 12 1 Credit
Students utilize their expertise & talents to help other students.

255306 Senior Seminar Grade Level 12 1 Credit
Senior Seminar is a capstone course which allows an in-depth exploration of the student's chosen field of interest which culminates in a research paper and a presentation. This experience encourages students to use a variety of skills in the areas of writing, speaking, research, and documentation. Upon completion of Senior Seminar, students will have learned more about their area of interest, their community and most importantly about themselves.

Mathematics

535000	Algebra 1	Grade 9-10	1 Credit
Introduces algebra concepts, analytical skills, and problem solving			
535402	Algebra 2	Grade 10-12	1 Credit
Recommendation: Algebra 1 and Geometry Continuing with the development of analytical skills and mastery of core content through modeling, data collection, and functions.			
534206	Algebra 2 Accelerated	Grade Level 9-11	1 Credit
Recommendation: 91% in Geometry or teacher recommendation A more challenging and in-depth study of Algebra 2 in preparation for Precalculus Accelerated. Students planning to take Calculus A/B AP MUST take this course.			
546413	Algebra 3	Grade Level 12	.5 Credit
Recommendations: Successful completion of Algebra 2. ACT Math score of at least 19. Class designed for students to fulfill 4 th year math requirements by reinforcing and extending topics covered in Algebra 2. This class can be taken by students who have passed Algebra 2, have scored at least a 19 on the Math section of the ACT, and do not want to take Pre-calculus.			
512306	AP Calculus A/B	Grade Level 11-12	1 Credit
Recommendation: 91% in Precalculus Accelerated Challenges students with a college level calculus curriculum to prepare for the AP exam. Students are expected to take the AP exam if they register for this course. Summer Assignment May Be Required.			
512406	AP Statistics	Grade Level 11-12	1 Credit
Recommendation: 91% in Algebra 2 or 85% in Precalculus or 85% in English 3 Challenges students with a college level statistics curriculum to prepare for the AP exam. Students are expected to take the AP exam if they register for this course. Summer Assignment May Be Required.			
545000	Foundations of Mathematical Design	Grade Level 9	1 Credit
Recommendation: Teacher recommendation Emphasis on creating a rich background in mathematics to close gaps in achievement for those students who have a need.			
545102	Geometry	Grade Level 9-11	1 Credit
Recommendation: Algebra 1 Geometric concepts will be learned and applied through hands-on discovery as well as traditional methods. Emphasis will be placed on mastery of core standards and the use of inductive and deductive reasoning.			
557313	Mathematics for College and Career Readiness	Grade Level 12	.5 Credit
Recommendation: Successful completion of Algebra 2 Course is designed to make college entrance more accessible to students and increase the likelihood for successful completion in subsequent math courses. SEMESTER LONG COURSE			
515402	Precalculus	Grade Level 11-12	1 Credit
Recommendation: 80% in Algebra 2 Emphasis will be placed on the techniques of algebra, analytical geometry, and trigonometry. This course fulfills requirement for Honors Diploma but it does NOT meet the prerequisite requirements for Calculus A/B AP.			
514402	Precalculus Accelerated	Grade Level 10-11	1 Credit
Recommendation: 91% in Algebra 2 Accelerated or 95% in Algebra 2 non-accelerated A more challenging and in-depth study of Precalculus in preparation for Calculus A/B AP. Students planning to take Calculus A/B AP MUST take this course.			

518413 Probability and Statistics Grade Level 12 .5 Credit
 Recommendation: Successful completion of Precalculus
 Emphasis placed on statistical analysis and probability. Designed for students who have successfully completed Precalculus and are not taking AP Statistics or AP Calculus.

516413 Trigonometry Grade Level 11-12 .5 Credit
 Recommendation: Algebra 2
 Recommended for students who have passed Algebra 2 and are college bound but are not planning to take Calculus. Students will further develop their skills for Right triangle trig using Problem solving, the unit circle, Laws of sine and cosine, and trigonometric ratios. SEMESTER LONG COURSE.

NKU Courses

NKU courses are dual credit courses taught by NKU professors at Simon Kenton High School. Juniors and seniors wishing to take these courses must meet the requirements described on page 7 of the course guide. Interested students should see their counselor for more information.

811443 Global Viewpoints on Geography Grade Level 11-12 .5 Credit
and the Human Landscape (Spring 2015)
 Acquaints students with the key tools, themes, and perspectives by which geographers describe and analyze the global landscape, in its present condition as well as its transformation from past circumstances and its continuing transformation into the future.

811442 Introduction to Criminal Justice Grade Level 11-12 .5 Credit
(Spring 2015)
 This course provides an overview of the criminal justice system; organization and operation of police, courts, and corrections; race, ethnicity, gender, and criminal justice decision-making, current trends and future prospects.

841406 Introduction to Psychology Grade Level 11-12 .5 Credit
(Spring 2015)
 Systematic and scientific study of behavior from biological, behavioral, and cognitive perspectives; methods, history, biopsychology, perception, learning, development, cognition, personality, mental disorders, therapy, and social psychology.

291446 Leadership Around the World Grade Level 11-12 .5 Credit
(Fall 2014)
 This course will explore the basic theories, trends, and practices for leadership from varying global perspectives. Leadership theories are often taught from a Western perspective. This course discusses these historical Western perspectives, while also introducing students to how leadership is viewed and practiced around the world.

281416 Race, Gender, and the Mass Media Grade Level 11-12 .5 Credit
(Fall 2014)
 Mass Media's influence on perceptions of race and gender in the U.S. and abroad—the local, national and international influence of economics, politics, cultural diversity, and education on your life and society as portrayed through the mass media; historical development of the portrayals of white women and men and women and men of color from diverse cultures in the U.S. and International mass media; impact of cultural and socioeconomic differences between local, national and international communities on media production and use; influence of cultural and socioeconomic differences in shaping and understanding personal world views.

111444 Theatre Appreciation (Fall 2014) Grade Level 11-12 .5 Credit
 Survey of the development and practice of theatre through the study of theatre history, dramatic literature, practitioners, live performance and basic components of theatre.

PRACTICAL LIVING/CAREER STUDIES CAREER PATHWAYS

BUSINESS EDUCATION PATHWAYS

Administrative Support (4 credits)

Tests for Certification:

KOSSA – Administrative Support;
MOS (3 of 4) – Word, Excel, PowerPoint, and Access
IC3 – Computer Fundamentals, Key Applications, and Living Online

Sequence of Courses:

Recommended:

Computer & Technology Applications – 1 credit
Accounting and Finance Foundations – 1 credit
Adv. Computer & Technology App. – 1 credit

Electives:

Business Management – 1 credit
Business Principles & Applications – ½ credit
Word Processing – ½ credit
Other Approved Business Courses

Business Management (4 credits)

Tests for Certification:

KOSSA – Business Management
ASK – Fundamental Business Concepts or Concepts of Entrepreneurship/Management

Sequence of Courses:

Recommended:

Computer & Technology Applications – 1 credit
Accounting & Finance Foundations – 1 credit
Business Law – 1 credit
Business Management – 1 credit

Electives:

Business Principles & Applications – ½ credit
Entrepreneurship – ½ credit
Principles of Marketing – 1 credit
Other Approved Business Courses

Business Technology (4 credits)

Tests for Certification:

ASK – Fundamental Business Concepts

Sequence of Courses:

Recommended:

Computer & Technology Applications – 1 credit
Multimedia – 1 credit
Business Management – 1 credit

Electives:

Business Principles & Applications – ½ credit
Business Law – 1 credit
Word Processing – ½ credit
Adv. Computer & Technology App. – 1 credit
Accounting & Finance Foundations – 1 credit
Financial Literacy – ½ credit
Math for Business & Industry – ½ credit

Information Processing (4 credits)

Tests for Certification:

KOSSA – Administrative Support
MOS (3 of 4) – Word, Excel, PowerPoint, and Access
IC3 – Computer Fundamentals, Key Applications, and Living Online

Sequence of Courses:

Recommended:

Computer & Technology Applications – 1 credit
Adv. Computer & Technology App. – 1 credit
Multimedia – 1 credit

Electives:

Word Processing – ½ credit
Other Approved Business Courses

MARKETING EDUCATION PATHWAYS

Management/Entrepreneurship (4 credits)

Tests for Certification:

KOSSA – Business Management;
ASK – Fundamental Business Concepts or Concepts of Entrepreneurship/Management

Sequence of Courses

Recommended:

Principles of Marketing – 1 credit
Entrepreneurship – ½ credit or
Business Management – 1 credit

Electives:

Accounting – 1 credit
Business Law – 1 credit
Business Principles & Applications – ½ credit
Business Management – 1 credit
Computer & Technology Applications – 1 credit
Entrepreneurship – ½ credit
Other Approved Business Courses

Business & Marketing Education (4 credits)

Tests for Certification:

KOSSA – Administrative Support or Marketing
MOS (3 of 4) – Word, Excel, PowerPoint, and Access
IC3 – Computer Fundamentals, Key Applications, and Living Online
ASK – Fundamental Business Concepts or Concepts of Entrepreneurship/Management

Sequence of Courses:

Recommended:

Computer & Technology Applications – 1 credit
Principles of Teaching – 1 credit
Business Elective – 1 credit
Marketing Elective – 1 credit

Electives:

Other Business and Marketing Courses

AGRICULTURE EDUCATION PATHWAYS

Agribiotechnology (4 credits)

Tests for Certification:

KOSSA: Agribiotechnology

Sequence of Courses:

Recommended:

Principles of Agricultural Science & Technology
– 1 credit

Agriscience – 1 credit

Veterinary Science – 1 credit

Food Science & Technology – 1 credit

Electives:

Business Management – 1 credit

Animal Science Systems (4 credits)

Tests for Certification:

KOSSA: Production Livestock

Sequence of Courses:

Recommended:

Principles of Agricultural Science & Technology
– 1 credit

Agriscience – 1 credit

Animal Science – 1 credit

Equine Science – 1 credit

Advanced Animal Science – 1 credit

Veterinary Science – 1 credit

Electives:

Food Science & Technology – 1 credit

Business Management – 1 credit

Food Science & Processing System (4 credits)

Tests for Certification:

KOSSA: Food Science & Processing System

Sequence of Courses:

Recommended:

Principles of Agricultural Science & Technology
– 1 credit

Agriscience – 1 credit

Food Science & Technology – 1 credit

Electives:

Animal Science – 1 credit

Business Management – 1 credit

Horticulture and Plant Sciences (4 credits)

Tests for Certification:

KOSSA: Horticulture

KOSSA: Production Crop

Sequence of Courses:

Recommended:

Principles of Agricultural Science & Technology
– 1 credit

Agriscience – 1 credit

Floriculture/Floral Design – 1 credit

Greenhouse Technology – 1 credit

Electives:

Business Management – 1 credit

Practical Living Career Studies (PLCS)

620001	Advanced Accounting (AP Pilot)	Grade Level 11-12	1 Credit
Recommendation: 91% in Alg. 2 or 87% in Alg. 2 Acc. Or 93% in Accounting 1 and teacher recommendation This year-long course covers all the learning objectives of a traditional college level financial accounting course, plus those from a managerial accounting course. Topics include an introduction to accounting, accounting information systems, time value of money, an accounting for merchandising firms, sales and receivables, fixed assets, debt and equity. Other topics include statement of cash flows, financial ratios, cost-volume profit analysis and variance analysis.			
655401	Advanced Computer Technology Applications	Grade Level 11-12	1 Credit
Recommendation: 85% in Computer Applications or teacher recommendation Advanced applications include Microsoft Office 2013 Access (database) & Publisher (desktop publishing), Dreamweaver (web design), & skills leading to Microsoft Office Specialist certification. Students will explore the Adobe CS5 Suite of programs.			
635053	Agriscience	Grade Level 10-11	1 Credit
Recommendation: Principles of Agriscience Agriscience introduces the scientific agricultural approach to animal science and selection, and plant and land science. Agricultural career opportunities will be emphasized in each class. Laboratory experiences relating to basic and current technology will be part of the program. Content may be enhanced by utilizing appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have a supervised agricultural experience program and keep appropriate records.			
648401	Business Law	Grade 11-12	1 Credit
Develops an understanding of legal rights and responsibilities in personal and business law.			
649401	Business Management	Grade 11-12	1 Credit
Students will learn management skills including designing efficient work systems, organizing & managing staff, balancing quality & production goals, finances, communications, leadership & ethical decision making. During the second semester, students will be responsible for running the day-to-day operations of a business in the simulation "Mean Jeans Manufacturing".			
647401	Business Principles & Applications	Grade Level 9-10	.5 Credit
Provides an understanding of basic business concepts, consumerism, careers, management, credit, & insurance. Students will gain practical experience through a stock market simulation. SEMESTER LONG COURSE			
665441	Careers & Financial Literacy	Grade 9	.5 Credit
Students explore personal attributes in order to identify appropriate career paths. Students learn to make financial decisions impacting lifelong earning & wellbeing.			
655101	Computer & Technology Applications	Grade Level 10	1 Credit
Includes Microsoft Office Word, Excel & PowerPoint (2013) as well as technology issues & skills leading to Microsoft Office Specialist certification. (Recommended for all students & any student wanting to take Advanced Computer Applications and/or Multimedia-Desktop Publishing classes)			
265403	Computer Lab Assistant	Grade Level 11-12	1 Credit
Recommendation: Application Students will assist in the day to day operation of the school's three computer labs and two wireless laptop carts. Previous technology skills are a plus but not required. Must pick up an application from the guidance office and turn it into Mrs. Moore in the library.			
256403	Computer Lab Assistant 2	Grade Level 11-12	1 Credit
Recommendation: Application Students will assist in the day to day operation of the school's three computer labs and two wireless laptop carts. Previous technology skills are a plus but not required. Must pick up an application from the guidance office and turn it into Mrs. Moore in the library.			
685401	Consumer Math	Grade Level 11-12	.5 Credit
Students will explore real-world math concepts including banking, credit, consumerism & other areas of financial literacy.			

- 656401 Entrepreneurship Grade Level 11-12 .5 Credit**
The basic fundamentals of organization & operation of a business, with a focus on sole proprietorship. Culminates in student-run business. SEMESTER LONG COURSE
- 65401 Financial Accounting Grade Level 11-12 1 Credit**
Students will expand their knowledge of Accounting. Includes financial accounting for partnerships and corporations.
- 675442 First Aide Grade Level 11-12 .5 Credit**
Recommendation: 85% in Health
Students will receive their CPR certification for an Adult, Child, and Infant, along with proper training of an AED machine, basic first aid, and disaster training. SEMESTER LONG COURSE
- 675413 Fitness, Wellness, Nutrition Grade Level 11-12 .5 Credit**
Recommendation: 85% in Health
A focus on taking a generalized perspective of basic nutrition, fitness, and wellness. Some fitness activities will be required in this course SEMESTER LONG COURSE
- 675443 Food Science and Technology Grade Level 10-12 1 Credit**
Recommendation: Principles of Agriscience and/or Agriscience
Food Technology introduces the issues of food production, nutrition, food chemistry and the development of food products in a global society. The government regulations regarding foods and the exploration of career opportunities will also be covered. Content may be enhanced with appropriate computer applications. Leadership development will be provided through FFA. Each student will be expected to have a supervised agricultural experience program.
- 675010 Health Grade Level 9 .5 Credit**
Emphasis is placed on health values and decision making. SEMESTER LONG COURSE.
- 628401 Multimedia/Desktop Publishing (web team) Grade Level 12 1 Credit**
Recommendation: 85% in Adv. Comp. App. and/or teacher recommendation
Students will learn advanced skills in desktop publishing & web page design. Students' responsibilities include the SK web page and Pioneer Publishing Company.
- 635402 PE 1 Grade Level 9 .5 Credit**
Emphasis is placed in lifetime leisure activities and team sports. SEMESTER LONG.
- 638412 PE 2 Grade Level 11-12 .5 Credit**
Recommendation: 93% in PE 1
Emphasis is placed on sports requiring a higher degree of motor coordination in both team and individual sports. SEMESTER LONG COURSE.
- 635043 Principles of Agriscience Grade Level 9 1 Credit**
This course provides instruction in the foundations of the various segments of the agricultural industry. Agricultural career opportunities will be emphasized. Animal science, plant and land science, and agricultural mechanics skills will be the focus of the curriculum. The selection and planning of a supervised agricultural experience program and related record keeping will be presented. Leadership development will be provided through FFA. Students will receive personal guidance and counseling with preparatory instructional program selection.
- 635411 Principles of Marketing Grade Level 10-12 1 Credit**
This project-based course explores marketing concepts associated within the areas of promotion, selling, pricing, product development, retail, sports, entertainment, hospitality, and tourism.
- 279302 Principles of Teaching Grade Level 11-12 1 Credit**
College-level course. Course provides opportunities for students with an interest in teaching to develop skills, strategies and techniques used for instruction at various grade levels. Students will gain work experience in classrooms with certified teachers (field experience) as part of their course work. Other components include the development of four-year-post-secondary plan, salaries and benefits of a teacher, job security, and future projections of the job market.

- 236301 School to Work 5 & 6 Period Grade Level 12 2 Credit**
 Recommendation: 95% attendance, 85% in Workplace Readiness which must be taken junior year or 1st semester senior year to participate in STW, 3.0 GPA, and application required + Job
 An internship work experience to help students make a smooth transition from school to the world of work.
- 695412 Sports Medicine Grade Level 11-12 .5 Credit**
 Recommendation: 93% in Health
 Focus on the development and treatment of athletes. SEMESTER LONG COURSE
- 696442 Strength & Conditioning Grade Level 10-12 .5 Credit**
 Recommendation: 85% in PE 1
 This course is designed for students who want to increase fitness and athleticism. Activities are designed to improve flexibility, strength, and agility. Activities will include strength training in the weight room, cardiovascular workouts, yoga, etc. Students should expect to work hard every day and be willing to push themselves to become their best.
- 696452 Strength & Conditioning Advanced Grade Level 10-12 .5 Credit**
 Recommendation: Must be on a varsity athletic roster and approved by the Athletic Director
 This course is designed for more advanced lifters/athletes, will cover more advanced training techniques for agilities, speed, and quickness, in addition to the weight room work and sport specific topics. This course would include more application time than classroom time. Class would meet 4 days per week in weight room for strength training and 1 day per week in turf room for agility, speed, quickness training.
- 235316 STW Office Grade Level 12 1 Credit**
 Recommendation: 3.0 GPA or higher, minimum of 6 semesters completed
 Students will help facilitate the functions in one of the school offices.
- 655111 Word Processing Grade Level 10 .5 Credit**
 Develops Microsoft Office Word 2013 skills as well as technology issues & skills leading to Microsoft Office Specialist certification. Required for students not taking Computer Technology & Applications. SEMESTER LONG COURSE
- 655211 Workplace Readiness Grade Level 11 .5 Credit**
 Develop problem solving, teamwork, self-management, & job-seeking skills for the work force. This is a prerequisite for School to Work and must be taken junior year or 1st semester senior year to participate in STW. SEMESTER LONG COURSE.

Science

- 745403 Anatomy & Physiology Grade Level 11-12 1 Credit**
 Recommendation: 85% in Biology or teacher recommendation
 Students will study of the structure of the human body and the function of the human systems. Dissection of a cat for comparative anatomy is a major part of this course and is required by all students.
- 712306 AP Biology Grade Level 11-12 1 Credit**
 Recommendation: 93% in Biology or teacher recommendation.
 Students are challenged with a college level biology curriculum to prepare for the AP exam. Topics taught include ecology, cells, cellular energetic, molecular and Mendelian genetics, anatomy, and evolution. An after school lab is required one day a week to fulfill the requirements set forth by the College Board.
- 722306 AP Chemistry Grade Level 11-12 1 Credit**
 Recommendation: 93% in Chemistry Acc. & Precal. Or be currently enrolled in precal. or teacher recommendation
 Challenged with a college level chemistry curriculum to prepare for the AP exam. An after school lab is required one day a week to fulfill the requirements set forth by the College Board.
- 789413 Astronomy Grade Level 10-12 .5 Credit**
 This course in an introduction to the field of astronomy. Students will learn topics about the history of astronomy, solar systems, galaxies, evolution of stars, and the methods and technology used to explore planetary and stellar processes.

715102	Biology	Grade Level 10	1 Credit
Biology is an introductory course to the study of living organisms. Students will study ecology, cells, photosynthesis and respiration, molecular and Mendelian genetics, and evolution. Students will also learn proper lab techniques through a variety of hands-on laboratory experiments.			
714103	Biology Accelerated	Grade Level 10	1 Credit
Recommendation: 91% in Integrated Science or teacher recommendation Biology Accelerated provides students with an in-depth study of biology to help prepare them for advance science courses and science careers. Students will participate in many advanced laboratory experiments and hands-on activities. Topics covered include ecology, cells, photosynthesis and respiration, molecular and Mendelian genetics, anatomy, and evolution.			
725202	Chemistry	Grade Level 11	1 Credit
The study of matter and its composition, chemical changes etc.			
724203	Chemistry Accelerated	Grade Level 10-11	1 Credit
Recommendation: 91% in Algebra 2 & Biology or teacher recommendation An in-depth understanding of chemical concepts is gained to prepare students who wish to take AP Chemistry. Students who wish to advance to AP Chemistry must take this class.			
725206	Community Chemistry	Grade Level 11-12	1 Credit
Study of the important role chemistry plays in our personal & professional lives.			
765413	Environmental Science	Grade Level 10-12	.5 Credit
A study of nature and its components including forests, streams, and wetlands. SEMESTER LONG COURSE			
768413	Forensics 1	Grade Level 10-12	.5 Credit
Recommendation: Biology This course applies the concepts of biology, chemistry, and physical science to the techniques used in crime scene investigations. Students will learn and apply scientific investigative techniques in hair and fiber analysis, genetics, fingerprinting, trace evidence, ballistics, accident reconstruction, toxicology, and other areas. SEMESTER LONG COURSE			
768443	Forensics 2	Grade Level 10-12	.5 Credit
Student's further study scientific knowledge as it relates to crime scene investigations. SEMESTER LONG COURSE			
765000	Integrated Science	Grade Level 9	1 Credit
Integrated Science is a study of fundamental principles of science technique, chemistry, physics and biology. Students will participate in laboratory investigations and hands-on activities.			
765102	Integrated Science Accelerated	Grade Level 9	1 Credit
Recommendation: 93% in 8 th grade science or teacher recommendation or benchmark in science on the Explore Test Integrated Science Accelerated provides students with an in-depth study of the integrated science curriculum and other science topics. Students will participate in many advanced laboratory investigations and hands-on activities. This course will prepare students for advanced science courses and science careers.			
775413	Marine Biology	Grade Level 10-12	.5 Credit
Recommendation: Biology This course is an introduction to organisms and processes in the marine environment. Students will learn about the characteristics of a marine environment and the organisms that live there. They will also study how human interactions have affected the marine environment. Students will be dissecting different marine organisms.			
754303	Physics	Grade Level 11-12	1 Credit
Recommendation: Must have taken or is currently taking precal. and a B or higher in Algebra 2 Physics is a branch of science that involves the study of the physical world: energy, matter, and how they are related. Students enrolling in physics should have a strong background in mathematics. Physics is a rigorous course of mathematics and problem solving.			

Social Studies

832306 AP European History Grade Level 12 1 Credit
 Recommendation: 90% in World Civilization and US History or 85% in AP US History or teacher recommendation
 Students are challenged with college level European History to prepare for the AP exam.

812000 AP US Government and Politics Grade Level 9 1 Credit
 This course will give students an analytical perspective on government and politics in the United States and prepare them for the AP exam.

812206 AP US History Grade Level 11 1 Credit
 Recommendation: 93% in World Civilization or 85% in AP World Civilization or teacher recommendation.
 Students are challenged with college level U. S. History to prepare for the AP exam.

832406 AP World Civilization Grade Level 10-12 1 Credit
 Recommendation: 93% in Social Studies courses and teacher recommendation
 Students are challenged with college level World Civilization to prepare for the AP exam.

864441 Economic Issues in the Grade Level 10-12 .5 Credit
Social Sciences
 Examine historical events of the world that have had an economic impact on society, technology, and government through a study of the social sciences - Economics, Anthropology, and Political Science. SEMESTER LONG COURSE

845442 Government Grade Level 10-12 .5 Credit
 This course encompasses the workings and events of the U.S. Government. SEMESTER LONG COURSE

845444 History of Technology Grade Level 9-12 .5 Credit
 A study of the impact and role of technology in human history with an emphasis on the time before the Industrial Revolution.

857412 History Through Musical Perspective Grade Level 9-12 .5 Credit
 This course introduces students with no previous musical training or background to major trends in Western music from the Middle Ages to the present day. Students will acquire some fundamental vocabulary associated with the grammar of music, the names and sounds of instruments, and performance practices. This language will help students examine specific works in the historical context of the Western cultural tradition. The course will include at least one week exploring music from a global perspective or what is sometimes known as world music

885000 Integrated Social Studies Grade Level 9 1 Credit
 The study of the Physical and Human Geography of the world and its people. The course of study will include the topics of climates, vegetation, landforms, regions, people, places, cultures, conflicts and the use of both mental and physical maps. Students will also gain an understanding of other Social Sciences such as: economics, government and early US history. Students will study American colonization, the building of the Nation, and the Civil War and Reconstruction.

846412 Law and Criminal Justice Grade Level 11-12 .5 Credit
 Recommendation: US History and Government
 Introduction to criminal justice, civil law with an overview of law careers, criminal justice, and the legal system. SEMESTER LONG COURSE

849412 Military Science Grade Level 11-12 .5 Credit
 Recommendation: US History and Government
 A study of war past and present with an emphasis on the impact of engineering and technology on weapons and strategy. SEMESTER LONG COURSE

Introduction to psychology will be explored, including disorders & treatments. SEMESTER LONG COURSE

This course will focus on the various theories presented by psychologists (i.e. Freud vs. Jung); detail on various mental illnesses and treatments; and the latest research on brain knowledge and development. SEMESTER LONG COURSE

Students will examine the development of sociology according to the observations and contributions of various theorists. Students will also analyze culture, group behavior, socialization, deviance, crime, and other sociological components that impact societal interaction. SEMESTER LONG COURSE

Recommendation: World Civilization
Focus is placed on the development of the U.S. from the Colonial era to Modern Day.

Recommendation: Integrated Social Studies
This course encompasses world history from 1500 – present.

Recommendation: 93% in Integrated Social Studies or teacher recommendation
World History followed at a faster pace & in greater detail.

World Language

World language courses are required by the pre-college curriculum. World language courses are recommended for students who are working towards the Simon Kenton Honors or Kentucky Scholars Diploma, plan to attend a 4-year university program or have an interest in the study of language and culture. World language credit is not required for a Standard Simon Kenton Diploma.

*Students should have an A or B in their English course before signing up for world language courses as the content is **rigorous** and requires **in-depth** study skills and **homework**.

412306	AP French	Grade Level 12	1 Credit
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Recommendation: 85% or high in French 3 and Teacher Recommendation

Students are challenged with college level French curriculum as they prepare for the A.P. examination. This course is highly recommended for students who expect to earn C.L.E.P. credit for college foreign language and/or expect to use the language in careers of future education. **Class is conducted entirely in French. Summer Assignment May Be Required.**

472306	AP Spanish	Grade Level 12	1 Credit
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Recommendation: 85% or higher in Spanish 3 and Teacher Recommendation

Students are challenged with college level Spanish curriculum as they prepare for the A.P. examination. This course is highly recommended for students who expect to earn C.L.E.P. credit for college foreign language and/or expect to use the language in careers of future education. **Class is conducted entirely in Spanish. Summer Assignment May Be Required.**

415405	French 1	Grade Level 10-12	1 Credit
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Recommendation: 85% or higher in English

Students will acquire French language skills with the goal of continuing study in French 2. The class integrates the four language skills of reading, writing, listening, and speaking with the French culture to encourage the student to participate in simulated real-life situations. The focus is to prepare students to use their language proficiency as a 21st Century Skill.

414000	French 1 Accelerated	Grade Level 9	1 Credit
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Recommendation: 93% or higher in English

This course is recommended for students with a strong background in the English language and will prepare students for French 2 Accelerated. The class will encompass all aspects of the regular French 1 class, but will move at a quicker pace.

416405	French 2	Grade Level 10-12	1 Credit
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Recommendation: 76% or higher in French 1 and Teacher Recommendation

After a brief review of French 1, students will acquire new language skills while implementing previously studied material. Students are presented a variety of cultural situations to use their newly acquired language skills.

414405	French 2 Accelerated	Grade Level 10-11	1 Credit
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Recommendation: 85% or higher in French 1 and Teacher Recommendation

This class will encompass all aspects of the regular French 2 class (see above), but will provide more rigorous coursework at a faster pace. This class is strongly recommended for any students interested in taking French 3.

424405	French 3 Accelerated	Grade Level 11-12	1 Credit
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Recommendation: 85% or higher in French 2 and Teacher Recommendation

Builds on skills from French 2 and is designed for students who wish to continue studying French. This course is highly recommended for students who expect to earn C.L.E.P. credit for college foreign language and/or expect to use the language in careers or future education. **Class is conducted in French.**

465005	Spanish 1	Grade Level 10-12	1 Credit
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Recommendation: 85% or higher in English

Students will acquire Spanish language skills with the goal of continuing study in Spanish 2. The class integrates the four language skills of reading, writing, listening, and speaking with the Hispanic culture to encourage the student to participate in simulated real-life situations. The focus is to prepare students to use their language proficiency as a 21st Century Skill.

424000 Spanish 1 Accelerated**Grade Level 9****1 Credit**

Recommendation: 93% or higher in English

This course is recommended for students with a strong background in the English language and will prepare students for Spanish 2 Accelerated. The class will encompass all aspects of the regular Spanish 1 class, but will move at a quicker pace.

465105 Spanish 2**Grade Level 10-12****1 Credit**Recommendation: 76% or higher in Spanish 1 and Teacher Recommendation

After a brief review of Spanish 1, students will acquire new language skills while implementing previously studied material. Students are presented a variety of cultural situations to use their newly acquired language skills.

434405 Spanish 2 Accelerated**Grade Level 10-11****1 Credit**Recommendation: 85% or higher in Spanish 1 and Teacher Recommendation

This class will encompass all aspects of the regular Spanish 2 class, but will provide more rigorous coursework at a faster pace. This class is strongly recommended for any students interested in taking Spanish 3.

464205 Spanish 3 Accelerated**Grade Level 11-12****1 Credit**Recommendation: 85% or higher in Spanish 2 and Teacher Recommendation

Builds on skills from Spanish 2 and is designed for students who wish to continue studying Spanish. This course is highly recommended for students who expect to earn C.L.E.P. credit for college foreign language and/or expect to use the language in careers or future education. **Class is conducted in Spanish.**

Information for Student Athletes

Parents and Students, The Kenton County School District, including our high schools, and some of our district-wide programs use Edgenuity curriculum for some online courses. Edgenuity courses and curriculum are developed by highly qualified teachers. Edgenuity courses allow us as a district to personalize student Individual Learning Plans based on student needs. However, a highly qualified teacher that is certified in that content area must work closely with the student during at least 50% of the course or more for that course to be approved by the NCAA. If a student plans to play Division I or Division II sports in college, the student's transcript must reflect 16 credits of core academic courses approved by the NCAA. If you are a student athlete, please consult with your school counselor in planning your coursework each year in your Individual Learning Plan, especially if you are considering doing any online coursework. Each year, a counselor at your high school submits courses taught requesting approval for these courses from the NCAA. Your school counselor will know what courses are approved at your school.

NAIA Eligibility

If you will graduate from high school this spring and enroll in college this coming fall, the requirements are simple. High school graduation, plus two out of three requirements below. For more information visit <http://www.playnaia.org/page/eligibility.php>.

1. ACHIEVE A MINIMUM
OF 18 ON THE ACT
OR 860 ON THE SAT*

2. ACHIEVE A MINIMUM
OVERALL HIGH SCHOOL
GPA OF 2.0 ON A 4.0 SCALE

3. GRADUATE IN THE TOP
HALF OF YOUR HIGH
SCHOOL CLASS.

NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

Divisions I and II Initial-Eligibility Requirements

Core Courses

- **NCAA Divisions I and II require 16 core courses.** See the charts below.
- **Beginning August 1, 2016, NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement. *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements can be found at www.eligibilitycenter.org.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** students enrolling full time **before August 1, 2016**, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- **Division I** GPA required to receive athletics aid and practice on or after **August 1, 2016**, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition on or after **August 1, 2016**, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I

16 Core Courses

4 years of English.
3 years of mathematics (Algebra I or higher).
2 years of natural/physical science (1 year of lab if offered by high school).
1 year of additional English, mathematics or natural/physical science.
2 years of social science.
4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II

16 Core Courses

3 years of English.
2 years of mathematics (Algebra I or higher).
2 years of natural/physical science (1 year of lab if offered by high school).
3 years of additional English, mathematics or natural/physical science.
2 years of social science.
4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

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16-May-14

KSBA Policy Service 2014 Policy Update (#37) Checklist

District: **Kenton County Schools**

Please complete the checklist (date and order number to indicate your Board's decision on each proposed revision), and return it (signed and dated) to the KSBA Policy Service by September 1 or at your earliest opportunity. Please indicate below what action you have taken on the new/revised policies enclosed for your review.

Policy Number	Adopt as Written	Adopt with Modification*	Adoption Date	Order Number	Keep Current Policy	Rescind Policy
01.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
01.42	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
01.53	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do not use</u>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01.61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
01.83	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
04.32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
04.91	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
05.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
07.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
07.111	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
07.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
08.113	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
08.133	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
08.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
08.32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
08.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Policy Number	Adopt as Written	Adopt with Modification*	Adoption Date	Order Number	Keep Current Policy	Rescind Policy
09.11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Do not use</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
09.12	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do not use</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
09.121	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.1223	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do not use</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
09.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.224	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.2241	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.31	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.4232	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.43	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.438	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<u>3.12321</u>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>3.22321</u>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" 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

6-29-14
 Date

 Board Chair's Signature

 Date

Please return this completed form to KSBA by September 1 or 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.

RECOMMENDED: SB 176 ALLOWS "CAREGIVERS" TO MAKE DESIGNATED HEALTH CARE AND EDUCATIONAL DECISIONS UPON PRESENTATION OF AN APPROPRIATE AFFIDAVIT. THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING PARENT RIGHTS, RESPONSIBILITIES, AND NOTIFICATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: HB 211 AMENDED KRS 158.070 AND REPLACED THE TERM "INSTRUCTIONAL DAY" WITH "STUDENT ATTENDANCE DAY". THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING INSTRUCTIONAL DAYS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: SOME STATUTES AND REGULATIONS USE THE TERMS HEALTH CARE PROVIDER AND HEALTH CARE PRACTITIONER INTERCHANGEABLY. THIS IS TO CLARIFY THAT IN THIS MANUAL THE TWO TERMS HAVE THE SAME MEANING.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD

01.0

DEFINITIONS

The following expressions are defined with respect to their intended meanings in the context of this manual:

POLICIES

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by KRS 160.290 and KRS 160.340. The scope of council policies is defined by KRS 160.345.

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

FULL-TIME/PART-TIME STATUS

Employment status shall be determined in compliance with statute and regulation.

SUPERINTENDENT

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

PRINCIPAL/HEAD TEACHER

In this manual the term principal refers to principal or head teacher as appropriate and includes any other employee to whom the principal or head teacher may delegate responsibility for a specific task.

TEACHER

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means custodial parent, ~~or~~ legal guardian, or other person authorized by law to act as a parent as the context requires.

DEFINITIONS

GENDER

Unless otherwise noted, all gender references include both male and female.

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term "instructional day" shall have the same meaning as "student attendance day".

HEALTH PROVIDER

Unless otherwise noted, the terms "health care provider" and "health care practitioner" have the same meaning.

RELATED POLICIES

The listing of related policies at the bottom of a document is a generic list and may include some policy numbers that this MANUAL does not contain.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

REFERENCES:

¹KRS 157.320

¹102 KAR 1:036

¹702 KAR 1:035

KRS 158.144

KRS 160.290, KRS 160.340, KRS 160.345

KRS 405.028

702 KAR 6:010, 702 KAR 6:020, 702 KAR 6:040

702 KAR 6:045, 702 KAR 6:075, 702 KAR 6:090

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RECOMMENDED: KRS 160.270 REQUIRES THAT THE BOARD HOLD AT LEAST ONE REGULAR MEETING PER MONTH. KRS 61.820 REQUIRES ADOPTION OF A REGULAR MEETING SCHEDULE. RESCHEDULED REGULAR MEETINGS BECOME SPECIAL MEETINGS. HOWEVER, IN EXCEPTIONAL CIRCUMSTANCES, REASONABLE ADJUSTMENTS OF REGULAR MEETING START TIMES OR SITES DUE TO UNANTICIPATED CONDITIONS OR EMERGENCIES (SUCH AS UNEXPECTED OVERFLOW CROWDS, UNAVAILABILITY OF THE MEETING SITE, OR WEATHER RELATED EVENTS) MAY BE PERMISSIBLE.

THIS CHANGE IS NOT REQUIRED BY LAW BUT, ALLOWS FOR GREATER FLEXIBILITY IN THOSE EXCEPTIONAL CIRCUMSTANCES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.42

Regular Meetings

TIME AND PLACE

BY

~~The first regular meeting of the Board shall be held in January on the first Monday at 7:00 PM at the Central Office. In August of each year the Board shall adopt a schedule of regular meetings for the following year (September - August), identifying the date, time and place of each meeting. Rescheduled regular meetings shall be a noticed and held as special-called meetings.~~¹
&4

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PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.²

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

VIDEO TELECONFERENCES

The Board may conduct its meeting by video teleconference. Notice of a video teleconference shall comply with the requirements of KRS 61.820. In addition, the notice shall clearly state that the meeting will be a video teleconference and precisely identify the locations involved, including the location, if any, that is primary.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations.

REFERENCES:

¹KRS 160.270

²KRS 61.820; OAG 78-274; OAG 78-614

³KRS 61.810

⁴92-OMD-1677; 04-OMD-056

KRS 61.826

RELATED POLICIES:

01.421; 01.43; 01.44

Keep Current Policy

RECOMMENDED: THE KSBA BOARD OF DIRECTORS APPROVED A CODE OF ETHICS FOR SCHOOL BOARD MEMBERS. THIS LANGUAGE IS BASED ON THAT CODE.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.53

Code of Ethics

As member of a Kentucky Board of Education and mindful of the pledges made in their oath of office, Board members shall accept the duty to represent their community and their District's students, parents and staff and to improve public education by putting "students first" in their decisions. To that end they will:

1. Govern effectively and with integrity, emphasize student achievement and practice good stewardship of the District's human, financial and property resources;
2. Participate in all Board meetings, insofar as possible, having studied advance materials and, having given careful consideration to input from individuals and/or interested community groups, ready to base decisions on independent judgment;
3. Act as a staunch advocate for high quality schools, instructional curricula and professional staff dedicated to the educational welfare of all children, regardless of their ability, race, creed, sex or social standing and maintain knowledge about educational advances as they evolve;
4. Obey and uphold all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, reserving the right to bring about needed changes through legal and ethical procedures;
5. Help their constituents to understand the importance of broad community support and involvement in the public schools, especially by encouraging citizen participation in Board meetings, and in turn, serve their constituents by helping ensure accountability of the schools to the community. Board members shall refer all complaints, comments, and criticisms directly to the Superintendent;
6. Recognize their duty to listen as well as to lead, respect opinions which differ from their own, reflect that no one member acts or speaks for the Board, and remember that final actions, made by majority vote in an official meeting, should be supported by all members;
7. Provide community insight to the Superintendent and evaluate the administration's responses to community expectations, work to adopt effective policies which give the administration authority commensurate to its responsibilities, demonstrate the support and respect due the District's skilled, professional employees and shun actions which could be interpreted as an attempt to run the schools through the administration; Board members shall confine Board action to policymaking, planning, and evaluation and recognize that the Superintendent, not the Board, is responsible for the day-to-day administration of the schools;
8. Avoid even the appearance of conflicts of interest by never performing official acts or otherwise engaging in financial transactions with the school system which could benefit them, accepting gifts of substantial economic value which could be viewed as improper influence or disclosing or using confidential information acquired in the course of official duties for personal gain.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.53
(CONTINUED)

Code of Ethics

REFERENCES:

KRS 161.164, KRS 160.170

LEGAL: PER HB 5, A NEW SECTION OF KRS 61 HAS BEEN CREATED ADDRESSING SAFETY AND SECURITY OF PERSONAL INFORMATION AND PROCESSES FOR DEALING WITH INFORMATION BREACHES.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF NOTIFICATION OF INDIVIDUALS IF A SECURITY BREACH OCCURS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61

Records Management

RECORDS OFFICER

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.¹

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in KRS 171.410 and in the Records Retention Schedule, Public School District.

SUPERINTENDENT'S RESPONSIBILITIES

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.² The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.³

RETENTION AND DISPOSAL OF RECORDS

The District shall follow the Records Retention Schedule, Public School District in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.⁴

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.⁵

LITIGATION

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

INFORMATION SECURITY BREACH

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.

Records Management

RETENTION OF RECORDINGS

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.⁶

If an incident is being investigated, retain recordings until investigation and legal activity are completed.

REFERENCES:

¹725 KAR 1:010

²KRS 171.710

³KRS 171.720

⁴725 KAR 1:030; KRS 171.420; KRS 171.570

⁵KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020

⁶KRS 160.705

KRS 61.931; KRS 61.932; KRS 61.933

702 KAR 1:025; 725 KAR 1:025

Records Retention Schedule, Public School District

RELATED POLICIES:

01.5; 04.81

LEGAL: 702 KAR 1:115 HAS BEEN AMENDED TO REVISE THE ANNUAL TRAINING REQUIREMENTS FOR BOARD MEMBERS. HB 154 REVISES KRS 160.180 TO MAKE ADDITIONAL CHANGES TO ANNUAL TRAINING REQUIREMENTS BEGINNING JANUARY OF 2015.
FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF PROVIDING TRAINING ON SPECIFIC TOPICS (SCHOOL FINANCE, ETHICS AND SUPERINTENDENT EVALUATION)

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83

In-Service Training

The annual in-service training requirements for all school board members in office as of December 31, 2014 shall include training on topics required by regulation that meet the minimum number of total training hours as follows:¹

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1. Twelve (12) hours for school board members with zero (0) to three (3) years of experience (to include five hours on the following: three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation);
2. Eight (8) hours for school board members with four (4) to seven (7) years of experience (to include four hours on the following: two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation); and
3. Four (4) hours for school board members with eight (8) or more years of experience (to include three hours on the following: one (1) hour of finance and one (1) hour of ethics annually and, one (1) hour of superintendent evaluation biennially).

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event and send a copy of the record (Board minutes) to KSBA.

For Board members who begin initial service on or after January 1, 2015, annual in-service training requirements shall be twelve (12) hours for Board members with zero to eight (0-8) years of experience and eight (8) hours for Board members with more than eight (8) years of experience. Required annual training hours shall include:

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1. Three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with zero (0) to three (3) years experience;
2. Two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with four (4) to seven (7) years experience; and
3. One (1) hour of finance, one (1) hour of ethics annually, and one (1) hour of superintendent evaluation biennially for members with eight (8) or more years experience.

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ORIENTATION OF NEW BOARD MEMBERS

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board's policy manual and/or access to the District's online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83
(CONTINUED)

In-Service Training

REFERENCES:

¹KRS 160.180
702 KAR 1:115
OAG 85-53; OAG 85-145

LEGAL: THESE CHANGES ARE NEEDED TO REFLECT REVISIONS TO 704 KAR 3:035 ADDRESSING PROFESSIONAL DEVELOPMENT REQUIREMENTS.
FINANCIAL IMPACT: NONE ANTICIPATED

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

Professional Development

PROGRAM TO BE PROVIDED

The Board shall provide an efficient, systematic and high-quality professional development (PD) program that meets the goals established in KRS 158.6451 and in the local needs assessment. At the direction of the Superintendent or designee and with input from staff and school councils, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the school/District improvement plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

DISTRICT-WIDE PLAN

The program shall be based on a Board-approved PD plan for the District, which is designed:

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD plan shall reflect individual needs of schools and be aligned with the school/District improvement plan and teacher growth plans.

SCHOOL RESPONSIBILITIES

Each school shall plan high-quality professional development experiences with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating each professional development experience for its impact on student learning and using evaluation results to for improving professional development initiatives learning.

Documentation of completed professional development experiences, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

PERSONNEL

03.19
(CONTINUED)

Professional Development

REFERENCES:

704 KAR 3:035; 704 KAR 3:325

KRS 156.095; KRS 156.553; KRS 158.070; KRS 158.645; KRS 158.6451

KRS 160.345

RELATED POLICIES:

03.1911; 09.22

LEGAL: EMPLOYEES IN DISTRICTS THAT HAVE ADOPTED THE MODEL PROCUREMENT CODE ARE ACCOUNTABLE FOR COMPLYING WITH THE ETHICAL STANDARDS SET OUT IN KRS 45A.455.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.32

Purchasing

AUTHORITY

Purchasing procedures shall conform to the Model Procurement Code, KRS 45A.345 - KRS 45A.460.¹ All contracts or purchases shall be awarded by competitive sealed bidding or competitive negotiation, both of which may include the use of a reverse auction, except as otherwise provided by law.²

All purchases of Kentucky Education Technology System (KETS) components shall adhere to KETS architectural standards and procedures.

The District may purchase supplies and/or equipment outside an established price contract of the federal government (GSA), the State Division of Purchases, a cooperative agency bid approved by the Board, or a District bid if:

1. The supplies and/or equipment meet the specifications of contracts awarded by the Division of Purchases, a federal agency (GSA), a cooperative agency, or a District bid;
2. The supplies and/or equipment are available for purchase at a lower price;
3. The purchase does not exceed \$2,500; and
4. The District's finance or purchasing officer has certified compliance with the first and second requirements.

Prior to purchase of education technology components defined in the master technology plan, the Department of Education must certify that the items to be purchased meet or exceed the specifications of components of the original equipment of manufacturers currently holding Kentucky price contracts.⁴

ETHICAL STANDARDS

To avoid conflicts that may arise during the decision-making process for procurement of services and products for the District, employees shall adhere to the ethical standards set out in KRS 45A.455.

PREFERENCE FOR RESIDENT BIDDERS

For all contracts funded in whole or in part by the District, the Board shall apply the reciprocal preference for resident bidders required by law. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.³

EXEMPTIONS

Federal regulatory requirements do not provide a bidding exception for purchase of perishables using school nutrition service funds. Such purchases must follow applicable federal regulations.⁵

PRICE REDUCTIONS

Price reductions may be accepted on supplies and/or equipment being offered by the vendor with whom a price agreement has been made if the supplies and/or equipment meet all terms and conditions specified in the price agreement except for price and if the price reduction is offered to all participants in the price agreement. Price reductions may be accepted even if the reduced price requires the purchase of a specified quantity of units different from the quantity stated in the original price agreement.

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Purchasing**SMALL PURCHASES**

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00.⁵

ADVERTISEMENT OF BIDS

All notice of invitations for bids shall be published under the legal section of the local newspaper.⁶

WAIVER STIPULATION

The Board shall reserve the right to waive defects and informalities in proposals, to reject or accept any proposal, and to award by item, combination of items or lot.

RECORDING OF BIDS

All bids meeting Board specifications shall be recorded in Board minutes. In the event the lowest bid is not accepted, the Board shall record in the minutes the reason for the rejection.

BACKGROUND CHECK FOR CONTRACTORS

The Superintendent shall require that a contractor submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation in keeping with KRS 160.380. This provision shall become part of the contractual obligation of the contractor and shall be reflected in the bid specifications, or, if the contract is not subject to bid requirements, in the negotiations with the contractor.

"Contractor" shall refer to any adult who is permitted access to school grounds pursuant to a current or prospective contractual agreement with the school, school board, school district, or school-affiliated entity, at times when students are present. The term "contractor" includes an employee of a contractor.⁷

REFERENCES:

¹KRS 45A.343

²KRS 45A.070; KRS 160.290; KRS 45A.380

³KRS 160.303; 200 KAR 5:400; KRS 45A.494

⁴KRS 156.076

⁵KRS 45A.385

⁶KRS 45A.365

⁷KRS 160.380

⁸7 CFR 210.21 and 7 CFR 3016.36

OAG 79-501; OAG 82-170; OAG 82-407

KRS 45A.345; KRS 45A.360; KRS 45A.370

KRS 45A.420; KRS 45A.445; KRS 45A.455

KRS 45A.460; KRS 45A.620

Kentucky Educational Technology Systems (KETS)

RELATED POLICIES:

05.6; 06.4; 07.13

LEGAL: HB 154 REQUIRES THAT THE FINANCE OFFICER PRESENT DETAILED FINANCIAL REPORTS TO THE BOARD AND THAT SUCH REPORTS BE POSTED ON THE DISTRICT WEBSITE FOR SPECIFIED PERIODS OF TIME AS REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.91

Financial Statements

The Superintendent shall cause financial statements to be produced and reported in accordance with KRS 424.220 or applicable State provisions.

The finance officer shall present a detailed monthly financial report for Board approval to include the previous month's revenues and expenditures of the District. Financial reports shall be posted on the District website as required by law.

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REFERENCES:

KRS 160.431

KRS 160.463

KRS 424.220

Governmental Accounting Standards Board

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LEGAL: 702 KAR 4:160 HAS BEEN REVISED TO DETAIL THE CAPITAL CONSTRUCTION PROCESS. THIS POLICY LETS THE USER KNOW THAT CHANGES HAVE BEEN MADE AND THAT THEY MUST BE FOLLOWED.

FINANCIAL IMPLICATION: NONE ANTICIPATED

SCHOOL FACILITIES

05.1

Construction

ADVICE SOUGHT

When the Board engages in a major construction project, it will seek the advice of employees and citizens of the school district, as appropriate, in determining the scope and educational specifications of the construction project.¹

FACILITIES PLAN

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a school facilities plan for approval by the Board.^{1,2}

CONSTRUCTION OVERSIGHT

Construction projects shall be undertaken and conducted in compliance with standards set forth in applicable statutes and regulations, including, but not limited to, rules covering the capital construction process.²

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NAMING OF BUILDINGS OR FACILITIES

The Board shall name a new school or new administrative facility as soon as possible after the decision has been made to build, improve or develop. Names should be compatible with the names of other schools, facilities and properties of the District. Although suggestions may be considered, property or portions thereof may be named or renamed only by the Board. Names are subject to change for reasons including, but not limited to, alteration of sites, renovations, or future administrations.

At least one (1) of the following factors must be used in naming new schools, facilities, properties, or naming/renaming of existing facilities or campus areas:

1. A name that is not in use now and describes a geographical area of Kenton County.
2. The name of a person who is deceased that has contributed to the history and /or progress of the Kenton County area or worthy prominent individuals.
3. Facilities may be named in honor of or memory of a community member who in some manner made a significant contribution to the District.

When naming a new school or administrative facility, the Superintendent, in collaboration with an Administrative Cabinet, may recommend to the Board a name or names for the new facility or property.

A Principal wishing to name/rename an existing school, facility, or campus area such as a gym/arena, auditorium, library/media center, cafeteria, courtyard, stadium, field or sub-parcel of land where students participate in extra and co-curricular activities, may make a naming/renaming recommendation to the Superintendent after gathering input from the Nominating Committee. The Superintendent in collaboration with the Administrative Cabinet shall review suggestions and shall present them to the Board for consideration.

Construction

NOMINATING COMMITTEE

A nominating committee shall be formed when naming/renaming of existing facilities and campus areas is being considered.

REFERENCES:

¹Kentucky School Facilities Planning Manual, 702 KAR 4:180

²702 KAR 4:160

KRS 157.615; KRS 157.620; KRS 157.622; KRS 158.447

KRS 162.060; KRS 162.070; KRS 162.080; KRS 162.090

KRS 162.100; KRS 162.120; KRS 162.160

KRS 162.290; KRS 162.300; KRS 322.360

KRS 424.260; KRS Chapter 45A

702 KAR 4:005; 702 KAR 4:050; 702 KAR 4:100

~~702 KAR 4:160; 702 KAR 4:170; 702 KAR 4:180; 750 KAR 1:010~~

RECOMMENDED: THIS CHANGE WILL CLARIFY THAT MEAL PRICES AND CONFIDENTIALITY APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11

Free and Reduced Price Meals Meal Pricing

The Superintendent/designee shall annually submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning students ~~eligibility for free and reduced-price meals as required by law.~~

Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office.

REFERENCES:

KRS 160.290
702 KAR 6:010; 702 KAR 6:050
7 C.F.R. §245.6; 20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
7 C.F.R. 210.18(q)
42 U.S.C. §1751 et seq.
42 U.S.C. Section 1771 et seq.

RELATED POLICY:

09.14

LEGAL: CHANGES TO 7 CFR PARTS 210 AND 220 HAVE REDEFINED "COMPETITIVE FOOD", "SCHOOL DAY", "SCHOOL CAMPUS", AND WHAT QUALIFIES AS A "SCHOOL-DAY-APPROVED BEVERAGE". THESE POLICY REVISIONS REFLECT THOSE CHANGES MADE TO THE INTERIM FINAL RULE AND WHICH GO INTO EFFECT JULY 1, 2014.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM SALE OF COMPETITIVE FOODS

SUPPORT SERVICES

07.111

Competitive Foods

MINIMAL NUTRITIONAL VALUE

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

"Competitive Food" shall mean any all food or and beverages item sold in competition with to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Breakfast/Lunch program with the exception of foods or beverages sold a la carte in the cafeteria. Act and the Child Nutrition Act.

"School-day" means the period of time between the arrival of the first student at the school building and the end of the last instructional period from midnight before to thirty (30) minutes after the end of the official school day.

"School Campus" shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"School-day-approved beverage" means water, one hundred percent (100%) fruit/vegetable juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving (unflavored), non-fat milk (unflavored or flavored) and nutritionally equivalent milk alternatives.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups that fail to conform with nutritional standards specified by federal and state regulations, from the time of arrival of the first student at the school building midnight before until thirty (30) minutes after the last school lunch period end of the school day. At the elementary and middle school levels during the school day, only school-day-approved beverages shall be available in vending machines, school stores, or canteens or as fundraisers that involve sale of beverages by students, teachers, or groups.

Beginning with the 2006-2007 school year, each school shall limit access to no more than one (1) day each week to retail fast foods in the cafeteria, whether sold by contract, commercial vendor, or otherwise.

No foods and or beverages may be sold during the school day outside of the National School Breakfast/Lunch program, shall, at a minimum, food and beverages sold during the school day shall comply with local standards and minimum nutritional standards specified by Kentucky Administrative Regulation, unless the District requests, and is granted, an annual waiver from the Kentucky Board of Education (KBE), federal and state regulations.

Fund-raising activities held off of the school property campus and not during the school day are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

SUPPORT SERVICES

07.111
(CONTINUED)

Competitive Foods

FOOD/BEVERAGES AS REWARDS

When possible, rewards given to students shall be other than food/beverages items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 220.12
KRS 156.160; KRS 158.850; KRS 158.854
702 KAR 6:090
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICY:

07.12

LEGAL: NUTRITION STANDARDS FOR ALL FOODS SOLD IN SCHOOL AS REQUIRED BY THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 HAVE REVISED ALLOWABLE BEVERAGES THAT CAN BE SOLD IN VENDING MACHINES ACCESSIBLE TO STUDENTS. ALSO, COMPETITIVE FOODS AND BEVERAGES MAY NOT BE SOLD FROM VENDING MACHINES FROM MIDNIGHT BEFORE UNTIL THIRTY (30) MINUTES AFTER THE SCHOOL DAY.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM VENDING MACHINE SALES

SUPPORT SERVICES

07.12

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal and subject to approval by the Board.

BIDDING

The Board may bid the installation of vending machines, using specifications established by the Superintendent/designee.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations.

At the elementary school and middle school levels during the school day, only school-day-approved beverages shall be sold in vending machines (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving)(unflavored), non-fat milk (unflavored or flavored) and nutritionally equivalent milk alternatives as permitted by the school meal requirements).

For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored), and nutritionally equivalent milk alternatives as permitted by the school meal requirements.

In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220, may be available in vending machines outside the school day.

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Size of beverages shall not exceed eight (8) ounces for elementary schools, twelve (12) ounces for middle schools and twenty (20) ounces for high schools.

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SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, competitive foods or beverages shall not be sold from vending machines from the time of the arrival of the first student at the school building until midnight before until thirty (30) minutes after the last school lunch period end of the school day.

REFERENCES:

KRS 156.160; KRS 158.854; KRS 160.290

7 C.F.R. 210.11b

702 KAR 6:090

RELATED POLICY:

07.111

LEGAL: CHANGES TO 704 KAR 3:305 REGARDING EARLY GRADUATION CERTIFICATES REQUIRE A LETTER OF INTENT TO APPLY BE ENTERED INTO THE STUDENT INFORMATION SYSTEM NO LATER THAN OCTOBER 1. ALSO, STUDENTS ARE TO NOTIFY THE PRINCIPAL NO LATER THAN 30 DAYS INTO THE ACADEMIC YEAR IN WHICH THEY WISH TO GRADUATE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

In accordance with 704 KAR 3:305 and Kenton County School District policy and in support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete the required minimum number of units, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from a Kenton County High School with a Traditional Diploma.

All required courses shall include content contained in the Kentucky Core Academic Standards, and electives shall address academic and career interest standards-based learning experiences, including four (4) credits in an academic or career interest based on the student's individual learning plan.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

The following graduation requirements must be met:

KENTUCKY HIGH SCHOOL GRADUATION REQUIREMENTS *BEGINNING WITH THE CLASS OF 2015		
SUBJECT	CREDITS	COURSES
Language Arts	4	English I, II, III, IV (To include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool. Language Arts shall be taken each year of high school.)
Social Studies	3	Credits to include the content strands of historical perspective, including U.S. History, Geography, Economics, Government and Civics, and Cultures and Societies.
Mathematics	3	Algebra I, Geometry and Algebra II (An integrated, applied, interdisciplinary or technical/occupational course that prepares a student for a career path based on the student's Individual Learning Plan may be substituted for a traditional Algebra I, Geometry or Algebra II course on an individual student basis if the course meets the content standards in the <u>Kentucky Core Academic Standards</u> . Pre-Algebra shall not be counted as one of the three required Mathematics credits for high school graduation but may be counted as an elective.) Mathematics shall be taken each year of high school.
Science	3	Credits shall incorporate lab-based scientific investigation experiences and include the content strands of biological science, physical science, earth and space science, and unifying concepts.
Health	1/2	Credit to include the content strands of individual well-being, consumer decision, personal wellness, mental wellness, and community services
Physical Education	1/2	Credit to include the content strands of personal wellness, psychomotor, and lifetime activity
Visual and Performing Arts	1	History and appreciation of Visual and Performing Arts or a Performing Arts course which incorporates such content (Credit to include the content strands of arts, dance, music, theatre, and visual arts or a standards-based specialized arts course based on the student's Individual Learning Plan.)

Graduation Requirements**ALTERNATIVE HIGH SCHOOL DIPLOMA**

Students eligible for an Alternative High School Diploma will participate in graduation ceremonies during the same school year in which they complete their program or reach twenty-one (21) years of age.

PARTICIPATION IN GRADUATION EXERCISES

No student shall be permitted to participate in graduation ceremonies until all graduation requirements have been fulfilled, as determined by the Principal.

KENTON COUNTY BASIC DIPLOMA (STATE MINIMUM)

In Kenton County, it is expected that all students will be enrolled for eight (8) semesters of high school. This expectation will also apply for Basic Diploma students. Enrollment may include one (1) or a combination of the following: regular classroom instruction, alternative classroom instruction, on-line credit recovery or cooperative work experience placements. Exceptions to the eight (8) semester rule will only be considered if the class with which he/she entered public school has graduated.

As noted above, a student must meet or exceed all credits in the prescribed domains and meet or exceed all SBDM requirements to be granted a traditional Diploma from one of the high schools in Kenton County. While it is anticipated that all students will meet this standard, the Board recognizes there may be extenuating circumstances that prevent some students from successfully completing all the standards. In an effort to meet the needs of the total student population, students meeting the following criteria may apply for a Kenton County Basic High School Diploma that meets the State minimum requirements as set forth in 704 KAR 3:305 and described above.

1. Receive their Principal's recommendation for participation in the program
2. Review all SWS/Alternative School options
3. Enrolled in a Kenton County high school for two (2) semesters

ALIGNMENT OF GRADUATION REQUIREMENTS WITH GOALS AND EXPECTATIONS

The high school council shall provide the Board by July 15 of each year with a written description/matrix of any changes in how each course addresses goals set out in KRS 158.6451 (1) and the academic expectations incorporated by reference in 703 KAR 004:060. The council shall determine the process for developing the descriptions, which shall be presented for Board review and comment.

OTHER PROVISIONS

Upon request and approval of the Board, District high schools may offer different diploma programs.

The Board, Superintendent, Principal, or teacher may award special recognition to students. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.³

Graduation Requirements

Electives	7	Academic and career interest standards-based learning experiences (to include four (4) standards-based learning experiences in an academic or career interest based on the student's Individual Learning Plan; and Demonstrated performance-based competency in technology.) 1 of which must be a math elective
Total	22	

PRE-COLLEGE CURRICULUM REQUIREMENTS

In order to meet state pre-college curriculum requirements, in addition to the SBDM guidelines and state required courses, students must complete two (2) credits in foreign language. These credits may be taken in place of two (2) required electives.

Any Kenton County High School *may substitute an integrated, applied, interdisciplinary or higher level course for any of the required courses* if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. If a substitution is made, the high school *must provide the Board a written rationale and course description to be filed at the Board Office and with the Kentucky Department of Education.*

The Board-approved Student Handbook/Course Description for each high school should contain complete details of all courses offered.

PERFORMANCE-BASED CREDITS

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;
Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.
2. Performance descriptors and their linkages to State content standards and academic expectations;
At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.
3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

The Board **requires enrollment for eight (8) semesters or the equivalent** for all high school students. (For an exception, see section about the ~~Early high school~~ ~~Graduation program~~ Certificate.)

Graduation Requirements**OTHER PROVISIONS (CONTINUED)****EARLY GRADUATION CERTIFICATE**

~~Beginning with the 2014-2015 school year, students who complete an early high school graduation program and meet all applicable legal requirements shall be awarded eligible for early graduation in relation to receipt of an Early Graduation Scholarship Certificate. Students planning to complete wishing to follow an early graduation program pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.⁴~~

~~Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan.~~

~~Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.~~

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MIDDLE SCHOOL CREDIT

With Board approval, high school credit may be awarded for courses taken at the middle school level if the following criteria are met:

- Teachers with secondary certification with the appropriate content specialization teach proposed middle school courses.
- The student demonstrates mastery of middle school level content as specified in the Kentucky Core Academic Standards and criteria are in place to make reasonable determination that the middle school students are capable of success in the high school course.
- The content of the course offered at the middle school level is the same as that defined in the Kentucky Core Academic Standards for the high school course.

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.¹

Graduation Requirements

REFERENCES:

¹KRS 40.010; KRS 158.140; 704 KAR 7:140

²KRS 158.622

³KRS 156.160; KRS 156.070; ~~704 KAR 3:305~~; 20 U.S.C. sec. 1414

⁴KRS 158.142; 704 KAR 3:305

~~KRS 158.140~~; ~~704 KAR 7:140~~

KRS 158.645; KRS 158.6451; KRS 158.860

13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060; 704 KAR 3:303

OAG 78-348; OAG 82-386; Kentucky Core Academic Standards

RELATED POLICIES:

08.1131; 08.14, 08.22

09.126 (re requirements/exceptions for students from military families)

LEGAL: REVISIONS TO 704 KAR 3:390 OUTLINE SPECIFIC AREAS THE DISTRICT MUST ADDRESS CONCERNING ESS ATTENDANCE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS POLICY MUST BE FOLLOWED.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REINSTATING SUPPLEMENTAL EDUCATION SERVICES

CURRICULUM AND INSTRUCTION

08.133

Extended School/Supplemental Educational Services

PLAN FOR DIAGNOSING

The Superintendent/designee shall develop a plan for diagnosing and addressing student academic deficiencies by providing extended school services (ESS) and supplemental educational services (SES) as required by federal or state law.

EXTENDED SCHOOL SERVICES

The Board shall provide extended school services consistent with students' intervention plans and goals included as part of individual learning plans, requirements of 704 KAR 3:390, and local plans and procedures.

For students eligible to attend ESS, the District shall:

- Identify learning goals and benchmarks for each student that, if achieved, indicate that the student may exit the extended school services program;
- Determine conditions under which a student's absence from the program may be considered excused or unexcused; and
- Determine method for transporting students mandated to attend.

The District shall select pupils who need additional instructional time or differentiated opportunity to learn academic and enrichment content aligned with their individual student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

The District may provide extended school services during the regular school day when a waiver for alternative service delivery has been obtained. Extended school services offered during the summer shall be available to all eligible students residing in the District regardless of whether they attend District schools.

Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following section is waived through the 2014-2015 school year. If request is not renewed, the following section will be in force.

SUPPLEMENTAL EDUCATIONAL SERVICES

Eligible students shall be provided supplemental educational services as required by federal law.¹

The District shall post on the District/school web site(s) information about available supplemental educational services in keeping with federal regulatory requirements.

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CURRICULUM AND INSTRUCTION

08.133
(CONTINUED)

Extended School/Supplemental Educational Services

REFERENCES:

¹P. L. 107-110 (No Child Left Behind Act of 2001)
34 C.F.R. 200.45 – 200.48
KRS 158.070
704 KAR 3:390

LEGAL: HB 211 HAS BEEN REVISED TO SPECIFY HOW BOARDS MAY AMEND CALENDARS AND LENGTHEN/SHORTEN DAYS WHEN AN EMERGENCY OCCURS. ALSO, KRS 158.070 NOW DEFINES STUDENT ATTENDANCE DAYS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.3

School Calendar

DEVELOPMENT OF CALENDAR

The Superintendent shall annually develop and present to the Board for adoption a school calendar for the upcoming school year on or before May 15 of each year. The calendar shall establish the following:

1. Opening and closing dates of the school term,
2. Beginning and ending dates of each school month,
3. Number and minimum length of ~~instructional~~ student attendance days,
4. Instructional time required for kindergarten if in excess of the minimum three (3) hours of daily instruction,
5. Any instructional time to be banked to make up for full days that may be missed due to an emergency,
6. Days on which schools shall be dismissed; and
7. A testing window in accordance with KRS 158.6453 and KRS 164.302 to accommodate state-mandated assessments.

The Board may amend the school calendar after it is adopted due to an emergency. The Board may lengthen or shorten any remaining student attendance days by thirty (30) minutes or more, as necessary provided it meets at minimum, a student instructional year as defined in statute. No student attendance day may contain more than seven (7) hours of instructional time unless the District submits and receives approval from the Commissioner of Education for an innovative alternative calendar.

The Board may schedule days for breaks in the calendar that shall not be counted as part of the minimum school term.

Schools shall be closed on the Tuesday after the first Monday in November in Presidential election years.

Schools shall be closed on the day of a regular or primary election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences.

REFERENCES:

702 KAR 7:130; 702 KAR 7:140
KRS 2.190; KRS 118.035
KRS 157.360; KRS 158.070
KRS 158.6453

LEGAL: HB 211 HAS BEEN REVISED TO ALLOW EMPLOYEES WHO ARE DELEGATES TO ATTEND STATEWIDE PROFESSIONAL MEETINGS THAT ARE SCHEDULED ON STUDENT ATTENDANCE DAYS.
FINANCIAL IMPLICATIONS: POSSIBLE COST OF SUBSTITUTES

CURRICULUM AND INSTRUCTION

08.32

School Term

The school term shall include at least four (4) days to be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy. Additional days permitted by statute and authorized by the Board may be used for professional development and planning activities for the professional staff. Four (4) days shall be used for holidays, and two (2) days shall be used for planning activities.

If schools are scheduled to operate during days designated for statewide professional meetings, the District shall permit ~~teachers~~employees who are delegates to attend in keeping with statutory requirements.¹

REFERENCES:

¹KRS 158.070

702 KAR 7:125; 704 KAR 3:035

KRS 156.095; KRS 2.110

OAG 97-25

LEGAL: THE KENTUCKY SECONDARY GED PROGRAM HAS BEEN REPEALED EFFECTIVE THE END OF THE 2013-2014 SCHOOL YEAR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.4

Adult/Community Education

OPERATION OF PROGRAM

The Board authorizes the Superintendent or designee to plan and operate an educational program based on the needs and interests of adults and youth in the community.

The Board may establish an adult education program to provide basic skills, career and technical training and/or to prepare for meeting equivalency requirements. The Board also may enter into an agreement with the Council on Postsecondary Education to establish an external diploma program.

The conduct of adult/community education programs and determination of eligibility for participation in the GED program shall be consistent with requirements established by applicable statutes and administrative regulations, including, but not limited to, those addressing minimum age requirements, enrollment status and GED test readiness.

SECONDARY GED PROGRAM

~~Through the end of the 2013-14 school year and provided prior approval has been secured from the Kentucky Department of Education, the District may establish a Secondary GED Program.~~

SCHOOL FACILITIES

The Board authorizes the use of school facilities for conducting such programs and further authorizes the acceptance of other agency funds for the operation of such programs.

REFERENCES:

KRS 151B.125

KRS 160.155; KRS 160.156; KRS 160.157

~~13 KAR 3:010; 785 KAR 1:010; 785 KAR 1:130~~

RELATED POLICIES:

05.3

05.31

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS POLICY MUST BE FOLLOWED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.11

School Attendance Areas

ASSIGNED ZONES

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.¹

IF FAMILIES MOVE

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the grade period in the school in which s/he was last enrolled (at no cost or service by the Board). The pupil must enroll the following grade period in the school in the attendance zone of his/her legal residence. A student moving out of the District during a school grade period may be allowed to finish the grade period without payment of tuition.

REQUESTS FOR TRANSFER (OPEN ENROLLMENT)

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. The Superintendent shall be authorized to change school assignments for the above reasons.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another school within the District if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low-income families);*
3. The assigned school is designated by the state as being "persistently dangerous"; or
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.²

<p>*Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, this reason #2 above shall be waived through the 2014-2015 school year. If request is not renewed, then transfer reason #2 will be in force.</p>

REFERENCES:

¹KRS 159.070; OAG 80-394

²P. L. 107-110 (No Child Left Behind Act of 2001)

LEGAL: HB 79 AMENDED KRS 158.100 TO GIVE DISTRICTS THE OPTION OF PROVIDING A HIGH SCHOOL PROGRAM TO A STUDENT REFUGEE OR LEGAL ALIEN UNTIL GRADUATION OR THE END OF THE SCHOOL YEAR IN WHICH THE STUDENT TURNS 21, WHICHEVER COMES FIRST.
FINANCIAL IMPLICATIONS: COST OF PROVIDING SERVICES FOR ADDITIONAL STUDENTS

STUDENTS

09.12

Admissions and Attendance

RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes.¹

Upon request, parents shall be required to furnish school officials with proof of legal residency. Legal guardianship must be documented by an order from the County Circuit Court.

HOMELESS CHILDREN AND YOUTH

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.²

IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

NONRESIDENTS

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.³ Nonresident students shall be withdrawn from District schools upon discovery of any false or misleading information included in an application for admission.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

TRANSFER OF ADA

Nonresident pupils may be admitted to the District schools upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public fund.^{4 & 5} Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

Admissions and Attendance**EMPLOYEES' CHILDREN**

Upon written application of the parent/guardian, students whose parent/guardian resides outside of the District and whose parent/guardian is a full-time employee of the District may be admitted with permission of the Superintendent/designee. Contingent on the District receiving ADA as provided by law, the tuition for these students shall be waived. Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.⁶

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board for expulsion cases and before the Superintendent or designee for suspension cases.

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

Admissions and Attendance**EXCHANGE STUDENTS**

The District shall regulate the admission and participation of exchange students in the District's educational programs. Only exchange students who participate in programs officially recognized by the Board shall be accepted. The District retains the right to maintain an equitable distribution of exchange students among the high schools.

OTHER

For further information concerning students who move out of the District during the school year, refer to Policy 09.124

For further information concerning students attending a school outside their residential attendance zone, refer to Policy 09.11.

REFERENCES:

¹KRS 159.010; OAG 78-64; OAG 91-171

²42 U.S.C. 11431 et seq. (McKinney-Vento Act)

³KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602

⁴KRS 157.320

⁵702 KAR 7:125

⁶KRS 158.155; KRS 157.330; KRS 158.150

KRS 157.350; KRS 157.360; KRS 158.100

704 KAR 7:090; Public Law 104-208

P. L. 107-110 (No Child Left Behind Act of 2001)

8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214; 22 CFR §62.25

Plyler v. Doe, 457 U.S. 202 (1982)

Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

09.11, 09.1223, 09.123, 09.124, 09.125, 09.211

09.126 (re requirements/exceptions for students from military families)

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LEGAL: HB 235 (2014 BUDGET BILL) AMENDED PRESCHOOL ENTRANCE AGE TO AUGUST 1
INSTEAD OF OCTOBER 1 EFFECTIVE WITH THE 2014-15 SCHOOL YEAR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.121

Entrance Age

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or as exceptional, and who is three (3) or four (4) years of age, or who may become five (5) years of age after October by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.¹

Children at risk of educational failure who are four (4) by August/October 1 may enter preschool. All other four (4) year old children may be served to the extent placements are available.¹ Beginning in 2017, children at risk of educational failure who are four (4) by August 1 may enter preschool.

PRIMARY SCHOOL

A child who becomes five (5) by October 1 may enter the entry level of primary school (kindergarten). A child who becomes six (6) by October 1 shall attend public schools unless s/he qualifies for an exemption as provided by law.³ A child must be six years of age by October 1 to enter second year primary. Placement of students within the school's instructional program shall be determined in compliance with school council policies.

Beginning with the 2017-2018 school year, the following provisions shall apply:

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.²

EARLY ENTRANCE PRIMARY ONE (P1) PROGRAM (KINDERGARTEN)

Students who turn five (5) years of age between October 2nd and December 31st will be eligible to enroll in the Early Entrance Primary One (P1) program, provided: (1) cost, is paid by the student's guardian; and (2) criteria established by the Board are met. Application for early entrance testing must be made, in writing, prior to June 15 of the proposed entry school year.

Successful completion of Early Entrance Primary One (P1) is the prerequisite into Primary Two (P2).

To equalize costs, both full-day programs and half-day programs are assessed at the same level. This cost is equal to half of the current school year SEEK formula amount.

CRITERIA FOR EARLY ENTRANCE (P1)

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. Criteria for early entrance include:

1. A score at or above the 95th percentile on Developmental Indicators for the Assessment of Learning (DIAL-4);

Entrance Age**CRITERIA FOR EARLY ENTRANCE (P1) (CONTINUED)**

2. Dynamic Indicators of Basic Early Literacy (DIBELS) performing at or above local grade level norms;
3. Scores on standardized intelligence test, behavior rating scales, and standardized achievement test at or above the 95th percentile; and,
4. Considerations may include availability of space and funding.

EARLY ENTRANCE PRIMARY TWO (P2) PROGRAM (FIRST GRADE)

Students who turn six (6) years of age between October 2nd and December 31st who have not participated in the Early Entrance Primary One (P1) Program will be eligible to enroll in the Early Entrance Primary Two (P2) Program, provided: (1) criteria established by the Board are met; and (2) candidates have successfully completed a Kindergarten program. Application for early entrance testing must be made, in writing, prior to June 15 of the proposed entry school year.

CRITERIA FOR EARLY ENTRANCE (P2)

Criteria for early entrance include:

1. Dynamic Indicators of Basic Early Literacy (DIBELS) performing at or above local grade level norms;
2. Scores on standardized intelligence test, behavior rating scales, and standardized achievement test at or above the 95th percentile; and,
3. Committee determination.

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.⁴

HEALTH RECORDS

Before enrolling in any District, the new student must present a current Kentucky immunization certificate (properly signed and dated by a physician), a physical examination form (performed no earlier than twelve months prior to the date of enrollment), and a vision examination performed by an optometrist or ophthalmologist.

STUDENTS

09.121
(CONTINUED)

Entrance Age

REFERENCES:

¹KRS 157.3175; 2014 Budget Bill

²KRS 158.030

³KRS 157.226; KRS 159.030

⁴KRS 158.032; KRS 158.035; KRS 214.034

KRS 158.990; KRS 159.010

702 KAR 1:160; 704 KAR 5:070; OAG 85-55; OAG 82-408

RELATED POLICY:

09.126 (re requirements/exceptions for students from military families)

LEGAL: HB 79 AMENDED KRS 158.100 TO GIVE DISTRICTS THE OPTION OF PROVIDING A HIGH SCHOOL PROGRAM TO A STUDENT REFUGEE OR LEGAL ALIEN UNTIL GRADUATION OR THE END OF THE SCHOOL YEAR IN WHICH THE STUDENT TURNS 21, WHICHEVER COMES FIRST.
FINANCIAL IMPLICATIONS: COST OF PROVIDING SERVICES FOR ADDITIONAL STUDENTS

STUDENTS

09.1223

Persons Over Compulsory Attendance Age

Persons over twenty-one (21) years of age who are residents of the District may be admitted to the District's alternative high school program under the following guidelines:

1. These students must be within one (1) year of graduating; and
2. They must pay a tuition fee based on a daily rate of the SEEK allocation (to be paid in advance on a monthly basis).

Students under age twenty-one (21) who have received their GED shall be permitted to enroll to work toward completion of graduation requirements.

EXCEPTION

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

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STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.¹

REFERENCES:

¹P. L. 105-17
KRS 157.200
KRS 157.360
KRS 158.100
KRS 158.140
KRS 159.010
KRS 159.030
704 KAR 3:305

RELATED POLICIES:

08.113
08.4
09.12

LEGAL: KENTUCKY SENATE BILL 200 PROVIDES FERPA-COMPLIANT STATUTORY LANGUAGE ENABLING SCHOOL DISTRICTS TO RELEASE STUDENT RECORD INFORMATION TO KENTUCKY JUVENILE JUSTICE SYSTEM AGENCIES WHEN A COMPLAINT IS FILED IN ORDER TO ALLOW THE JUVENILE JUSTICE SYSTEM TO EFFECTIVELY SERVE THE CHILD PRIOR TO ADJUDICATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14

Student Records

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent/guardian(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Upon written request, parents, guardians, or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies of student records.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- 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. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

Student Records**DISCLOSURE OF RECORDS (CONTINUED)**

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

DIRECTORY INFORMATION

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

SURVEYS OF PROTECTED INFORMATION

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;

Student Records**SURVEYS OF PROTECTED INFORMATION (CONTINUED)**

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act of 2004.

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

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Student Records**COURT ORDER/SUBPOENA**

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345

KRS 7.110; KRS 15A.067; ~~KRS 17.125~~; KRS 158.032; KRS 159.160; KRS 159.250

KRS 160.990; KRS 161.200; KRS 161.210

~~KRS 365.732~~; ~~KRS 365.734~~; KRS 600.070

702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35

Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705

KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

P. L. 107-110, Sections 1061 and 9528 (No Child Left Behind Act of 2001)

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RELATED POLICIES:

09.111; 09.12311; 09.43

RECOMMENDED: THIS RECOMMENDED CHANGE WILL CLARIFY THAT THE FEE WAIVER PROCESS WILL APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15

Student Fees

INSTRUCTIONAL FEES

Fees are to be used only for the purchase of resources directly related to the instructional program.

BOARD APPROVAL REQUIRED

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

Fees collected for a specific purpose shall be used for that purpose only.

ADDITIONAL FEES

Additional fees may be required in classes that use consumable items, for items which are to remain the student's property, and for use of school equipment.

INABILITY TO PAY

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.¹

WAIVER OF FEES

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify ~~for free and reduced price meals~~. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.³

REFERENCES:

¹KRS 158.108; ~~704 KAR 3:455~~

²KRS 160.330; ~~702 KAR 3:220~~

702 KAR 3:220; 704 KAR 3:455

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

08.232

LEGAL: HB 98 AMENDED KRS 158.838 MAKING IT NECESSARY TO HAVE TRAINED PERSONNEL TO ADMINISTER GLUCAGON AND FDA APPROVED SEIZURE MEDICATIONS BUT DOES NOT APPLY EXCLUSIVELY TO EMERGENCY SITUATIONS. THIS LANGUAGE WILL NOW BE COVERED IN THE DISTRICT'S STUDENT MEDICATION POLICY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224

Emergency Medical Treatment

FIRST AID TO BE PROVIDED

First aid shall be provided all pupils in case of an accident or sudden illness until the services of a health care professional become available.

FIRST-AID AREA

Appropriate equipment, supplies, and provisions for the child to recline shall be available in each school. At least one (1) adult employee in each school shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

The District shall have employees trained in accordance with the law to administer or help administer emergency medications. In accordance with KRS 158.838, the District shall train and have available employees to administer glucagons or diazepam rectal gel to students as required by law.

INFORMATION NEEDED

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.¹ Parents will be notified in the event of an accident.

EMERGENCY PROCEDURES

Each Principal shall develop a procedure for handling medical emergencies.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

REPORTING

Every accident on school property or at school-sponsored events shall be reported immediately to the person in charge, to the Principal, and to the Superintendent or designee.

REFERENCES:

¹702 KAR 1:160
KRS 156.160
KRS 156.502
KRS 158.838

RELATED POLICIES:

09.21; 09.22; 09.2241

LEGAL: STATUTES REQUIRE SPECIFIC TRAINING FOR NON-LICENSED SCHOOL PERSONNEL AUTHORIZED TO ADMINISTER OR ASSIST IN ADMINISTERING MEDICATIONS. THIS LANGUAGE MAKES THAT CLEAR. ALSO, HB 98 AMENDED KRS 158.838 TO ALLOW PERSONNEL WHO WILL BE ADMINISTERING OR ASSISTING IN THE ADMINISTRATION OF GLUCAGON AND FDA APPROVED SEIZURE MEDICATIONS TO RECEIVE TRAINING OTHER THAN THAT UNDER 702 KAR 1:160.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 98 AMENDED KRS 158.838 TO ALLOW STUDENTS TO CARRY AND SELF-ADMINISTER MEDICATION FOR DIABETES IF THE PARENT MAKES A REQUEST AND A WRITTEN AUTHORIZATION FROM THE HEALTH CARE PRACTITIONER IS IN PLACE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: IN ADDITION, THESE CHANGES ARE RECOMMENDED TO REFLECT RECENT CHANGES TO THE AMERICANS WITH DISABILITIES ACT LOWERING THE CRITERIA FOR DISABILITY ELIGIBILITY TO INCLUDE SERIOUS HEALTH PROBLEMS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241

Student Medication

School personnel authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160. Guidelines for diabetes medication administration under 702 KAR 1:160 no longer apply to training of non-licensed school personnel.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian and a signed authorization from the physieianhealth care practitioner is on file, provided the conditions required by administrative procedures are met.

SELF-ADMINISTRATION

~~Under procedures developed by the Superintendent,~~ Students may be permitted to carry medication that has been prescribed or ordered by a physieianhealth care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physieianhealth care practitioner files a completed authorization form each year as required by law and follows the procedures developed by the Superintendent, a student under treatment for certain chronic conditions may be permitted to self-administer medication.¹

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.²

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

STUDENTS

09.2241
(CONTINUED)

Student Medication

REFERENCES:

¹KRS 158.834; KRS 158.838

²KRS 158.836

KRS 156.502; KRS 158.832

702 KAR 1:160

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

OAG 73-768

OAG 77-530

OAG 83-115

RELATED POLICIES:

09.22

09.224

LEGAL: CHANGES REFLECT REVISIONS MADE TO 702 KAR 7:065. THIS IS ALSO TO CLARIFY THAT COACHES MUST BE AT LEAST TWENTY-ONE (21) YEARS OF AGE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.31

Athletics and Sport Activities

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) or other sanctioned varsity level organizations, the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

PROGRAM EQUITY

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

AGE RESTRICTION/REQUIRED RECORDS CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.¹

MIDDLE SCHOOL RULES AND LIMITATIONS

~~Effective with the 2014-2015 school year,~~ Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any ~~invitational activity following the~~ post season activities.

NOTE: Limitations set relative to items three (3) through five (5) shall not exceed the allowable limits in the following areas established for a sport or sport activity at the high school level;

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

STUDENTS

09.31
(CONTINUED)

Athletics and Sport Activities

REFERENCES:

¹~~KRS 156.070~~; KRS 160.380; KRS 161.185

~~KRS 156.070~~; KRS 160.345; KRS 160.445

702 KAR 7:065

Kentucky High School Athletic Association (KHSAA) Handbook
20 USC Section 1681 (Title IX)

RELATED POLICIES:

02.4241; 09.3

LEGAL: SB 109 AMENDED KRS 438.350 TO GENERALLY PROHIBIT PERSONS UNDER THE AGE OF 18 FROM POSSESSING OR USING ALTERNATIVE NICOTINE PRODUCTS OR VAPOR PRODUCTS AS WELL AS TOBACCO.

FINANCIAL IMPLICATIONS: POSSIBLE COST FOR NEW SIGNAGE

STUDENTS

09.4232

Tobacco

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

REFERENCES:

P. L. 107-110 (No Child Left Behind Act of 2001)
KRS 161.180
KRS 160.290
KRS 160.340
KRS 438.050
KRS 438.305
KRS 438.350
OAG 81-295
OAG 91-137

LEGAL: SB 200 CREATED A NEW SECTION OF KRS CHAPTER 158 TO REQUIRE SCHOOLS TO REPORT TO KDE THROUGH THE STUDENT INFORMATION SYSTEM, AN ASSESSMENT OF SCHOOL INCIDENTS RELATING TO DISRUPTIVE BEHAVIORS RESULTING IN A CRIMINAL OR JUVENILE STATUS OFFENSE OR PUBLIC COMPLAINT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43

Student Disciplinary Processes

SCHOOL-RELATED ACTIVITIES

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the pupil is on his way to or from school, but extends to any activity which is school-related or school-sponsored.

TREATMENT OF PUPILS

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Unless an administrator or the Board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.¹

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

COUNCIL RESPONSIBILITY

Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

REPORTING

Each school shall annually provide to the Department of Education, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;

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Student Disciplinary Processes**REPORTING (CONTINUED)**

2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

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CHILDREN AND YOUTH WITH DISABILITIES

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

REFERENCES:

¹KRS 158.153
KRS 158.150; ~~KRS 158.449~~
KRS 160.290; ~~KRS 160.340~~; KRS 160.345
KRS 161.180; KRS 610.345
P. L. 105-17
Code of Conduct

LEGAL: UNDER SB 200, THE JUVENILE JUSTICE BILL, DISTRICTS NOW MUST INCLUDE INFORMATION ON KRS 158.154 AS WELL AS OTHER LISTED STATUTES ADDRESSING REPORTABLE VIOLATIONS (KRS 158.156 AND KRS 158.444) IN THE CODE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.438

Student Discipline Code

DEVELOPMENT

In accordance with KRS 158.148 and 704 KAR 7:050, the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The code shall establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations to District personnel for appropriate action and information regarding the consequences of violating the code and violations reportable under KRS 158.154, 158.156, or 158.444.

DISTRIBUTION

Once reviewed and approved, the student discipline code shall be distributed to students and parents in the District, including those students who enroll during the school year.

REVIEW

The Board shall update the student discipline code at least every two (2) years.

REPORTING OF DATA

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

REFERENCES:

~~KRS 158.444~~; KRS 158.148; KRS 158.153; ~~KRS 158.154~~; ~~KRS 158.156~~; KRS 158.165
~~KRS 158.444~~; KRS 160.295
KRS 525.070; KRS 525.080
704 KAR 7:050, *Student Discipline Guidelines*, Kentucky Department of Education

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RELATED POLICIES:

09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811

- CLASSIFIED PERSONNEL -**Sick Leave Bank****PURPOSE**

The Sick Leave Bank shall provide sick leave to contributors to the Bank in the event of a serious disabling illness or injury, provided their available sick leave, and personal leave have been exhausted.

ADMINISTRATION

The Sick Leave Bank shall be administered by the Sick Leave Bank Committee. This Committee shall be composed of five (5) members selected by majority vote.

All members of the Committee shall be members of the Sick Leave Bank. Two (2) members shall be non-administrative certified employees, two (2) shall be classified employees, and one (1) shall be an administrator.

Each committee member shall serve a term of two (2) years.

Newly selected Committee members shall begin their term on October 1 of the calendar year in which they are selected. Three (3) members of the Committee must be present for the transaction of business.

Committee decisions shall be made by a majority vote of those present and voting.

MEMBERSHIP

Only employees of the Board of Education who are eligible for sick leave benefits are eligible for membership in the Sick Leave Bank.

CONTRIBUTIONS

Any person desiring to participate in the Bank will initially donate one (1) day of his or her accumulated sick leave to the Bank. The day, once contributed to the Bank, becomes the property of the Bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the Sick Leave Bank shall be eligible to draw on the Sick Leave Bank.

ADDITIONAL ASSESSMENTS

The Committee may assess additional days against its members. If at any time the number of days in the Bank falls below one hundred (100) days, each participant will be required to donate one (1) additional day of his or her accumulated sick leave to the Bank.

Enrollment in the Sick Leave Bank shall remain in effect for the current and subsequent years. In the event the Sick Leave Bank Committee finds it necessary to assess additional days, members may cancel membership in the Bank by written notification to the Chair of the Sick Leave Bank Committee. However, no cancellation shall entitle the member to the return of any sick leave day(s) already deposited in the Bank.

Sick Leave Bank**DONATIONS**

In the event the Bank is dissolved, days shall be prorated among, and returned to, the current members based upon the total number of days contributed.

Individuals who terminate employment with the District and subsequently are employed by another Kentucky school district are prohibited from recovering any days from the District's Sick Leave Bank.

Contributions to the Bank are irrevocable and there shall be no compensation for contributions in excess of those used by a member.

GRANTING OF DAYS

Sick Leave Bank days may be granted only in instances of a serious, disabling illness, or for the purpose of attending to a member of the immediate family who has a serious disabling illness which requires the member's care.

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

The Committee shall require an applicant to obtain, at his/her own expense, a certificate of condition from a physician verifying the medical condition. Refusal to provide a physician's statement shall result in denial of the pending request for use of sick leave days from the Bank.

Grants of sick leave from the Bank shall not be made to any member in the following instances:

1. Elective surgery or cosmetic surgery, unless required as a result of injury or disease;
2. During any period the member is receiving disability benefits from Social Security, a retirement system, or Workers' Compensation.
3. If the School District can provide the employee with duties for which he/she is qualified and which the employee can perform with reasonable accommodation.

Members of the Bank shall receive benefits from the Sick Leave Bank only for days when they are absent from their positions due to illness which would otherwise be unpaid absences. No benefits shall be paid for those days when an employee would not normally be in regular pay status, e.g., summer school, snow days. Employees may not receive pay from the Sick Leave Bank while receiving regular pay, e.g., holidays, x-days, vacation days.

MAXIMUM NUMBER OF DAYS

The maximum number of days any participant may receive during any Sick Leave Bank year shall be thirty (30) days. The maximum number of days any participant may receive as a result of any one (1) illness or recurring diagnosed illness or accident shall be sixty (60) days. A Sick Leave Bank year is July 1 through June 30.

The Committee shall not grant more days than the total number on deposit in the Bank from all employees at the time of approval of a request.

Sick Leave Bank

APPLICATION

The form and manner of application for use of leave from the Bank shall be prescribed by the Committee. The Committee shall act either affirmatively or negatively on all applications within fifteen (15) work days of receipt of an application. Such time may be extended by agreement between the applicant and the Committee Chair.

APPEAL OF DECISION

Any request for days denied by the Committee may be appealed through the Sick Leave Bank Appeals Procedure.

The appeal shall be initiated with the Sick Leave Bank Appeals Panel, which shall consist of three (3) Bank members appointed by the Superintendent (one classified, one non-administrative certified, and one administrator).

The decision of the Sick Leave Bank Appeals Panel shall be made by a majority vote of the entire Appeals Panel.

The Appeals Panel shall elect a Chair every two (2) years.

No individual shall serve on the Appeals Panel within two (2) years of having served on the Committee.

CONFIDENTIALITY

All information submitted to the Committee, Appeals Panel or Superintendent shall remain confidential.

REFERENCE:

KRS 161.155

Adopted/Amended: 04/26/2004

Order #: 1

- CERTIFIED PERSONNEL -**Sick Leave Bank****PURPOSE**

The Sick Leave Bank shall provide sick leave to contributors to the Bank in the event of a serious disabling illness or injury, provided their available sick leave, and personal leave have been exhausted.

ADMINISTRATION

The Sick Leave Bank shall be administered by the Sick Leave Bank Committee. This Committee shall be composed of five (5) members selected by majority vote.

All members of the Committee shall be members of the Sick Leave Bank. Two (2) members shall be non-administrative certified employees, two (2) shall be classified employees, and one (1) shall be an administrator.

Each committee member shall serve a term of two (2) years.

Newly selected Committee members shall begin their term on October 1 of the calendar year in which they are selected. Three (3) members of the Committee must be present for the transaction of business.

Committee decisions shall be made by a majority vote of those present and voting.

MEMBERSHIP

Only employees of the Board of Education who are eligible for sick leave benefits are eligible for membership in the Sick Leave Bank.

CONTRIBUTIONS

Any person desiring to participate in the Bank will initially donate one (1) day of his or her accumulated sick leave to the Bank. The day, once contributed to the Bank, becomes the property of the Bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the Sick Leave Bank shall be eligible to draw on the Sick Leave Bank.

ADDITIONAL ASSESSMENTS

The Committee may assess additional days against its members. If at any time the number of days in the Bank falls below one hundred (100) days, each participant will be required to donate one (1) additional day of his or her accumulated sick leave to the Bank.

Enrollment in the Sick Leave Bank shall remain in effect for the current and subsequent years. In the event the Sick Leave Bank Committee finds it necessary to assess additional days, members may cancel membership in the Bank by written notification to the Chair of the Sick Leave Bank Committee. However, no cancellation shall entitle the member to the return of any sick leave day(s) already deposited in the Bank.

Sick Leave Bank**DONATIONS**

In the event the Bank is dissolved, days shall be prorated among, and returned to, the current members based upon the total number of days contributed.

Individuals who terminate employment with the District and subsequently are employed by another Kentucky school district are prohibited from recovering any days from the District's Sick Leave Bank.

Contributions to the Bank are irrevocable and there shall be no compensation for contributions in excess of those used by a member.

GRANTING OF DAYS

Sick Leave Bank days may be granted only in instances of a serious, disabling illness, or for the purpose of attending to a member of the immediate family who has a serious disabling illness which requires the member's care.

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

The Committee shall require an applicant to obtain, at his/her own expense, a certificate of condition from a physician verifying the medical condition. Refusal to provide a physician's statement shall result in denial of the pending request for use of sick leave days from the Bank.

Grants of sick leave from the Bank shall not be made to any member in the following instances:

1. Elective surgery or cosmetic surgery, unless required as a result of injury or disease;
2. During any period the member is receiving disability benefits from Social Security, a retirement system, or Workers' Compensation.
3. If the School District can provide the employee with duties for which he/she is qualified and which the employee can perform with reasonable accommodation.

Members of the Bank shall receive benefits from the Sick Leave Bank only for days when they are absent from their positions due to illness which would otherwise be unpaid absences. No benefits shall be paid for those days when an employee would not normally be in regular pay status, e.g., summer school, snow days. Employees may not receive pay from the Sick Leave Bank while receiving regular pay, e.g., holidays, x-days, vacation days.

MAXIMUM NUMBER OF DAYS

The maximum number of days any participant may receive during any Sick Leave Bank year shall be thirty (30) days. The maximum number of days any participant may receive as a result of any one (1) illness or recurring diagnosed illness or accident shall be sixty (60) days. A Sick Leave Bank year is July 1 through June 30.

The Committee shall not grant more days than the total number on deposit in the Bank from all employees at the time of approval of a request.

Sick Leave Bank**APPLICATION**

The form and manner of application for use of leave from the Bank shall be prescribed by the Committee. The Committee shall act either affirmatively or negatively on all applications within fifteen (15) work days of receipt of an application. Such time may be extended by agreement between the applicant and the Committee Chair.

APPEAL OF DECISION

Any request for days denied by the Committee may be appealed through the Sick Leave Bank Appeals Procedure.

The appeal shall be initiated with the Sick Leave Bank Appeals Panel, which shall consist of three (3) Bank members appointed by the Superintendent (one classified, one non-administrative certified, and one administrator).

The decision of the Sick Leave Bank Appeals Panel shall be made by a majority vote of the entire Appeals Panel.

The Appeals Panel shall elect a Chair every two (2) years.

No individual shall serve on the Appeals Panel within two (2) years of having served on the Committee.

CONFIDENTIALITY

All information submitted to the Committee, Appeals Panel or Superintendent shall remain confidential.

REFERENCE:

KRS 161.155

Adopted/Amended: 04/26/2004

Order #: 1

RECOMMENDED: SB 176 ALLOWS “CAREGIVERS” TO MAKE DESIGNATED HEALTH CARE AND EDUCATIONAL DECISIONS UPON PRESENTATION OF AN APPROPRIATE AFFIDAVIT. THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING PARENT RIGHTS, RESPONSIBILITIES, AND NOTIFICATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: HB 211 AMENDED KRS 158.070 AND REPLACED THE TERM “INSTRUCTIONAL DAY” WITH “STUDENT ATTENDANCE DAY”. THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING INSTRUCTIONAL DAYS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: SOME STATUTES AND REGULATIONS USE THE TERMS HEALTH CARE PROVIDER AND HEALTH CARE PRACTITIONER INTERCHANGEABLY. THIS IS TO CLARIFY THAT IN THIS MANUAL THE TWO TERMS HAVE THE SAME MEANING.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD

01.0

DEFINITIONS

The following expressions are defined with respect to their intended meanings in the context of this manual:

POLICIES

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by KRS 160.290 and KRS 160.340. The scope of council policies is defined by KRS 160.345.

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", state regulations", and “administrative regulations” shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

FULL-TIME/PART-TIME STATUS

Employment status shall be determined in compliance with statute and regulation.

SUPERINTENDENT

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

PRINCIPAL/HEAD TEACHER

In this manual the term principal refers to principal or head teacher as appropriate and includes any other employee to whom the principal or head teacher may delegate responsibility for a specific task.

TEACHER

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means custodial parent, or legal guardian, or other person authorized by law to act as a parent as the context requires.

DEFINITIONS

GENDER

Unless otherwise noted, all gender references include both male and female.

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term "instructional day" shall have the same meaning as "student attendance day".

HEALTH PROVIDER

Unless otherwise noted, the terms "health care provider" and "health care practitioner" have the same meaning.

RELATED POLICIES

The listing of related policies at the bottom of a document is a generic list and may include some policy numbers that this MANUAL does not contain.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

REFERENCES:

¹KRS 157.320

¹102 KAR 1:036

¹702 KAR 1:035

KRS 158.144

KRS 160.290, KRS 160.340, KRS 160.345

KRS 405.028

702 KAR 6:010, 702 KAR 6:020, 702 KAR 6:040

702 KAR 6:045, 702 KAR 6:075, 702 KAR 6:090

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RECOMMENDED: KRS 160.270 REQUIRES THAT THE BOARD HOLD AT LEAST ONE REGULAR MEETING PER MONTH. KRS 61.820 REQUIRES ADOPTION OF A REGULAR MEETING SCHEDULE. RESCHEDULED REGULAR MEETINGS BECOME SPECIAL MEETINGS. HOWEVER, IN EXCEPTIONAL CIRCUMSTANCES, REASONABLE ADJUSTMENTS OF REGULAR MEETING START TIMES OR SITES DUE TO UNANTICIPATED CONDITIONS OR EMERGENCIES (SUCH AS UNEXPECTED OVERFLOW CROWDS, UNAVAILABILITY OF THE MEETING SITE, OR WEATHER RELATED EVENTS) MAY BE PERMISSIBLE.

THIS CHANGE IS NOT REQUIRED BY LAW BUT, ALLOWS FOR GREATER FLEXIBILITY IN THOSE EXCEPTIONAL CIRCUMSTANCES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.42

Regular Meetings

TIME AND PLACE

The first regular meeting of the Board shall be held in January on the first Monday at 7:00 PM at the Central Office. In August of each year the Board shall adopt a schedule of regular meetings for the following year (September - August), identifying the date, time and place of each meeting. Rescheduled regular meetings shall be a noticed and held as special-called meetings.¹

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PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.²

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

VIDEO TELECONFERENCES

The Board may conduct its meeting by video teleconference. Notice of a video teleconference shall comply with the requirements of KRS 61.820. In addition, the notice shall clearly state that the meeting will be a video teleconference and precisely identify the locations involved, including the location, if any, that is primary.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations.

REFERENCES:

¹KRS 160.270

²KRS 61.820; OAG 78-274; OAG 78-614

³KRS 61.810

⁴92-OMD-1677; 04-OMD-056

KRS 61.826

RELATED POLICIES:

01.421; 01.43; 01.44

RECOMMENDED: THE KSBA BOARD OF DIRECTORS APPROVED A CODE OF ETHICS FOR SCHOOL BOARD MEMBERS. THIS LANGUAGE IS BASED ON THAT CODE.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.53

Code of Ethics

As member of a Kentucky Bboard of Eeducation and mindful of the pledges made in their oath of office, Board members shall accept the duty to represent their community and their District's students, parents and staff and to improve public education by putting "students first" in their decisions. To that end they will:

1. Govern effectively and with integrity, emphasize student achievement and practice good stewardship of the District's human, financial and property resources;
2. Participate in all Board meetings, insofar as possible, having studied advance materials and, having given careful consideration to input from individuals and/or interested community groups, ready to base decisions on independent judgment;
3. Act as a staunch advocate for high quality schools, instructional curricula and professional staff dedicated to the educational welfare of all children, regardless of their ability, race, creed, sex or social standing and maintain knowledge about educational advances as they evolve;
4. Obey and uphold all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, reserving the right to bring about needed changes through legal and ethical procedures;
5. Help their constituents to understand the importance of broad community support and involvement in the public schools, especially by encouraging citizen participation in Board meetings, and in turn, serve their constituents by helping ensure accountability of the schools to the community. Board members shall refer all complaints, comments, and criticisms directly to the Superintendent;
6. Recognize their duty to listen as well as to lead, respect opinions which differ from their own, reflect that no one member acts or speaks for the Board, and remember that final actions, made by majority vote in an official meeting, should be supported by all members;
7. Provide community insight to the Superintendent and evaluate the administration's responses to community expectations, work to adopt effective policies which give the administration authority commensurate to its responsibilities, demonstrate the support and respect due the District's skilled, professional employees and shun actions which could be interpreted as an attempt to run the schools through the administration;. Board members shall confine Board action to policymaking, planning, and evaluation and recognize that the Superintendent, not the Board, is responsible for the day-to-day administration of the schools;
8. Avoid even the appearance of conflicts of interest by never performing official acts or otherwise engaging in financial transactions with the school system which could benefit them, accepting gifts of substantial economic value which could be viewed as improper influence or disclosing or using confidential information acquired in the course of official duties for personal gain.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.53
(CONTINUED)

Code of Ethics

REFERENCES:

KRS 161.164, KRS 160.170

LEGAL: PER HB 5, A NEW SECTION OF KRS 61 HAS BEEN CREATED ADDRESSING SAFETY AND SECURITY OF PERSONAL INFORMATION AND PROCESSES FOR DEALING WITH INFORMATION BREACHES.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF NOTIFICATION OF INDIVIDUALS IF A SECURITY BREACH OCCURS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61

Records Management

RECORDS OFFICER

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.¹

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in KRS 171.410 and in the Records Retention Schedule, Public School District.

SUPERINTENDENT'S RESPONSIBILITIES

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.² The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.³

RETENTION AND DISPOSAL OF RECORDS

The District shall follow the Records Retention Schedule, Public School District in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.⁴

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.⁵

LITIGATION

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

INFORMATION SECURITY BREACH

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.

Records Management

RETENTION OF RECORDINGS

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.⁶

If an incident is being investigated, retain recordings until investigation and legal activity are completed.

REFERENCES:

¹725 KAR 1:010

²KRS 171.710

³KRS 171.720

⁴725 KAR 1:030; KRS 171.420; KRS 171.570

⁵KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020

⁶KRS 160.705

KRS 61.931; KRS 61.932; KRS 61.933

702 KAR 1:025; 725 KAR 1:025

Records Retention Schedule, Public School District

RELATED POLICIES:

01.5; 04.81

LEGAL: 702 KAR 1:115 HAS BEEN AMENDED TO REVISE THE ANNUAL TRAINING REQUIREMENTS FOR BOARD MEMBERS. HB 154 REVISES KRS 160.180 TO MAKE ADDITIONAL CHANGES TO ANNUAL TRAINING REQUIREMENTS BEGINNING JANUARY OF 2015.
FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF PROVIDING TRAINING ON SPECIFIC TOPICS (SCHOOL FINANCE, ETHICS AND SUPERINTENDENT EVALUATION)

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83

In-Service Training

The annual in-service training requirements for all school board members in office as of December 31, 2014 shall include training on topics required by regulation that meet the minimum number of total training hours as follows:¹

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1. Twelve (12) hours for school board members with zero (0) to three (3) years of experience (to include five hours on the following: three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation);
2. Eight (8) hours for school board members with four (4) to seven (7) years of experience (to include four hours on the following: two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation); and
3. Four (4) hours for school board members with eight (8) or more years of experience (to include three hours on the following: one (1) hour of finance and one (1) hour of ethics annually and, one (1) hour of superintendent evaluation biennially).

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event and send a copy of the record (Board minutes) to KSBA.

For Board members who begin initial service on or after January 1, 2015, annual in-service training requirements shall be twelve (12) hours for Board members with zero to eight (0-8) years of experience and eight (8) hours for Board members with more than eight (8) years of experience. Required annual training hours shall include:

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1. Three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with zero (0) to three (3) years experience;
2. Two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with four (4) to seven (7) years experience; and
3. One (1) hour of finance, one (1) hour of ethics annually, and one (1) hour of superintendent evaluation biennially for members with eight (8) or more years experience.

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ORIENTATION OF NEW BOARD MEMBERS

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board's policy manual and/or access to the District's online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83
(CONTINUED)

In-Service Training

REFERENCES:

¹KRS 160.180
702 KAR 1:115
OAG 85-53; OAG 85-145

LEGAL: THESE CHANGES ARE NEEDED TO REFLECT REVISIONS TO 704 KAR 3:035 ADDRESSING PROFESSIONAL DEVELOPMENT REQUIREMENTS.
FINANCIAL IMPACT: NONE ANTICIPATED

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

Professional Development

PROGRAM TO BE PROVIDED

The Board shall provide an efficient, systematic and high-quality professional development (PD) program that meets the goals established in KRS 158.6451 and in the local needs assessment. At the direction of the Superintendent or designee and with input from staff and school councils, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the school/District improvement plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

DISTRICT-WIDE PLAN

The program shall be based on a Board-approved PD plan for the District, which is designed;

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD plan shall reflect individual needs of schools and be aligned with the school/District improvement plan and teacher growth plans.

SCHOOL RESPONSIBILITIES

Each school shall plan high-quality professional development experiences with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating each professional development experience for its impact on student learning and using evaluation results to for improving professional development initiatives learning.

Documentation of completed professional development experiences, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

PERSONNEL

03.19
(CONTINUED)

Professional Development

REFERENCES:

704 KAR 3:035; 704 KAR 3:325

KRS 156.095; KRS 156.553; KRS 158.070; KRS 158.645; KRS 158.6451

KRS 160.345

RELATED POLICIES:

03.1911; 09.22

LEGAL: EMPLOYEES IN DISTRICTS THAT HAVE ADOPTED THE MODEL PROCUREMENT CODE ARE ACCOUNTABLE FOR COMPLYING WITH THE ETHICAL STANDARDS SET OUT IN KRS 45A.455.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.32

Purchasing

AUTHORITY

Purchasing procedures shall conform to the Model Procurement Code, KRS 45A.345 - KRS 45A.460.¹ All contracts or purchases shall be awarded by competitive sealed bidding or competitive negotiation, both of which may include the use of a reverse auction, except as otherwise provided by law.²

All purchases of Kentucky Education Technology System (KETS) components shall adhere to KETS architectural standards and procedures.

The District may purchase supplies and/or equipment outside an established price contract of the federal government (GSA), the State Division of Purchases, a cooperative agency bid approved by the Board, or a District bid if:

1. The supplies and/or equipment meet the specifications of contracts awarded by the Division of Purchases, a federal agency (GSA), a cooperative agency, or a District bid;
2. The supplies and/or equipment are available for purchase at a lower price;
3. The purchase does not exceed \$2,500; and
4. The District's finance or purchasing officer has certified compliance with the first and second requirements.

Prior to purchase of education technology components defined in the master technology plan, the Department of Education must certify that the items to be purchased meet or exceed the specifications of components of the original equipment of manufacturers currently holding Kentucky price contracts.⁴

ETHICAL STANDARDS

To avoid conflicts that may arise during the decision-making process for procurement of services and products for the District, employees shall adhere to the ethical standards set out in KRS 45A.455.

PREFERENCE FOR RESIDENT BIDDERS

For all contracts funded in whole or in part by the District, the Board shall apply the reciprocal preference for resident bidders required by law. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.³

EXEMPTIONS

Federal regulatory requirements do not provide a bidding exception for purchase of perishables using school nutrition service funds. Such purchases must follow applicable federal regulations.⁸

PRICE REDUCTIONS

Price reductions may be accepted on supplies and/or equipment being offered by the vendor with whom a price agreement has been made if the supplies and/or equipment meet all terms and conditions specified in the price agreement except for price and if the price reduction is offered to all participants in the price agreement. Price reductions may be accepted even if the reduced price requires the purchase of a specified quantity of units different from the quantity stated in the original price agreement.

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Purchasing**SMALL PURCHASES**

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00.⁵

ADVERTISEMENT OF BIDS

All notice of invitations for bids shall be published under the legal section of the local newspaper.⁶

WAIVER STIPULATION

The Board shall reserve the right to waive defects and informalities in proposals, to reject or accept any proposal, and to award by item, combination of items or lot.

RECORDING OF BIDS

All bids meeting Board specifications shall be recorded in Board minutes. In the event the lowest bid is not accepted, the Board shall record in the minutes the reason for the rejection.

BACKGROUND CHECK FOR CONTRACTORS

The Superintendent shall require that a contractor submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation in keeping with KRS 160.380. This provision shall become part of the contractual obligation of the contractor and shall be reflected in the bid specifications, or, if the contract is not subject to bid requirements, in the negotiations with the contractor.

“Contractor” shall refer to any adult who is permitted access to school grounds pursuant to a current or prospective contractual agreement with the school, school board, school district, or school-affiliated entity, at times when students are present. The term “contractor” includes an employee of a contractor.⁷

REFERENCES:

¹KRS 45A.343

²KRS 45A.070; KRS 160.290; KRS 45A.380

³KRS 160.303; 200 KAR 5:400; KRS 45A.494

⁴KRS 156.076

⁵KRS 45A.385

⁶KRS 45A.365

⁷KRS 160.380

⁸7 CFR 210.21 and 7 CFR 3016.36

OAG 79-501; OAG 82-170; OAG 82-407

KRS 45A.345; KRS 45A.360; KRS 45A.370

KRS 45A.420; KRS 45A.445; KRS 45A.455

KRS 45A.460; KRS 45A.620

Kentucky Educational Technology Systems (KETS)

RELATED POLICIES:

05.6; 06.4; 07.13

LEGAL: HB 154 REQUIRES THAT THE FINANCE OFFICER PRESENT DETAILED FINANCIAL REPORTS TO THE BOARD AND THAT SUCH REPORTS BE POSTED ON THE DISTRICT WEBSITE FOR SPECIFIED PERIODS OF TIME AS REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.91

Financial Statements

The Superintendent shall cause financial statements to be produced and reported in accordance with KRS 424.220 or applicable State provisions.

The finance officer shall present a detailed monthly financial report for Board approval to include the previous month's revenues and expenditures of the District. Financial reports shall be posted on the District website as required by law.

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REFERENCES:

▲ KRS 160.431

▲ KRS 160.463

▲ KRS 424.220

Governmental Accounting Standards Board

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LEGAL: 702 KAR 4:160 HAS BEEN REVISED TO DETAIL THE CAPITAL CONSTRUCTION PROCESS. THIS POLICY LETS THE USER KNOW THAT CHANGES HAVE BEEN MADE AND THAT THEY MUST BE FOLLOWED.

FINANCIAL IMPLICATION: NONE ANTICIPATED

SCHOOL FACILITIES

05.1

Construction

ADVICE SOUGHT

When the Board engages in a major construction project, it will seek the advice of employees and citizens of the school district, as appropriate, in determining the scope and educational specifications of the construction project.¹

FACILITIES PLAN

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a school facilities plan for approval by the Board.¹²

CONSTRUCTION OVERSIGHT

Construction projects shall be undertaken and conducted in compliance with standards set forth in applicable statutes and regulations, including, but not limited to, rules covering the capital construction process.²

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NAMING OF BUILDINGS OR FACILITIES

The Board shall name a new school or new administrative facility as soon as possible after the decision has been made to build, improve or develop. Names should be compatible with the names of other schools, facilities and properties of the District. Although suggestions may be considered, property or portions thereof may be named or renamed only by the Board. Names are subject to change for reasons including, but not limited to, alteration of sites, renovations, or future administrations.

At least one (1) of the following factors must be used in naming new schools, facilities, properties, or naming/renaming of existing facilities or campus areas:

1. A name that is not in use now and describes a geographical area of Kenton County.
2. The name of a person who is deceased that has contributed to the history and /or progress of the Kenton County area or worthy prominent individuals.
3. Facilities may be named in honor of or memory of a community member who in some manner made a significant contribution to the District.

When naming a new school or administrative facility, the Superintendent, in collaboration with an Administrative Cabinet, may recommend to the Board a name or names for the new facility or property.

A Principal wishing to name/rename an existing school, facility, or campus area such as a gym/arena, auditorium, library/media center, cafeteria, courtyard, stadium, field or sub-parcel of land where students participate in extra and co-curricular activities, may make a naming/renaming recommendation to the Superintendent after gathering input from the Nominating Committee. The Superintendent in collaboration with the Administrative Cabinet shall review suggestions and shall present them to the Board for consideration.

SCHOOL FACILITIES

05.1
(CONTINUED)

Construction

NOMINATING COMMITTEE

A nominating committee shall be formed when naming/renaming of existing facilities and campus areas is being considered.

REFERENCES:

¹Kentucky School Facilities Planning Manual, 702 KAR 4:180

²702 KAR 4:160

KRS 157.615; KRS 157.620; KRS 157.622; KRS 158.447

KRS 162.060; KRS 162.070; KRS 162.080; KRS 162.090

KRS 162.100; KRS 162.120; KRS 162.160

KRS 162.290; KRS 162.300; KRS 322.360

KRS 424.260; KRS Chapter 45A

702 KAR 4:005; 702 KAR 4:050; 702 KAR 4:100

702 KAR 4:160; 702 KAR 4:170; 702 KAR 4:180; 750 KAR 1:010

RECOMMENDED: THIS CHANGE WILL CLARIFY THAT MEAL PRICES AND CONFIDENTIALITY APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11

Free and Reduced-Price MealsMeal Pricing

The Superintendent/designee shall annually submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning students eligibility for free and reduced-price meals.as required by law.

Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office.

REFERENCES:

KRS 160.290
702 KAR 6:010; 702 KAR 6:050
7 C.F.R. §245.6; 20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
7 C.F.R. 210.18(q)
42 U.S.C. §1751 et seq.
42 U.S.C. Section 1771 et seq.

RELATED POLICY:

09.14

LEGAL: CHANGES TO 7 CFR PARTS 210 AND 220 HAVE REDEFINED "COMPETITIVE FOOD", "SCHOOL DAY", "SCHOOL CAMPUS", AND WHAT QUALIFIES AS A "SCHOOL-DAY-APPROVED BEVERAGE". THESE POLICY REVISIONS REFLECT THOSE CHANGES MADE TO THE INTERIM FINAL RULE AND WHICH GO INTO EFFECT JULY 1, 2014.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM SALE OF COMPETITIVE FOODS

SUPPORT SERVICES

07.111

Competitive Foods

MINIMAL NUTRITIONAL VALUE

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

"Competitive Food" shall mean any all food or and beverages item sold in competition withto students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Breakfast/Lunch program with the exception of foods or beverages sold a la carte in the cafeteria. Act and the Child Nutrition Act.

"School- day" means the period of time between the arrival of the first student at the school building and the end of the last instructional period. from midnight before to thirty (30) minutes after the end of the official school day.

"School Campus" shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"School-day-approved beverage" means water, one hundred percent (100%) fruit/vegetable juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving. (unflavored), non-fat milk (unflavored or flavored) and nutritionally equivalent milk alternatives.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups that fail to conform with nutritional standards specified by federal and state regulations, from the time of arrival of the first student at the school building midnight before until thirty (30) minutes after the last school lunch period. end of the school day. At the elementary and middle school levels during the school day, only school-day- approved beverages shall be available in vending machines, school stores, or canteens or as fundraisers that involve sale of beverages by students, teachers, or groups.

Beginning with the 2006-2007 school year, each school shall limit access to no more than one (1) day each week to retail fast foods in the cafeteria, whether sold by contract, commercial vendor, or otherwise.

No Ffoods and or beverages may be sold during the school day outside of the National School Breakfast/Lunch program. shall, aAt minimum, food and beverages sold during the school day shall comply with local standards and minimum nutritional standards specified by Kentucky Administrative Regulation, unless the District requests, and is granted, an annual waiver from the Kentucky Board of Education (KBE). federal and state regulations.

Fund-raising activities held off of the school property campus and not during the school day are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

SUPPORT SERVICES

07.111
(CONTINUED)

Competitive Foods

FOOD/BEVERAGES AS REWARDS

When possible, rewards given to students shall be other than food/beverages items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 220.12
KRS 156.160; KRS 158.850; KRS 158.854
702 KAR 6:090
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICY:

07.12

LEGAL: NUTRITION STANDARDS FOR ALL FOODS SOLD IN SCHOOL AS REQUIRED BY THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 HAVE REVISED ALLOWABLE BEVERAGES THAT CAN BE SOLD IN VENDING MACHINES ACCESSIBLE TO STUDENTS. ALSO, COMPETITIVE FOODS AND BEVERAGES MAY NOT BE SOLD FROM VENDING MACHINES FROM MIDNIGHT BEFORE UNTIL THIRTY (30) MINUTES AFTER THE SCHOOL DAY.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM VENDING MACHINE SALES

SUPPORT SERVICES

07.12

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal and subject to approval by the Board.

BIDDING

The Board may bid the installation of vending machines, using specifications established by the Superintendent/designee.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations.

At the elementary school and middle school levels during the school day, only school-day-approved beverages shall be sold in vending machines (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving)(unflavored), non-fat milk (unflavored or flavored) and nutritionally equivalent milk alternatives as permitted by the school meal requirements).

For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored), and nutritionally equivalent milk alternatives as permitted by the school meal requirements).

In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220, may be available in vending machines outside the school day.

Size of beverages shall not exceed eight (8) ounces for elementary schools, twelve (12) ounces for middle schools and twenty (20) ounces for high schools.

SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, competitive foods or beverages shall not be sold from vending machines from the time of the arrival of the first student at the school building until midnight before until thirty (30) minutes after the last school lunch period end of the school day.

REFERENCES:

KRS 156.160; KRS 158.854; KRS 160.290
7 C.F.R. 210.11b
702 KAR 6:090

RELATED POLICY:

07.111

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LEGAL: CHANGES TO 704 KAR 3:305 REGARDING EARLY GRADUATION CERTIFICATES REQUIRE A LETTER OF INTENT TO APPLY BE ENTERED INTO THE STUDENT INFORMATION SYSTEM NO LATER THAN OCTOBER 1. ALSO, STUDENTS ARE TO NOTIFY THE PRINCIPAL NO LATER THAN 30 DAYS INTO THE ACADEMIC YEAR IN WHICH THEY WISH TO GRADUATE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

In accordance with 704 KAR 3:305 and Kenton County School District policy and in support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete the required minimum number of units, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from a Kenton County High School with a Traditional Diploma.

All required courses shall include content contained in the Kentucky Core Academic Standards, and electives shall address academic and career interest standards-based learning experiences, including four (4) credits in an academic or career interest based on the student's individual learning plan.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

The following graduation requirements must be met:

KENTUCKY HIGH SCHOOL GRADUATION REQUIREMENTS *BEGINNING WITH THE CLASS OF 2015		
SUBJECT	CREDITS	COURSES
Language Arts	4	English I, II, III, IV (To include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool. Language Arts shall be taken each year of high school.)
Social Studies	3	Credits to include the content strands of historical perspective, including U.S. History, Geography, Economics, Government and Civics, and Cultures and Societies.
Mathematics	3	Algebra I, Geometry and Algebra II (An integrated, applied, interdisciplinary or technical/occupational course that prepares a student for a career path based on the student's Individual Learning Plan may be substituted for a traditional Algebra I, Geometry or Algebra II course on an individual student basis if the course meets the content standards in the <u>Kentucky Core Academic Standards</u> . Pre-Algebra shall not be counted as one of the three required Mathematics credits for high school graduation but may be counted as an elective.) Mathematics shall be taken each year of high school.
Science	3	Credits shall incorporate lab-based scientific investigation experiences and include the content strands of biological science, physical science, earth and space science, and unifying concepts.
Health	1/2	Credit to include the content strands of individual well-being, consumer decision, personal wellness, mental wellness, and community services
Physical Education	1/2	Credit to include the content strands of personal wellness, psychomotor, and lifetime activity
Visual and Performing Arts	1	History and appreciation of Visual and Performing Arts or a Performing Arts course which incorporates such content (Credit to include the content strands of arts, dance, music, theatre, and visual arts or a standards-based specialized arts course based on the student's Individual Learning Plan.)

Graduation Requirements

Electives	7	Academic and career interest standards-based learning experiences (to include four (4) standards-based learning experiences in an academic or career interest based on the student's Individual Learning Plan; and Demonstrated performance-based competency in technology.) 1 of which must be a math elective
Total	22	

PRE-COLLEGE CURRICULUM REQUIREMENTS

In order to meet state pre-college curriculum requirements, in addition to the SBDM guidelines and state required courses, students must complete two (2) credits in foreign language. These credits may be taken in place of two (2) required electives.

Any Kenton County High School *may substitute an integrated, applied, interdisciplinary or higher level course for any of the required courses* if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. If a substitution is made, the high school **must provide the Board a written rationale and course description to be filed at the Board Office and with the Kentucky Department of Education.**

The Board-approved Student Handbook/Course Description for each high school should contain complete details of all courses offered.

PERFORMANCE-BASED CREDITS

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;
Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.
2. Performance descriptors and their linkages to State content standards and academic expectations;
At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.
3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

The Board **requires enrollment for eight (8) semesters or the equivalent** for all high school students. (For an exception, see section about the eEarly high school gGraduation programCertificate.)

Graduation Requirements**ALTERNATIVE HIGH SCHOOL DIPLOMA**

Students eligible for an Alternative High School Diploma will participate in graduation ceremonies during the same school year in which they complete their program or reach twenty-one (21) years of age.

PARTICIPATION IN GRADUATION EXERCISES

No student shall be permitted to participate in graduation ceremonies until all graduation requirements have been fulfilled, as determined by the Principal.

KENTON COUNTY BASIC DIPLOMA (STATE MINIMUM)

In Kenton County, it is expected that all students will be enrolled for eight (8) semesters of high school. This expectation will also apply for Basic Diploma students. Enrollment may include one (1) or a combination of the following: regular classroom instruction, alternative classroom instruction, on-line credit recovery or cooperative work experience placements. Exceptions to the eight (8) semester rule will only be considered if the class with which he/she entered public school has graduated.

As noted above, a student must meet or exceed all credits in the prescribed domains and meet or exceed all SBDM requirements to be granted a traditional Diploma from one of the high schools in Kenton County. While it is anticipated that all students will meet this standard, the Board recognizes there may be extenuating circumstances that prevent some students from successfully completing all the standards. In an effort to meet the needs of the total student population, students meeting the following criteria may apply for a Kenton County Basic High School Diploma that meets the State minimum requirements as set forth in 704 KAR 3:305 and described above.

1. Receive their Principal's recommendation for participation in the program
2. Review all SWS/Alternative School options
3. Enrolled in a Kenton County high school for two (2) semesters

ALIGNMENT OF GRADUATION REQUIREMENTS WITH GOALS AND EXPECTATIONS

The high school council shall provide the Board by July 15 of each year with a written description/matrix of any changes in how each course addresses goals set out in KRS 158.6451 (1) and the academic expectations incorporated by reference in 703 KAR 004:060. The council shall determine the process for developing the descriptions, which shall be presented for Board review and comment.

OTHER PROVISIONS

Upon request and approval of the Board, District high schools may offer different diploma programs.

The Board, Superintendent, Principal, or teacher may award special recognition to students. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.³

Graduation Requirements**OTHER PROVISIONS (CONTINUED)****EARLY GRADUATION CERTIFICATE**

Beginning with the 2014-2015 school year Sstudents who complete an early high school graduation program andmeet all applicable legal requirements shall be awarded eligible for early graduation in relation to receipt of an Early Graduation Scholarship Certificate. Students planning to complete wishing to follow an early graduation program pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.⁴

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan.

Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

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MIDDLE SCHOOL CREDIT

With Board approval, high school credit may be awarded for courses taken at the middle school level if the following criteria are met:

- Teachers with secondary certification with the appropriate content specialization teach proposed middle school courses.
- The student demonstrates mastery of middle school level content as specified in the Kentucky Core Academic Standards and criteria are in place to make reasonable determination that the middle school students are capable of success in the high school course.
- The content of the course offered at the middle school level is the same as that defined in the Kentucky Core Academic Standards for the high school course.

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.¹

Graduation Requirements

REFERENCES:

- ¹KRS 40.010; KRS 158.140; 704 KAR 7:140
- ²KRS 158.622
- ³KRS 156.160; KRS 156.070; 704 KAR 3:305; 20 U.S.C. sec. 1414
- ⁴KRS 158.142; 704 KAR 3:305
- KRS 158.140; 704 KAR 7:140
- KRS 158.645; KRS 158.6451; KRS 158.860
- 13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060; 704 KAR 3:303
- OAG 78-348; OAG 82-386; Kentucky Core Academic Standards

RELATED POLICIES:

- 08.1131; 08.14, 08.22
- 09.126 (re requirements/exceptions for students from military families)

LEGAL: REVISIONS TO 704 KAR 3:390 OUTLINE SPECIFIC AREAS THE DISTRICT MUST ADDRESS CONCERNING ESS ATTENDANCE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS POLICY MUST BE FOLLOWED.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REINSTATING SUPPLEMENTAL EDUCATION SERVICES

CURRICULUM AND INSTRUCTION

08.133

Extended School/Supplemental Educational Services

PLAN FOR DIAGNOSING

The Superintendent/designee shall develop a plan for diagnosing and addressing student academic deficiencies by providing extended school services (ESS) and supplemental educational services (SES) as required by federal or state law.

EXTENDED SCHOOL SERVICES

The Board shall provide extended school services consistent with students' intervention or plans and goals included as part of individual learning plans, requirements of 704 KAR 3:390, and local plans and procedures.

For students eligible to attend ESS, the District shall:

- Identify learning goals and benchmarks for each student that, if achieved, indicate that the student may exit the extended school services program;
- Determine conditions under which a student's absence from the program may be considered excused or unexcused; and
- Determine method for transporting students mandated to attend.

The District shall select pupils who need additional instructional time or differentiated opportunity to learn academic and enrichment content aligned with their individual student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

The District may provide extended school services during the regular school day when a waiver for alternative service delivery has been obtained. Extended school services offered during the summer shall be available to all eligible students residing in the District regardless of whether they attend District schools.

Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following section is waived through the 20143-20154 school year. If request is not renewed, the following section will be in force.

SUPPLEMENTAL EDUCATIONAL SERVICES

Eligible students shall be provided supplemental educational services as required by federal law.¹

The District shall post on the District/school web site(s) information about available supplemental educational services in keeping with federal regulatory requirements.

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Extended School/Supplemental Educational Services

REFERENCES:

¹P. L. 107-110 (No Child Left Behind Act of 2001)
34 C.F.R. 200.45 – 200.48
KRS 158.070
704 KAR 3:390

LEGAL: HB 211 HAS BEEN REVISED TO SPECIFY HOW BOARDS MAY AMEND CALENDARS AND LENGTHEN/SHORTEN DAYS WHEN AN EMERGENCY OCCURS. ALSO, KRS 158.070 NOW DEFINES STUDENT ATTENDANCE DAYS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.3

School Calendar

DEVELOPMENT OF CALENDAR

The Superintendent shall annually develop and present to the Board for adoption a school calendar for the upcoming school year on or before May 15 of each year. The calendar shall establish the following:

1. Opening and closing dates of the school term,
2. Beginning and ending dates of each school month,
3. Number and minimum length of instructional student attendance days,
4. Instructional time required for kindergarten if in excess of the minimum three (3) hours of daily instruction,
5. Any instructional time to be banked to make up for full days that may be missed due to an emergency,
6. Days on which schools shall be dismissed; and
7. A testing window in accordance with KRS 158.6453 and KRS 164.302 to accommodate state-mandated assessments.

The Board may amend the school calendar after it is adopted due to an emergency. The Board may lengthen or shorten any remaining student attendance days by thirty (30) minutes or more, as necessary provided it meets at minimum, a student instructional year as defined in statute. No student attendance day may contain more than seven (7) hours of instructional time unless the District submits and receives approval from the Commissioner of Education for an innovative alternative calendar.

The Board may schedule days for breaks in the calendar that shall not be counted as part of the minimum school term.

Schools shall be closed on the Tuesday after the first Monday in November in Presidential election years.

Schools shall be closed on the day of a regular or primary election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences.

REFERENCES:

702 KAR 7:130; 702 KAR 7:140
KRS 2.190; KRS 118.035
KRS 157.360; KRS 158.070
KRS 158.6453

LEGAL: HB 211 HAS BEEN REVISED TO ALLOW EMPLOYEES WHO ARE DELEGATES TO ATTEND STATEWIDE PROFESSIONAL MEETINGS THAT ARE SCHEDULED ON STUDENT ATTENDANCE DAYS.
FINANCIAL IMPLICATIONS: POSSIBLE COST OF SUBSTITUTES

CURRICULUM AND INSTRUCTION

08.32

School Term

The school term shall include at least four (4) days to be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy. Additional days permitted by statute and authorized by the Board may be used for professional development and planning activities for the professional staff. Four (4) days shall be used for holidays, and two (2) days shall be used for planning activities.

If schools are scheduled to operate during days designated for statewide professional meetings, the District shall permit teachersemployees who are delegates to attend in keeping with statutory requirements.¹

REFERENCES:

¹KRS 158.070

702 KAR 7:125; 704 KAR 3:035

KRS 156.095; KRS 2.110

OAG 97-25

LEGAL: THE KENTUCKY SECONDARY GED PROGRAM HAS BEEN REPEALED EFFECTIVE THE END OF THE 2013-2014 SCHOOL YEAR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.4

Adult/Community Education

OPERATION OF PROGRAM

The Board authorizes the Superintendent or designee to plan and operate an educational program based on the needs and interests of adults and youth in the community.

The Board may establish an adult education program to provide basic skills, career and technical training and/or to prepare for meeting equivalency requirements. The Board also may enter into an agreement with the Council on Postsecondary Education to establish an external diploma program.

The conduct of adult/community education programs and determination of eligibility for participation in the GED program shall be consistent with requirements established by applicable statutes and administrative regulations, including, but not limited to, those addressing minimum age requirements, enrollment status and GED test readiness.

SECONDARY GED PROGRAM

Through the end of the 2013-14 school year and provided prior approval has been secured from the Kentucky Department of Education, the District may establish a Secondary GED Program.

SCHOOL FACILITIES

The Board authorizes the use of school facilities for conducting such programs and further authorizes the acceptance of other agency funds for the operation of such programs.

REFERENCES:

KRS 151B.125

KRS 160.155; KRS 160.156; KRS 160.157

13 KAR 3:010; 785 KAR 1:010; 785 KAR 1:130

RELATED POLICIES:

05.3

05.31

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS POLICY MUST BE FOLLOWED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.11

School Attendance Areas

ASSIGNED ZONES

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.¹

IF FAMILIES MOVE

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the grade period in the school in which s/he was last enrolled (at no cost or service by the Board). The pupil must enroll the following grade period in the school in the attendance zone of his/her legal residence. A student moving out of the District during a school grade period may be allowed to finish the grade period without payment of tuition.

REQUESTS FOR TRANSFER (OPEN ENROLLMENT)

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. The Superintendent shall be authorized to change school assignments for the above reasons.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another school within the District if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low-income families);*
3. The assigned school is designated by the state as being "persistently dangerous"; or
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.²

*Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, this reason #2 above shall be waived through the 20143-20154 school year. If request is not renewed, then transfer reason #2 will be in force.

REFERENCES:

¹KRS 159.070; OAG 80-394

²P. L. 107-110 (No Child Left Behind Act of 2001)

LEGAL: HB 79 AMENDED KRS 158.100 TO GIVE DISTRICTS THE OPTION OF PROVIDING A HIGH SCHOOL PROGRAM TO A STUDENT REFUGEE OR LEGAL ALIEN UNTIL GRADUATION OR THE END OF THE SCHOOL YEAR IN WHICH THE STUDENT TURNS 21, WHICHEVER COMES FIRST.
FINANCIAL IMPLICATIONS: COST OF PROVIDING SERVICES FOR ADDITIONAL STUDENTS

STUDENTS

09.12

Admissions and Attendance

RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes.¹

Upon request, parents shall be required to furnish school officials with proof of legal residency. Legal guardianship must be documented by an order from the County Circuit Court.

HOMELESS CHILDREN AND YOUTH

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.²

IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

NONRESIDENTS

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.³ Nonresident students shall be withdrawn from District schools upon discovery of any false or misleading information included in an application for admission.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

TRANSFER OF ADA

Nonresident pupils may be admitted to the District schools upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public fund.^{4 & 5} Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

Admissions and Attendance**EMPLOYEES' CHILDREN**

Upon written application of the parent/guardian, students whose parent/guardian resides outside of the District and whose parent/guardian is a full-time employee of the District may be admitted with permission of the Superintendent/designee. Contingent on the District receiving ADA as provided by law, the tuition for these students shall be waived. Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.⁶

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board for expulsion cases and before the Superintendent or designee for suspension cases.

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

Admissions and Attendance**EXCHANGE STUDENTS**

The District shall regulate the admission and participation of exchange students in the District's educational programs. Only exchange students who participate in programs officially recognized by the Board shall be accepted. The District retains the right to maintain an equitable distribution of exchange students among the high schools.

OTHER

For further information concerning students who move out of the District during the school year, refer to Policy 09.124

For further information concerning students attending a school outside their residential attendance zone, refer to Policy 09.11.

REFERENCES:

¹KRS 159.010; OAG 78-64; OAG 91-171

²42 U.S.C. 11431 et seq. (McKinney-Vento Act)

³KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602

⁴KRS 157.320

⁵702 KAR 7:125

⁶KRS 158.155; KRS 157.330; KRS 158.150

KRS 157.350; KRS 157.360; KRS 158.100

704 KAR 7:090; Public Law 104-208

P. L. 107-110 (No Child Left Behind Act of 2001)

8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214; 22 CFR §62.25

Plyler v. Doe, 457 U.S. 202 (1982)

Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

09.11, 09.1223, 09.123, 09.124, 09.125, 09.211

09.126 (re requirements/exceptions for students from military families)

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LEGAL: HB 235 (2014 BUDGET BILL) AMENDED PRESCHOOL ENTRANCE AGE TO AUGUST 1 INSTEAD OF OCTOBER 1 EFFECTIVE WITH THE 2014-15 SCHOOL YEAR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.121

Entrance Age

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or as exceptional, and who is three (3) or four (4) years of age, or who may become five (5) years of age after October by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.¹

Children at risk of educational failure who are four (4) by August/October 1 may enter preschool. All other four (4) year old children may be served to the extent placements are available.¹ Beginning in 2017, children at risk of educational failure who are four (4) by August 1 may enter preschool.

PRIMARY SCHOOL

A child who becomes five (5) by October 1 may enter the entry level of primary school (kindergarten). A child who becomes six (6) by October 1 shall attend public schools unless s/he qualifies for an exemption as provided by law.³ A child must be six years of age by October 1 to enter second year primary. Placement of students within the school's instructional program shall be determined in compliance with school council policies.

Beginning with the 2017-2018 school year, the following provisions shall apply:

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.²

EARLY ENTRANCE PRIMARY ONE (P1) PROGRAM (KINDERGARTEN)

Students who turn five (5) years of age between October 2nd and December 31st will be eligible to enroll in the Early Entrance Primary One (P1) program, provided: (1) cost, is paid by the student's guardian; and (2) criteria established by the Board are met. Application for early entrance testing must be made, in writing, prior to June 15 of the proposed entry school year.

Successful completion of Early Entrance Primary One (P1) is the prerequisite into Primary Two (P2).

To equalize costs, both full-day programs and half-day programs are assessed at the same level. This cost is equal to half of the current school year SEEK formula amount.

CRITERIA FOR EARLY ENTRANCE (P1)

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. Criteria for early entrance include:

1. A score at or above the 95th percentile on Developmental Indicators for the Assessment of Learning (DIAL-4);

Entrance Age**CRITERIA FOR EARLY ENTRANCE (P1) (CONTINUED)**

2. Dynamic Indicators of Basic Early Literacy (DIBELS) performing at or above local grade level norms;
3. Scores on standardized intelligence test, behavior rating scales, and standardized achievement test at or above the 95th percentile; and,
4. Considerations may include availability of space and funding.

EARLY ENTRANCE PRIMARY TWO (P2) PROGRAM (FIRST GRADE)

Students who turn six (6) years of age between October 2nd and December 31st who have not participated in the Early Entrance Primary One (P1) Program will be eligible to enroll in the Early Entrance Primary Two (P2) Program, provided: (1) criteria established by the Board are met; and (2) candidates have successfully completed a Kindergarten program. Application for early entrance testing must be made, in writing, prior to June 15 of the proposed entry school year.

CRITERIA FOR EARLY ENTRANCE (P2)

Criteria for early entrance include:

1. Dynamic Indicators of Basic Early Literacy (DIBELS) performing at or above local grade level norms;
2. Scores on standardized intelligence test, behavior rating scales, and standardized achievement test at or above the 95th percentile; and,
3. Committee determination.

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.⁴

HEALTH RECORDS

Before enrolling in any District, the new student must present a current Kentucky immunization certificate (properly signed and dated by a physician), a physical examination form (performed no earlier than twelve months prior to the date of enrollment), and a vision examination performed by an optometrist or ophthalmologist.

STUDENTS

09.121
(CONTINUED)

Entrance Age

REFERENCES:

¹KRS 157.3175; 2014 Budget Bill

²KRS 158.030

³KRS 157.226; KRS 159.030

⁴KRS 158.032; KRS 158.035; KRS 214.034

KRS 158.990; KRS 159.010

702 KAR 1:160; 704 KAR 5:070; OAG 85-55; OAG 82-408

RELATED POLICY:

09.126 (re requirements/exceptions for students from military families)

LEGAL: HB 79 AMENDED KRS 158.100 TO GIVE DISTRICTS THE OPTION OF PROVIDING A HIGH SCHOOL PROGRAM TO A STUDENT REFUGEE OR LEGAL ALIEN UNTIL GRADUATION OR THE END OF THE SCHOOL YEAR IN WHICH THE STUDENT TURNS 21, WHICHEVER COMES FIRST.
FINANCIAL IMPLICATIONS: COST OF PROVIDING SERVICES FOR ADDITIONAL STUDENTS

STUDENTS

09.1223

Persons Over Compulsory Attendance Age

Persons over twenty-one (21) years of age who are residents of the District may be admitted to the District's alternative high school program under the following guidelines:

1. These students must be within one (1) year of graduating; and
2. They must pay a tuition fee based on a daily rate of the SEEK allocation (to be paid in advance on a monthly basis).

Students under age twenty-one (21) who have received their GED shall be permitted to enroll to work toward completion of graduation requirements.

EXCEPTION

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.¹

REFERENCES:

¹P. L. 105-17
KRS 157.200
KRS 157.360
KRS 158.100
KRS 158.140
KRS 159.010
KRS 159.030
704 KAR 3:305

RELATED POLICIES:

08.113
08.4
09.12

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LEGAL: KENTUCKY SENATE BILL 200 PROVIDES FERPA-COMPLIANT STATUTORY LANGUAGE ENABLING SCHOOL DISTRICTS TO RELEASE STUDENT RECORD INFORMATION TO KENTUCKY JUVENILE JUSTICE SYSTEM AGENCIES WHEN A COMPLAINT IS FILED IN ORDER TO ALLOW THE JUVENILE JUSTICE SYSTEM TO EFFECTIVELY SERVE THE CHILD PRIOR TO ADJUDICATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14

Student Records

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent/guardian(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Upon written request, parents, guardians, or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies of student records.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- 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. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

Student Records**DISCLOSURE OF RECORDS (CONTINUED)**

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

DIRECTORY INFORMATION

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

SURVEYS OF PROTECTED INFORMATION

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;

Student Records

SURVEYS OF PROTECTED INFORMATION (CONTINUED)

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act of 2004.

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

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Student Records**COURT ORDER/SUBPOENA**

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345

KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 159.160; KRS 159.250

KRS 160.990; KRS 161.200; KRS 161.210

KRS 365.732; KRS 365.734; KRS 600.070

702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35

Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705

KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

P. L. 107-110, Sections 1061 and 9528 (No Child Left Behind Act of 2001)

RELATED POLICIES:

09.111; 09.12311; 09.43

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RECOMMENDED: THIS RECOMMENDED CHANGE WILL CLARIFY THAT THE FEE WAIVER PROCESS WILL APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15

Student Fees

INSTRUCTIONAL FEES

Fees are to be used only for the purchase of resources directly related to the instructional program.

BOARD APPROVAL REQUIRED

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

Fees collected for a specific purpose shall be used for that purpose only.

ADDITIONAL FEES

Additional fees may be required in classes that use consumable items, for items which are to remain the student's property, and for use of school equipment.

INABILITY TO PAY

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.¹

WAIVER OF FEES

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify. for free and reduced price meals. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.²

REFERENCES:

¹KRS 158.108; 704 KAR 3:455

²KRS 160.330; 702 KAR 3:220

702 KAR 3:220; 704 KAR 3:455

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

08.232

LEGAL: HB 98 AMENDED KRS 158.838 MAKING IT NECESSARY TO HAVE TRAINED PERSONNEL TO ADMINISTER GLUCAGON AND FDA APPROVED SEIZURE MEDICATIONS BUT DOES NOT APPLY EXCLUSIVELY TO EMERGENCY SITUATIONS. THIS LANGUAGE WILL NOW BE COVERED IN THE DISTRICT'S STUDENT MEDICATION POLICY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224

Emergency Medical Treatment

FIRST AID TO BE PROVIDED

First aid shall be provided all pupils in case of an accident or sudden illness until the services of a health care professional become available.

FIRST-AID AREA

Appropriate equipment, supplies, and provisions for the child to recline shall be available in each school. At least one (1) adult employee in each school shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

The District shall have employees trained in accordance with the law to administer or help administer emergency medications. In accordance with KRS 158.838, the District shall train and have available employees to administer glucagons or diazepam rectal gel to students as required by law.

INFORMATION NEEDED

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.¹ Parents will be notified in the event of an accident.

EMERGENCY PROCEDURES

Each Principal shall develop a procedure for handling medical emergencies.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

REPORTING

Every accident on school property or at school-sponsored events shall be reported immediately to the person in charge, to the Principal, and to the Superintendent or designee.

REFERENCES:

¹702 KAR 1:160
KRS 156.160
KRS 156.502
KRS 158.838

RELATED POLICIES:

09.21; 09.22; 09.2241

LEGAL: STATUTES REQUIRE SPECIFIC TRAINING FOR NON-LICENSED SCHOOL PERSONNEL AUTHORIZED TO ADMINISTER OR ASSIST IN ADMINISTERING MEDICATIONS. THIS LANGUAGE MAKES THAT CLEAR. ALSO, HB 98 AMENDED KRS 158.838 TO ALLOW PERSONNEL WHO WILL BE ADMINISTERING OR ASSISTING IN THE ADMINISTRATION OF GLUCAGON AND FDA APPROVED SEIZURE MEDICATIONS TO RECEIVE TRAINING OTHER THAN THAT UNDER 702 KAR 1:160.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 98 AMENDED KRS 158.838 TO ALLOW STUDENTS TO CARRY AND SELF-ADMINISTER MEDICATION FOR DIABETES IF THE PARENT MAKES A REQUEST AND A WRITTEN AUTHORIZATION FROM THE HEALTH CARE PRACTITIONER IS IN PLACE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: IN ADDITION, THESE CHANGES ARE RECOMMENDED TO REFLECT RECENT CHANGES TO THE AMERICANS WITH DISABILITIES ACT LOWERING THE CRITERIA FOR DISABILITY ELIGIBILITY TO INCLUDE SERIOUS HEALTH PROBLEMS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241

Student Medication

School personnel authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160. Guidelines for diabetes medication administration under 702 KAR 1:160 no longer apply to training of non-licensed school personnel.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian and a signed authorization from the physicianhealth care practitioner is on file, provided the conditions required by administrative procedures are met.

SELF-ADMINISTRATION

Under procedures developed by the Superintendent, sStudents may be permitted to carry medication that has been prescribed or ordered by a physicianhealth care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physicianhealth care practitioner files a completed authorization form each year as required by law and follows the procedures developed by the Superintendent, a student under treatment for certain chronic conditions may be permitted to self-administer medication.¹

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.²

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

STUDENTS

09.2241
(CONTINUED)

Student Medication

REFERENCES:

¹KRS 158.834; KRS 158.838

²KRS 158.836

KRS 156.502; KRS 158.832

702 KAR 1:160

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

OAG 73-768

OAG 77-530

OAG 83-115

RELATED POLICIES:

09.22

09.224

LEGAL: CHANGES REFLECT REVISIONS MADE TO 702 KAR 7:065. THIS IS ALSO TO CLARIFY THAT COACHES MUST BE AT LEAST TWENTY-ONE (21) YEARS OF AGE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.31

Athletics and Sport Activities

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) or other sanctioned varsity level organizations, the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

PROGRAM EQUITY

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

AGE RESTRICTION/REQUIRED RECORDS CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.¹

MIDDLE SCHOOL RULES AND LIMITATIONS

Effective with the 2014-2015 school year, unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any invitational activity following the post season activities.

NOTE: Limitations set relative to items three (3) through five (5) shall not exceed the allowable limits in the following areas established for a sport or sport activity at the high school level:

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

STUDENTS

09.31
(CONTINUED)

Athletics and Sport Activities

REFERENCES:

¹KRS 156.070; KRS 160.380; KRS 161.185
KRS 156.070; KRS 160.345; KRS 160.445
702 KAR 7:065
Kentucky High School Athletic Association (KHSAA) Handbook
20 USC Section 1681 (Title IX)

RELATED POLICIES:

02.4241; 09.3

LEGAL: SB 109 AMENDED KRS 438.350 TO GENERALLY PROHIBIT PERSONS UNDER THE AGE OF 18 FROM POSSESSING OR USING ALTERNATIVE NICOTINE PRODUCTS OR VAPOR PRODUCTS AS WELL AS TOBACCO.

FINANCIAL IMPLICATIONS: POSSIBLE COST FOR NEW SIGNAGE

STUDENTS

09.4232

Tobacco

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

REFERENCES:

P. L. 107-110 (No Child Left Behind Act of 2001)

KRS 161.180

KRS 160.290

KRS 160.340

KRS 438.050

KRS 438.305

KRS 438.350

OAG 81-295

OAG 91-137

LEGAL: SB 200 CREATED A NEW SECTION OF KRS CHAPTER 158 TO REQUIRE SCHOOLS TO REPORT TO KDE THROUGH THE STUDENT INFORMATION SYSTEM, AN ASSESSMENT OF SCHOOL INCIDENTS RELATING TO DISRUPTIVE BEHAVIORS RESULTING IN A CRIMINAL OR JUVENILE STATUS OFFENSE OR PUBLIC COMPLAINT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43

Student Disciplinary Processes

SCHOOL-RELATED ACTIVITIES

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the pupil is on his way to or from school, but extends to any activity which is school-related or school-sponsored.

TREATMENT OF PUPILS

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Unless an administrator or the Board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.¹

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

COUNCIL RESPONSIBILITY

Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

REPORTING

Each school shall annually provide to the Department of Education, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;

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Student Disciplinary Processes**REPORTING (CONTINUED)**

2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

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CHILDREN AND YOUTH WITH DISABILITIES

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

REFERENCES:

¹KRS 158.153
KRS 158.150; KRS 158.449
KRS 160.290;, KRS 160.340;, KRS 160.345
KRS 161.180; KRS 610.345
P. L. 105-17
Code of Conduct

LEGAL: UNDER SB 200, THE JUVENILE JUSTICE BILL, DISTRICTS NOW MUST INCLUDE INFORMATION ON KRS 158.154 AS WELL AS OTHER LISTED STATUTES ADDRESSING REPORTABLE VIOLATIONS (KRS 158.156 AND KRS 158.444) IN THE CODE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.438

Student Discipline Code

DEVELOPMENT

In accordance with KRS 158.148 and 704 KAR 7:050, the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The code shall establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations to District personnel for appropriate action and information regarding the consequences of violating the code and violations reportable under KRS 158.154, 158.156, or 158.444.

DISTRIBUTION

Once reviewed and approved, the student discipline code shall be distributed to students and parents in the District, including those students who enroll during the school year.

REVIEW

The Board shall update the student discipline code at least every two (2) years.

REPORTING OF DATA

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

REFERENCES:

KRS 158.444; KRS 158.148; KRS 158.153; KRS 158.154; KRS 158.156; KRS 158.165
KRS 158.444; KRS 160.295
KRS 525.070; KRS 525.080
704 KAR 7:050, *Student Discipline Guidelines*, Kentucky Department of Education

RELATED POLICIES:

09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811

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Subpoena**SUBJECT:** _____

The _____ Board of Education commands you to appear before

District Name

the Board at _____, _____, KY

*Street Address**City*on _____ at _____ ☐ AM ☐ PM to testify concerning*Month/Day/Year**Time*

the following matter: _____.

*Description of Matter*_____
*Signature of Board Chairperson*_____
Signature of Board Secretary

Upon approval of the Board, the Board Secretary may issue subpoenas and the Superintendent may direct them to be served. Subpoenas may be served to any person eighteen (18) years of age or greater. When a student under the age of eighteen (18) is to be served a subpoena, then a parent of that student must be notified prior to serving the student the subpoena. A parent of the student must also be served.

Affidavit

Comes the affiant and after first being duly sworn states as follows:

That I am over 18 years of age, and this subpoena was served by delivery of a true copy to

_____ this _____.

*Name of Person Being Subpoenaed**Month/Day/Year*_____
Affiant's Signature

STATE OF KENTUCKY, COUNTY OF _____

Subscribed and sworn to before me by _____

*Affiant's Name**Month/Day/Year*

My commission expires: _____

*Month/Day/Year**Notary Public*

NOTE: OAG 05-006 states that a Board cannot issue a subpoena in a classified employee personnel hearing.

Review/Revised:

District Planning Committee

SCHOOL YEAR _____

MEMBERS APPOINTED BY THE SUPERINTENDENT:

Student(s)	Parent(s) ¹	Community Representative(s) ¹	Board Member(s) ²	Council Member(s)	Teacher(s)	Principal(s)	Central Office Administrator(s)	Classified Staff

¹The Board may propose to the Superintendent candidates to serve as community and parent representatives.

²The Board shall select its representative(s) to the committee.

COMMITTEE APPOINTMENTS APPROVED BY THE BOARD ON _____
Date

ORIENTATION/TRAINING

Orientation and/or training was provided to committee members on the following topics:

Areas	Facilitator/Trainer	Date(s) Provided
<input type="checkbox"/> Appropriate stakeholder input into the development and review of the plan		
<input type="checkbox"/> Planning skills to assist in developing required plan provisions		
<input type="checkbox"/> Identifying sources of assistance to address reduction of physical and mental health barriers to learning and established gap targets		
<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:		

As appropriate, the Superintendent shall provide the committee with pertinent District data, including but not limited to: student academic performance and noncognitive data, the school facilities plan prepared by the Local Planning Committee, and the most recent annual school report card.

District Planning Committee**PROCESS GUIDELINES**

Consistent with requirements of 703 KAR 5:225, the Committee shall:

1. *Identify data to be collected and analyzed to determine causes and contributing factors*, which must include an annual review of disaggregated student assessment data and a standards-based process for measuring organizational effectiveness.
2. *Review gap targets* established by the Board.
3. *Conduct a needs assessment* based on a model of the District's choice, examples of which include, but not be limited to:
 - The AdvancEd accreditation process; or
 - A process aligned with the Kentucky Standards and Indicators for School Improvement (SISI).
4. *Use the reporting structure required* by Kentucky Administrative Regulation.
5. *Develop goals, objectives, strategies, and activities* to enhance student achievement based on the needs assessment and analysis, which shall include targets or measures of success, timelines, persons responsible, and a budget that addresses funding and other resources needed.
6. *Schedule a public meeting* at which the information is discussed by various stakeholders (Board and council members, students, District staff, and citizens).
7. *Conduct required implementation and impact checks* each year to evaluate plan activities and achievement of plan goals and objectives, with results to be reported to the Board.

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

8. *Schedule a review and update* of the plan at least once a year.
9. *Submit updated plan* to Superintendent and Board, school staff, school councils, and the community for review and comment as directed by Policy 01.111.
10. *Maintain copies of the plan* for five (5) years and other documentation to illustrate compliance with state and federal requirements.

The format of the District plan shall be consistent with parameters set forth in the AdvancEd Adaptive System of School Improvement Support Tools platform (ASSIST).

Review/Revised:

Request to Receive Special Meeting Notification by Email

Name: _____

Agency: _____

Address: _____

Telephone number: _____

Email address: _____

Check if you are: ☐ Member of Board or Council or of Board/Council Committee
☐ Media Organization (with written request on file)

I prefer to receive and specifically authorize the furnishing of electronic mail notification of special called meetings in lieu of notice by personal delivery, facsimile machine, or mail.

*Signature*_____
Date

This form shall be submitted to, and kept on file by, the Central Office or School Office, as appropriate.
--

Review/Revised:

Request to Examine and/or Copy District Records

NOTE: When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.

PUBLIC ACCESS

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

Records exempted from public access include:

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

Records Requested From:

Records Custodian: _____

District Name: _____

District Address: _____

Records Requested By:Name (**MUST BE PRINTED**): _____

Address: _____

Phone #: _____ Date: _____

Are you the parent/guardian of a child enrolled in one of the District's schools? ☐ Yes ☐ No

If Yes: Child's Name _____ School _____

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

*Signature of Person Requesting Record(s)*_____
*Month/Day/Year***Please attach requests made by letter or FAX to this form.**

Request to Examine and/or Copy District Records

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

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

For Office Use Only

Records Request received by _____ Date _____

Records Request referred to (if applicable) _____ Date _____

Records Request complied with by _____ Date _____

Review/Revised:

Records Management**RETENTION AND DISPOSAL OF SCHOOL RECORDS**

The Superintendent's designated Records Officer shall implement the procedures listed in the *Records Retention/Public School District Schedule*. Any deviation from these procedures shall be submitted in writing by the Superintendent/designee to the Director of Archives and Records. The request must be approved in writing by the State Librarian prior to the disposal or destruction of school records. The following procedures shall be followed in records management:

1. The Superintendent/designee shall notify the Public Records Division in the Department for Libraries and Archives of the name of the District Records Officer who shall represent the District in its relations with that Division.
2. The Records Officer shall prepare a records retention and disposal schedule for the District that is compatible with state statutes and regulations.
3. The Records Officer shall review this schedule with all staff members responsible for school records.
4. Records that have met the retention schedule shall be disposed of by shredding or burning within six (6) months after the required retention period.
5. The disposal or destruction of school records shall be under the supervision of the Records Officer who shall keep a log of all disposed records.
6. Records listed as "permanent" on the schedule shall be kept in a secure location.
7. Both active and inactive records shall be filed in locations that offer reasonable security and accessibility.
8. Electronically received records such as, but not limited to, e-mail, diskettes, CDs, and faxes shall be handled in accordance with the procedures used in the storage, retention, and disposal of other Board records.

Review/Revised:

Notice of Security Breach**PROTECTION AND PREVENTION**

The District will take reasonable security measures in accordance with KRS 61.931 - KRS 61.933, to guard against the foreseeable loss or exposure of personal information that it maintains or possesses.

“Personal information” is defined as an individual’s first and last name or first initial and last name; personal mark; or unique biometric or genetic print or image, along with any data element listed below:

- Account number, credit or debit card number, that, in combination with any required security code, access code, or password would permit access to an account;
- Social Security number;
- Taxpayer identification number that incorporates a Social Security number;
- Driver’s license number, state identification card number, or other individual identification number issued by any agency;
- Passport number or other identification number issued by the United States government; or
- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.

Personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

A security breach refers to:

- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals; or
- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of encrypted records or data containing personal information along with the confidential process or key to unencrypt the records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals.

A security breach does not include the good-faith acquisition of personal information by an employee, agent, or nonaffiliated third party of the agency for the purposes of the agency if the personal information is used for a purpose related to the agency and is not disclosed to others without authorization.

Notice of Security Breach**SECURITY PROCEDURES AND PRACTICES**

The District shall implement, maintain, and update security procedures and practices, including taking any appropriate corrective action, to protect and safeguard against security breaches.

Once it is determined by the District or the District is notified of a security breach relating to personal information the following shall take place as soon as possible, but within seventy-two (72) hours of the determination:

1. Notify the Commissioner of the Kentucky State Police, Auditor of Public Accounts, Attorney General and the Commissioner of Education; and
2. Begin conducting a reasonable and prompt investigation in accordance with the security and breach investigation and practices in accordance with state law.

NOTIFICATION OF BREACH

Upon conclusion of the investigation, if it is determined that a security breach has occurred and that misuse of personal information has occurred or is likely to occur, the District shall within forty-eight (48) hours notify the Commissioner of the Kentucky State Police, Auditor of Public Accounts, Attorney General, the Commissioner of Education, and the Commissioner of the Department of Libraries and Archives. Within thirty-five (35) days of providing these notices, the District shall notify all individuals impacted by the security breach as provided by law.¹ These notices shall be delayed upon written request of a law enforcement agency that the notices would impede an investigation.

CONTRACTS WITH NONAFFILIATED THIRD PARTIES - INFORMATION SECURITY

On or after January 1, 2015, agreements calling for the disclosure of “personal information” to nonaffiliated third parties shall require the third party contracting with the District to follow information breach and security standards at least as stringent as those applicable to the District.

OTHER PRIVATE INFORMATION

In the case of breach of information made private by law that does not fall within the definition of “personal information”, the District may engage in similar investigative, response, or notification activities as provided above. Alternatively, the District may, after reasonable investigation, provide notice to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without unreasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation. Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

Notice of Security Breach**OTHER PRIVATE INFORMATION (CONTINUED)**

Depending on the number of people to be contacted, notification may be in the form of a face-to-face meeting, phone call, posting on a Web site or sending a written notice to each affected person's home. Notice should include the specific information involved and, when known, an estimate of how long it has been exposed, to whom the information has been released and how the breach occurred. In addition, the individual should be advised whether the information remains in the physical possession of an unauthorized person, if it has been downloaded or copied, and/or, if known, whether it was used by an unauthorized person for identify theft or fraud purposes.

REFERENCES:

¹KRS 61.933

KRS 61.931; KRS 61.932

Board Member Expense Reimbursement

Approval of and reimbursement for travel expenses shall be accomplished by the completion of the "Travel Authorization Request". This form is found in Chapter 3 and is coded 03.125 AP.21.

Review/Revised:

Evaluation of the Superintendent**PERFORMANCE STANDARDS*****INSTRUCTIONS***

1. Attached are the forms to be completed by each Board member rating each of the performance standards. A separate page is provided for each performance standard. Each Board member should rate all of the performance standards.
2. Each performance standard has performance indicators listed below it. These performance indicators suggest objective measures to consider; do not rate each performance indicator separately. Only rate the overall performance standard.
3. Your comments in support of your rating will be helpful during the Board discussion for preparation of the summative evaluation form.
4. Each Board member's forms should be returned to the Board Chair or designated Board member for compilation.

<p>In implementing the evaluation process, all discussions and actions during a Board meeting regarding evaluation of the Superintendent shall be conducted in open or closed session in keeping with Policy 02.14 and applicable legal requirements.</p>

Evaluation of the Superintendent**STANDARD 1: LEADERSHIP AND DISTRICT CULTURE**

This standard stresses the Superintendent's performance in leadership through empowering others, visioning, helping shape school culture and climate, and understanding multicultural and ethnic differences.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 1.1 Facilitates a community process to develop and implement a shared vision that focuses on improving student achievement.
- 1.2 Promotes academic rigor that focuses on learning and excellence for schools.
- 1.3 Creates and supports a community of learners that empowers others to reach high levels of performance to achieve the school's vision.
- 1.4 Models learning for staff and students.
- 1.5 Promotes understanding and celebrating school/community cultures.
- 1.6 Promotes and expects a school based climate of tolerance, acceptance and civility.
- 1.7 Develops, implements, promotes and monitors continuous improvement processes.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

Evaluation of the Superintendent**STANDARD 2: POLICY AND GOVERNANCE**

Working with the Board to formulate internal and external District policy, defining mutual expectations of performance with the Board and demonstrating good school governance to staff, students and the community at large.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 2.1 Understands and articulates the system of public school governance and differentiates between policy-making and administrative roles.
- 2.2 Establishes procedures for Superintendent/Board interpersonal and working relationships.
- 2.3 Understands and interprets the role of federal, state and regional governments, policies, and politics and their relationships to local Districts and schools.
- 2.4 Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

Evaluation of the Superintendent**STANDARD 3: COMMUNICATIONS AND COMMUNITY RELATIONS**

This standard emphasizes the skills necessary to establish effective two-way communications not only with students, staff and parents, but the community as a whole including beneficial relationships with the media. It also stresses responding to community feedback and building community support for the District.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 3.1 Develops formal and informal techniques to gain external perceptions of District.
- 3.2 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments).
- 3.3 Promotes involvement of all stakeholders to fully participate in the process of schooling.
- 3.4 Establishes effective school/community relations, school/business partnerships and public service.
- 3.5 Understands the role of media in shaping and forming opinions as well as how to work with the media.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

Evaluation of the Superintendent**STANDARD 4: ORGANIZATIONAL MANAGEMENT**

This standard requires the Superintendent to gather and analyze data for decision making and for making recommendations to the Board. It stresses the skills necessary to meet internal and external customer expectations and to effectively allocate resources.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 4.1 Demonstrates budget management including financial forecasting, planning, cash-flow management, account auditing and monitoring.
- 4.2 Develops and monitors long-range plans for school and District technology and information systems, making informed decisions about computer hardware and software, and staff development and training needs.
- 4.3 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues.
- 4.4 Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.
- 4.5 Implements appropriate safety and security practices in schools.
- *4.6 Meets reporting deadlines as required by statute, regulatory agency, local policy or Board action.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

**Recommended by Educational support groups.*

Evaluation of the Superintendent**STANDARD 5: CURRICULUM PLANNING DEVELOPMENT**

This standard addresses the Superintendent's skills in staying up-to-date in curriculum, teaching, learning and testing theories. It requires the Superintendent to make sound recommendations for learning technologies.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you in thinking about the standard.)

- 5.1 Develops core curriculum design and delivery system based on content and assessment standards and best practices.
- 5.2 Establishes curriculum planning to anticipate occupational trends and school-to-career needs.
- 5.3 Uses child development and learning theories and the process to create developmentally appropriate curriculum and instruction.
- 5.4 Includes the use of computers, the Internet, networking, distance learning and other technologies in educational programming.
- 5.5 Assesses student progress using a variety of appropriate techniques.
- 5.6 Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

Evaluation of the Superintendent**STANDARD 6: INSTRUCTIONAL LEADERSHIP**

Standard #5 addresses what is to be taught; this standard emphasizes *how* it should be taught. It emphasizes the skills required to ensure that the most effective teaching techniques are in place and that all instructional resources are used to maximize student achievement. This standard also requires applying research and best practices with respect to diversity sensitivities.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 6.1 Collaboratively develops, implements and monitors change process to improve student and adult learning.
- 6.2 Formulates plan to assess appropriate teaching methods, classroom management and strategies for all learners.
- 6.3 Analyzes available instructional resources including applications of technology and assigns them in cost effective and equitable manner to enhance student outcomes.
- 6.4 Establishes instructional strategies that include cultural diversity and differences in learning styles.
- 6.5 Applies effective methods of providing, monitoring, evaluating and reporting student achievement and uses good research and assessments to improve the learning process.
- 6.6 Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcomes.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

Evaluation of the Superintendent**STANDARD 7: HUMAN RESOURCES MANAGEMENT**

This performance standard requires skills in developing and implementing a staff performance-evaluation system. It also requires skills in applying ethical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 7.1 Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development.
- 7.2 Identifies and applies appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity.
- *7.3 Mentors and coaches administrators throughout the District.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

**Recommended by Educational support groups.*

Evaluation of the Superintendent**STANDARD 8: VALUES AND ETHICS OF LEADERSHIP**

This standard requires the understanding and modeling of appropriate value systems, ethics and moral leadership. It also requires Superintendents to exhibit multicultural and ethnic understanding and to coordinate with social agencies and human services to help students grow and develop as caring, informed citizens.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- *8.1 Models and demonstrates multicultural and ethnic practices and is responsive to needs of diverse populations.
- 8.2 Describes role of schooling in a democratic society.
- 8.3 Manifests a professional code of ethics and demonstrates personal integrity.
- 8.4 Models accepted moral and ethical standards in all interactions.
- 8.5 Explores and develops ways to find common ground in dealing with difficult and divisive issues.
- 8.6 Promotes the establishment of moral and ethical practices in every classroom, every school, and throughout the District.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

**Recommended by Educational support groups.*

Evaluation of the Superintendent**STANDARD 9 – STUDENT ACHIEVEMENT & LEARNING***

This standard recognizes that improving student achievement is a critical component of the Superintendent position. It requires that the Superintendent take responsibility for District oversight of student learning.

PERFORMANCE INDICATORS:

- 9.1 Facilitates the development, articulation, implementation, and stewardship of learning.
- 9.2 Advocates, nurtures and sustains school culture and instructional programming conducive to student learning.
- 9.3 Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- 9.4 Collects and analyzes assessment data and maintains up-to-date records of student progress, using technologies as appropriate.
- 9.5 Understands data analysis, how it applies to school and District student achievement goals and demonstrates how to use this data to prioritize decisions and drive change that will improve student learning.
- 9.6 Understands and demonstrates how to use assessment data to determine and address curricular gaps.
- 9.7 Demonstrates the need to identify and remove barriers to student learning.
- 9.8 Secures and utilizes a variety of appropriate school and community resources to support learning.
- 9.9 Understands and demonstrates that school improvement goals are connected to student learning goals.
- 9.10 Understands and demonstrates that professional development needs to be aligned to the analysis of test data.
- 9.11 Communicates student achievement expectations to staff and stakeholders.
- 9.12 Assesses and analyzes the effectiveness of instruction and makes appropriate changes or recommendations to instruction based upon feedback, reflection, and assessment results.
- 9.13 Assesses programs and curricula; proposes appropriate recommendations and needed adjustments.

The Superintendent's performance for this standard:

- | | |
|----------|--------------------------|
| 0 | Unacceptable |
| 1 | Needs Improvement |
| 2 | Good |
| 3 | Excellent |
| 4 | Outstanding |

COMMENTS:

**Recommended by Educational support groups.*

Evaluation of the Superintendent**STANDARD 10: LABOR RELATIONS**

This performance standard requires the Superintendent to provide technical advice to the Board during labor negotiations, to keep the Board apprised of negotiation status, to understand and effectively administer negotiated labor contracts, and to keep abreast of legislative changes affecting the collective bargaining process.

PERFORMANCE INDICATORS:

(Do not rate individual indicators. These are listed only to help you think about the standard.)

- 10.1 Develops bargaining strategies based upon collective bargaining laws and processes.
- 10.2 Identifies contract language issues and proposes modifications.
- 10.3 Participates in the collective bargaining processes as determined by the Board.
- 10.4 Establishes productive relationships with bargaining groups while managing contracts effectively.

The Superintendent's performance for this standard:

- 0 Unacceptable**
- 1 Needs Improvement**
- 2 Good**
- 3 Excellent**
- 4 Outstanding**

COMMENTS:

Review/Revised:

School Council Records

To request access to School Council records, use Procedure 01.6 AP.2/Request to Examine and/or Copy District Records.

Review/Revised:

Purchase Requisition Form(ALL INFORMATION MUST BE CORRECTLY FILLED IN AND LEGIBLE)

REQUISITION # _____

Date _____

Vendor _____

Address _____

Ship To _____

Teacher/Dept _____

Budget _____

Account # _____

QUANTITY	CATALOG #	ITEM DESCRIPTION	UNIT COST	TOTAL

Required by Date: _____

% Discount _____

Freight _____

TOTAL _____

**CIRCLE THE TYPE OF PURCHASE, FILL IN ANY APPLICABLE BLANKS, AND ATTACH ANY
REQUIRED DOCUMENTATION**

1. Bid # _____
2. State/Fed Gov't Agency/Coop Price Contract _____
3. Competitive Negotiations-*Small Purchase Determination & Finding Form Required*
4. Small Purchase
5. Emergency (Declared by Superintendent **ONLY**)
6. Single Source
7. Licensed Professional/Technician

8. Perishable Items
9. Resale Item
10. Replacement Parts
11. Significant Savings
12. Insurance
13. Copyright Material
14. Other/Explanation _____

DETERMINATION & FINDING FORM REQUIRED FOR ITEMS 5-11
--

 Teacher/Dept. Head _____
 Date _____

 Principal _____
 Date _____

 Program Coordinator _____
 Date _____

 Purchasing _____
 Date _____

This is not a purchase order. This form is to be used to request purchase approval and a purchase order number. Not following the proper procedures for purchasing may result in out-of-pocket expense. Remember to **plan your purchases**. Retain the gold copy for your records and send the other copies to the Central Office after the request is filled out **completely**.

Review/Revised: _____

Request for Waiver of Board Policy

School Council

Date

Name of Policy to Be Waived

*Policy Number***Proposal requested (Please state fully):**

Rationale (Include explanation for how this would enhance student performance):

Evaluation of change/exemption (State how council will assess the positive/negative impact. Assessment is required for annual renewal.):

The School Council has fully involved the staff, parents, and students in the development of the proposed change/exemption and requests this waiver for the _____ school year.

Approved by Council: _____

*Principal's Signature***Recommendation:** _____

Title

Date

Review/Revised:

Hiring

The following procedures shall apply in the recruitment, selection, and employment of all classified and certified personnel hired in the District.

RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Working through placement bureaus of regional and state colleges and universities;
2. Conducting orientation meetings with students at the high school relating to future employment opportunities with the District;
3. Working with state educational associations and the state department of education;
4. Conducting recruitment programs through parent-teacher organizations; and
5. Advertising through appropriate media.

POSTING

Vacancies shall be posted in the directory in the Central Office, in each school building during the school year, and on the District's webpage.

NOTE: Districts are required to post all certified vacancies on the Kentucky Department of Education's web site.

All postings at the local level shall be made within five (5) working days of each certified vacancy opening. The closing date for receiving applications shall be listed when vacancies are posted.

CERTIFIED VACANCIES

The Superintendent/designee shall notify the Chief State School Officer of the vacancy at least thirty (30) days prior to filling the position. When such a vacancy needs to be filled in fewer than thirty (30) days to prevent disruption of necessary instructional or support services, a waiver may be requested from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected has been approved by the Chief State School Officer.

APPLICATIONS

Completed applications should be stored in the Human Resources office and accompanied by transcripts and certificates, as appropriate.

The Superintendent/designee shall review each application for completeness and shall send a notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

Hiring**SELECTION FACTORS**

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification (when required for the position)
2. Educational background
3. Previous work experience
4. Recommendations
5. Personal characteristics exhibited during the interview process:
 - a. Ability to communicate
 - b. Ability to work cooperatively with others
 - c. Applicant's educational philosophy
 - d. Knowledge of work area or subject matter
6. Results from required testing

EMPLOYMENT

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on Central Office and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

CONTRACT

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. The contract must be signed and returned to the Personnel Office within two (2) weeks. If not returned within this time frame, the contract may be considered null and void.

Review/Revised:

Criminal Records Release Authorization

In order to obtain required state and national background checks, District employees and student teachers assigned within the District must complete the Kentucky State Police Criminal Records Release Authorization form, which is available from the Kentucky State Police. The District will submit the required payments.

Review/Revised:

Driving Records Release Authorization

Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Address _____			
<i>Street/Apartment #/P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Maiden Name, if applicable _____			
Birthdate _____		Social Security Number _____	
Position to be filled in the School District _____			

In accordance with policy 03.1321, I hereby authorize the Kentucky Department of Transportation to release the results of a Driving Records Check to school district personnel.

Signature of Applicant *Date*

=====

Subscribed and sworn to before me by _____ *this* _____ *day of* _____, 2____.
Applicant's Signature

My commission expires: _____
Month/Day/Year *Notary Public*

This form shall be completed annually.

District personnel should ensure that all information is complete.

Forward a check made payable to the Kentucky State Treasurer in the amount of **\$3.00** for each submitted form. Send this form and check to **Kentucky Department of Transportation, Division of Driver Licensing, 200 Mero Street, Frankfort, KY 40622.**

Review/Revised:

- CERTIFIED PERSONNEL -**Letter of Intent**

The purpose of this memo is to assist the Central Office Staff in budget preparation and staff planning for the school year. **THIS IS NOT A CONTRACT NOR INTENDED AS A CONTRACT.** This memo is being sent to all employees in the Kenton County School District; however, there are individuals who may not receive a contract as a result of a one (1) year contract for _____, interns who have not completed certification as of this date, employees whose funding is in jeopardy, or a few individuals who may have an unsatisfactory evaluation. Please understand that this is merely a planning guide for Central Office Staff and is not a confirmation of employment for _____.

If you have made a decision not to return as a staff member in the Kenton County School District for the _____ school year, please respond as follows by returning this form to my office by _____.

- ☐ I plan to retire at the end of the _____ school year.
(Please attach a letter of retirement.)
- ☐ I plan to resign as of _____ (date).
(Please attach a letter of resignation.)
- ☐ I plan to request a leave of absence.
(Please attach a letter supporting this request for leave of absence.)

*If it is your desire to return next year, it is not necessary for you to return this form.

Thank you for your careful attention to this request.

Name: _____

Position: _____

School: _____

Employee's Signature

Date

Review/Revised:

Medical Examination Form

Medical examinations for District employees, including substitute teachers, must be completed using the form required by Kentucky Administrative Regulation (“Medical Examination of School Employees”).

Review/Revised:

Request for Protected Health Information

This form may be used to grant release of a patient's protected health information by the health care provider for an employee or student for purposes other than treatment, payment or health care operations.

I, _____, hereby authorize _____
Name of Employee, Student 18 or older, or Parent/Guardian *Name of Physician/Practice*
to use and/or disclose my protected health information described below to _____.
School District

My protected health information will be used or disclosed upon request for the following purposes (name and explain each purpose): _____

This authorization for use and/or disclosure applies to the following information (please mark those that apply):

- ☐ Any and all records in the possession of the above-named physician or physician's practice, including mental health, HIV, and/or substance abuse records. (Please cross out any item you do not authorize to be released.)
- ☐ Records regarding treatment for the following condition or injury _____
on or about _____.
- ☐ Records covering the period of time _____ to _____.
- ☐ Other (Specify and include dates.) _____.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to above-named physician/practice. I also understand that my revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that I do not have to sign this authorization and that the above-named physician/practice may not condition treatment or payment on whether I sign this authorization.

I understand that information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information. **NOTE:** Redislosure of HIV information shall comply with KRS 214.181 and KRS 214.625, which impose additional limitations on release of such information.

This authorization expires on the following date or event: _____

I certify that I have received a copy of this authorization.

Signature of Patient or Legally Recognized Representative

Date

Name of Patient or Legally Recognized Representative

Legally Recognized Representative's Authority

Review/Revised:

Program Vendor Requirements

The Superintendent/designee(s) shall determine annually the types of deductions to offer and which companies to recommend to the Board.

For each type of payroll deduction, any company wishing to be added must maintain at least fifteen (15) payers (not number of contracts).

Companies with fewer than the number of required payers on a billing will be deleted at the end of the fiscal year for which they fell below the required number of payers.

In addition to the above requirements, payroll deduction companies must provide the services below:

- Coordinate with third-party administrator.
- Execute a master contract.
- Conform to all insurance regulations put forth by the Kentucky Department of Insurance.
- Designate a representative within a 100-mile radius and provide current name(s), address(es), and phone number(s).
- Provide information for comparison sheet.
- Provide current brochures with rates to all school employees.
- Provide ample supply of membership and claims forms
- Provide a timely billing procedure to conform to other deductions.
- Participate in annual benefits fair, if applicable, and/or meet with staff during noninstructional times as designated by the Principal.
- Furnish 1099's for benefits paid under Section 125 and refunds of tax-exempt premiums.
- Provide watts line for billing, claims, and questions relating to coverage.
- Provide Fax number for faster correspondence.

Review/Revised:

Leave Affidavit

THE AFFIDAVIT IS ESSENTIAL FOR PAYROLL PURPOSES. PLEASE FILL OUT THE FORM WITH CARE AND RETURN IT AS DIRECTED BY THE PRINCIPAL/DESIGNEE.

☐ **PERSONAL LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1231/03.2231.**

DATE(S) OF PERSONAL LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

☐ **SICK LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1232/03.2232.**

DATE(S) OF SICK LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

CHECK ONE: ☐ EMPLOYEE'S ILLNESS ☐ ILLNESS OF FAMILY MEMBER ☐ MOURNING

IS SICK LEAVE USED FOR EMERGENCY LEAVE PURPOSES, PER POLICY? ☐ YES ☐ NO

☐ **MATERNITY/ADOPTION/CHILDREARING LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1233/03.2233.**

ESTIMATED DATE(S) OF LEAVE _____ TO _____ SUBSTITUTE NEEDED ☐

☐ PAID MATERNITY LEAVE /NUMBER OF SICK LEAVE DAYS _____ ☐ UNPAID MATERNITY LEAVE

☐ PAID BIRTH OR ADOPTION LEAVE, NOT TO EXCEED 30 DAYS/NUMBER OF SICK LEAVE DAYS _____

☐ UNPAID CHILDREARING LEAVE _____

☐ **JURY LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1237/03.2237.**

DATE(S) OF JURY LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

☐ EMPLOYEE SIGNS OVER COURT-ISSUED JURY DUTY CHECK.

☐ EMPLOYEE REIMBURSES DISTRICT.

☐ **MILITARY/DISASTER SERVICES LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1238/03.2238.**

DATE(S) OF LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

☐ **EMERGENCY LEAVE: GRANTED UNDER THE TERMS OF POLICIES 03.1236/03.2236.**

DATE(S) OF EMERGENCY LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

☐ BEREAVEMENT ☐ DISASTERS

☐ COURT /LEGAL ☐ OTHER, SPECIFY: _____

IS SICK LEAVE BEING USED FOR EMERGENCY LEAVE PURPOSES, PER POLICY? ☐ YES ☐ NO

☐ **POLITICAL LEAVE: GRANTED UNDER THE TERMS OF POLICY 03.1239.**

DATE(S) OF LEAVE: _____ TOTAL DAYS: _____ SUBSTITUTE NEEDED ☐

Superintendent/designee's Signature

Date

I hereby affirm and attest that the information I have provided is true and, under provisions of law and Board policy, qualifies me to take the leave indicated. I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee's Signature

Date

Review/Revised:

Donation of Sick Days

If you are aware of an employee who is in need of additional sick days and you wish to donate some of your sick days to that individual, please follow the guidelines below.

Donor must:

- 1) maintain at least fifteen (15) days in their account; and
- 2) have a notarized statement authorizing the donation.

Donee must:

- 1) have a medically certified illness, injury, impairment, or physical or mental condition (for the staff member or a member of his or her immediate family) that has caused or is likely to cause the employee to be absent for at least ten (10) days;
- 2) have the need for the absence and use of sick leave, certified by a licensed physician; and
- 3) have exhausted his/her accumulated sick leave, personal leave, and any other leave granted by the District.

Note: Any sick leave that remains unused, is not needed, and will not be needed in the future shall be returned.

I, _____ would like to donate _____ sick day(s)
to _____ for the _____ school year.

Signed: _____ Date: _____

School: _____

Employee Number: _____

Notary Signature: _____

Commission Expires: _____

Notary Stamp Here:

Review/Revised:

Request to Receive Donated Sick Leave

AN EMPLOYEE REQUESTING TO RECEIVE DONATED SICK LEAVE MUST MEET ALL OF THE ELIGIBILITY CRITERIA LISTED BELOW AND MUST FILE THIS FORM WITH THE SUPERINTENDENT/DESIGNEE.

Name of Receiving Employee _____

School/Work Site _____

Social Security/Employee Identification Number _____

ELIGIBILITY CRITERIA TO BE VERIFIED BY SUPERINTENDENT/DESIGNEE

- ☐ The receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days; and/or
- ☐ The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to be absent for at least ten (10) days.
- ☐ The employee has completed and returned the "Request to Receive Donated Sick Leave" form and, when the reason can be certified medically, attached to this form a statement from a licensed physician certifying the need for the absence and use of leave.
- ☐ The employee has exhausted his/her accumulated sick leave, personal leave, emergency leave, and any other paid leave granted by the Board.
- ☐ The employee has complied with the District's policies governing the use of sick leave.

I hereby give my permission to the Superintendent/designee to notify District employees of my need for the use of donated sick leave days, including a general description of the reason for the need. _____

Employee's Signature

Date

I certify that the above-mentioned criteria have been met by this employee and that his/her name and a general description of the reason for need will be given to supervising administrators for circulation to District employees. _____

Superintendent/designee's Signature

Date

TO BE COMPLETED BY SUPERINTENDENT/DESIGNEE

Leave shall be granted as follows:

- ☐ Entire/successive days
- ☐ Partial/successive days
- ☐ Intermittent leave
- ☐ Entire days, intermittent leave
- ☐ Partial days, intermittent leave
- ☐ Other (explain) _____

Review/Revised:

Sick Leave Bank Guidelines

ENROLLMENT

Employees may enroll during September of each year by contributing one (1) day of sick leave with an effective date for participation of October 1 of that year. Employees shall be enrolled without regard to pre-existing health conditions if they are on active duty status at the time of enrollment.

Employees hired after October 1 of each year shall have thirty (30) calendar days from their date of employment to enroll. After that time, they must wait until the next enrollment period to join.

Contributions to the Sick Leave Bank (SLB) must be made on the forms prescribed by the District.

Members must sign a Sick Leave Bank Contribution Authorization form stating that they are aware of the provisions of the Sick Leave Bank Policy. One (1) copy of that form shall be forwarded to the Human Resources Department at the Central Office as a permanent file copy and one (1) copy shall be retained by the Sick Leave Bank Committee.

All new members shall be provided a copy of the Sick Leave Bank policy and procedures. Copies may also be found on the District website.

The Human Resources Office shall maintain a set of records of contributions to, withdrawals from, and status of the Sick Leave bank. The SLBC Chair shall inform the Human Resources Office of all requests approved and the amount of Bank days granted by the Committee. The Committee shall also maintain records of applications to and actions of the Committee. These records shall be reconciled in June and December of each year with the Human Resources Office. It is the responsibility of the SLBC Chair to see that these records are maintained and transferred to the newly appointed Committee. An annual report shall be compiled by the Committee at the end of the Sick Leave Bank year and a copy provided to the Superintendent.

REQUEST FOR DAYS

All requests to draw from the Bank must be made on the approved form and submitted to the Sick Leave Bank Committee (SLBC) within ten (10) days of the first date for which Bank usage is requested. This timeline may be waived by the SLBC for good cause.

No more than thirty (30) days may be granted from the Bank per application. Requests for days beyond the initial thirty (30) shall require a new physician's statement.

In the event a Bank member is physically or mentally unable to make a request to the SLBC for the use of sick leave days, an immediate family member or authorized representative may file the request.

COMMITTEE'S DETERMINATION

When considering a request for days from the Bank, the SLBC may take into account the seriousness and disabling nature of the illness for which Bank days are requested, the number of Bank days previously allotted to the individual, the total number of days presently available in the Bank, and such other information as the SLBC may determine to be relevant.

Notice of the SLBC decision shall be sent to the applicant or his/her authorized representative and shall state the reasons for denial of Bank days if the request is denied. Notice of the SLBC decision to grant or deny the days shall be sent to the Human Resources Department of Central Office.

Sick Leave Bank Guidelines**APPEAL**

Only the Chair of the Appeals Panel is authorized to issue official communications from the Sick Leave Bank Appeals Panel. No other individual is authorized to speak on behalf of the Appeals Panel. The Chair shall keep a log of contacts concerning all appeals.

Denial by the SLBC for the requested day(s) may be appealed to the Sick Leave Bank Appeals Panel by filing a written statement detailing the grounds for the appeal and reason(s) the decision of the SLBC should be overruled. The appeal shall be filed within ten (10) working days of notification of denial by the SLBC.

The Appeals Panel shall review the appeal and request additional testimony from the SLBC and the appellant as needed. The Appeals Panel shall render a written decision within fifteen (15) working days after receipt of the appeal. Such time may be extended by agreement between the appellant and the Appeals Panel. The Appeals Panel shall state why it is in agreement with the committee to deny the requested days, if this is the decision of the Appeals Panel.

Decisions of the Appeals Panel may be granted one (1) of the following ways:

1. In favor of the appellant, thus granting the day(s) requested.
2. In agreement with the original decision of the SLBC, thus denying the requested days.
3. To recommend the SLBC reconsider the request based upon specific directions from the Appeals Panel. This may include a direction for the SLBC to consider a lesser number of days.

The appeals process stops at this level.

UNUSED DAYS

If a member does not use all the days allocated by the SLBC, the unused portion shall be returned to the Bank. Any subsequent request for days must be made by re-application to the SLBC.

All days collectively contributed to the Bank and not used during any Bank year shall be carried over to the next Sick Leave Bank year.

POLICY CHANGES

Any member of the Bank may initiate a change to the Sick Leave Bank Policy. All proposed changes to the policy shall be in writing and sent to the Sick Leave Bank Committee for consideration. The SLBC shall recommend changes to the Superintendent and, if s/he concurs, in turn recommend such changes to the Board for consideration and approval.

Sick Leave Bank Guidelines**SICK LEAVE BANK COMMITTEE****OFFICERS**

The Sick Leave Bank Committee (SLBC) shall elect from its membership a Chair, Vice-Chair, and Recording Secretary. Each officer shall serve for a period of one (1) year and may serve an unlimited number of terms.

The Chair is responsible for handling all official correspondence, conducting meetings, processing applications, and other administrative duties. The Vice-Chair shall serve as Chair in his/her absence and shall assist the Chair with administrative duties. Only the Chair, or Vice-Chair in appropriate situations, is authorized to issue official communications from the SLBC. No other individual is authorized to speak on behalf of the SLBC. The Chair shall keep a log of contacts concerning all requests.

The Secretary shall keep an official set of minutes reflecting the actions of the SLBC and a set of records of all applications, withdrawals and the status of the Bank.

VACANCIES

Vacant SLBC member positions shall be advertised annually no later than May 1. Bank members interested in serving on the SLBC shall contact the Committee in writing no later than May 15 and the SLBC shall determine membership no later than May 30.

REMOVAL OF COMMITTEE MEMBERS

Members of the Sick Leave Bank Committee are expected to attend each called meeting of the committee. If a member has three (3) consecutive absences, s/he shall be notified in writing by the Chair and will be given an opportunity to provide just cause for the absences. If the other four (4) members determine the reasons given are not valid and the member is unable to fulfill the responsibilities of the position, the SLBC shall declare the seat vacant. The Superintendent shall then appoint a SLB member to complete the term of the vacated position.

MEMBER AS AN APPLICANT

If any SLBC member is an applicant for Bank days, s/he shall not take part in the discussion nor vote on the issue of his application.

AUTHORITY

The SLBC may act only when it is sitting as a committee in a meeting called by the Chair (or by the Vice-Chair if the Chair is not available) by a written notice to SLBC members specifying the date and place of the meeting. The meeting shall not be held sooner than three (3) work days from the date of the notice.

Review/Revised:

Sick Leave Bank Contribution Authorization

NAME: _____

TITLE: _____

SCHOOL/LOCATION: _____

EMPLOYEE IDENTIFICATION NUMBER: _____

I do hereby voluntarily agree to contribute one (1) of my accumulated sick leave days to the Sick Leave Bank. I understand that this will qualify me to apply for using days from the Sick Leave Bank according to approved procedures. I understand that my accumulated sick leave account will be reduced by one (1) day. I must apply to the Sick Leave Bank Committee to use days from the Sick Leave Bank. I understand that I must submit the regular sick leave affidavit as required by the District. I further agree to submit medical certification forms to the Sick Leave Bank Committee for verification of requested leave.

Return this form to the Human Resources Department at Central Office no later than September 30, only if you wish to voluntarily participate in the Sick Leave Bank.

*Employee's Signature*_____
Date

Review/Revised:

Sick Leave Bank Request for Days

Member Name: _____	
_____ Last Name	_____ First Name
Address: _____	
Phone: _____	
Request due to injury/illness to (Check one):	<input type="checkbox"/> Self <input type="checkbox"/> Family Member
Employment Site: _____	Date of Request: ____/____/____

Nature of Serious, Disabling Illness/Injury: _____

Note: All accumulated sick and personal leave days must be exhausted to apply for SLB days.

First Date Sick Days Will be Needed: ____/____/____ Anticipated Number of Days Needed: _____

Date of Anticipated Return to Work: ____/____/____

Number of Days Requested (up to 30 days): _____

Note: If more than thirty (30) days are requested, a second application and updated medical statement must be submitted. Days requested may be reduced or denied under some circumstances, including, but not limited to: total number of days available in the bank, previous number of days granted, seriousness and disabling nature of the illness/injury, and/or other information deemed relevant by the Committee. Submission of a request does not guarantee receipt of days.

To the best of my knowledge, the information provided above is accurate, and I have read and understand the Sick Leave Bank policies and procedures. I agree to provide, at my own expense, my physician's statement to verify the medical need for this leave. (Attach medical statement to this application.)

_____	_____
Member's Signature	Date

Sick Leave Bank Use Only

Date Received: ____/____/____	Date Considered: ____/____/____
Request Approved: ____/____/____	Number of Days Granted: _____
Request Denied: ____/____/____	Reason Denied: _____

_____	_____
<i>Signature, Committee Chairperson</i>	<i>Date</i>
Date of Notification to Member: ____/____/____	HR/Payroll Dept. Date: ____/____/____

Review/Revised:

Sick Leave Bank Medical Certification/Re-Certification Form

THIS FORM IS TO BE COMPLETED BY THE PHYSICIAN/HEALTHCARE PROVIDER AND RETURNED TO THE SICK LEAVE BANK COMMITTEE.

SLB Member Name: _____ Date: _____

Patient Name (if different from above): _____

Date of initial diagnosis/treatment: ____/____/____ OR Date of re-certification: ____/____/____

Description of serious, disabling illness/injury: _____

Anticipated course of treatment includes (check ALL that apply):

- ☐ Hospitalization
- ☐ Rehab Facility Stay
- ☐ Extended at home recovery
- ☐ With restrictions
- ☐ Without restrictions

Date of Anticipated Return to Work: ____/____/____

Please Print Name of Physician/Healthcare Provider _____

Type of Practice/Area of Specialty _____

Office address _____

City _____ State _____ ZIP _____ Phone () _____

The Kenton County School District Sick Leave Bank policy provides that days can be used only for serious accidents, catastrophic illness, illness requiring hospitalization, or other serious, disabling health-related circumstances resulting in extended absence from work.

My signature below verifies the serious, disabling nature of this patient's circumstances and verifies the medical need for this leave request.

Physician/Healthcare Provider's Signature

Date
Review/Revised:

- CERTIFIED PERSONNEL -**Family and Medical Leave Compliance****REQUIRED NOTICES**

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

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

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

These include the following:

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

Review/Revised:

Request for Family and Medical Leave of Absence

FAMILY AND MEDICAL LEAVE SHALL BE GRANTED UNDER THE TERMS OF POLICIES 03.12322/03.22322.

[illegible]

I request Family and Medical Leave for the following reason:

- ☐ My personal serious health condition
 - ☐ Serious health condition of my parent
 - ☐ Birth and care of my newborn child
 - ☐ Placement by the state of a child with me for foster care
 - ☐ Serious health condition of my child
 - ☐ Serious health condition of my spouse
 - ☐ Adoption of a child(ren)
 - ☐ Extension of leave requested earlier on _____
 - ☐ Qualified exigency in connection with a family member's covered active duty or call to active duty in the Armed Forces/Reserves:
 - ☐ spouse ☐ child ☐ parent
 - ☐ Covered service member or veteran has incurred or aggravated a serious injury or illness that I believe qualifies me to take FMLA military caregiver leave:
 - ☐ spouse ☐ child ☐ parent ☐ next-of-kin

The leave/extension requested will begin on _____ and end on _____.
Date Date

If the request is for Family and Medical Leave on a reduced or intermittent basis for recurring medical treatments for a child, parent, spouse, or yourself, specify dates requested.

Employee's Signature

Date _____

IF YOUR SPOUSE IS EMPLOYED BY THE DISTRICT AND ALSO IS REQUESTING FMLA LEAVE CONCURRENT WITH YOURS FOR THE SAME REASON, PLEASE COMPLETE THE FOLLOWING INFORMATION.

[illegible]

S/he has requested Family and Medical Leave for the following reason: ☐ Birth/care of child

- ☐ Illness of child ☐ Adoption/foster care of a child(ren) ☐ Military service injury/illness

Spouse's Signature

Date _____

This form was received by the following person:

Superintendent's/designee's Signature

Date

Attach completed copy of certification required by notice of eligibility and rights and responsibilities.

NOTES

- FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.
- Employees may file a complaint with the U.S. Department of Labor concerning an FMLA issue.

Review/Revised:

Travel Authorization Request

Name _____ School _____ Grade _____ Department _____

Group sponsoring professional meeting _____

To your knowledge, are there additional employees attending this meeting? _____ If yes, please attach a complete list.

Type of meeting or purpose of travel (convention, workshop, orientation, observation) _____

Please attach agenda or program description if applicable.

Dates (including travel dates) _____ Location _____

If actual travel is over three (3) days, please use additional form)

Mileage: Use current Board rate		Date: _____		Date: _____		Date: _____	
Other Mode:		Estimated	Actual	Estimated	Actual	Estimated	Actual
Meals (Per Diem)		Meal costs will only be paid if overnight lodging is required.		(Do not send receipts)			
KY.	*High Rate Area	Check for Meal		Check for Meal		Check for Meal	
Breakfast	\$7	\$8 (6:30- 9 a.m.)	_____	_____	_____	_____	_____
Lunch	\$8	\$9 (11 a.m. – 2 p.m.)	_____	_____	_____	_____	_____
Dinner	\$15	\$19 (5 – 9 p.m.)	_____	_____	_____	_____	_____
Lodging							
Registration Fee							
Tolls/Parking							
Sub Needed							
Total							

*High Rate Area must be designated by the Superintendent.

Program Director/Supervisor Signature _____

Funding Source _____

Total Estimate _____

Total Due _____

Date _____

Employee's Signature _____*Date* _____

For District Use Only:

Mileage and/or receipts OK for \$ _____

Estimated expenses should be listed in advance, before approval. If approved, this form will be returned to sender. Actual expenses should be listed after travel (NOT MEALS), if applicable, receipts attached, and the form returned to Central Office. Requests for expenses must be submitted no later than sixty (60) days after the date of travel.

Review/Revised:

Drug-Free Workplace Notice

All employees shall receive the following notice as a partial implementation of Policies 03.13251/03.23251 and Federal Regulation 54 CFR 4946.

NOTICE TO ALL EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policies 03.13251 and 03.23251 of this school District for any employee to unlawfully manufacture, distribute, dispense, be under the influence of, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined as the site for the performance of work done for the district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this District that you will comply with the above policies of the school District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.

An employee who violates the terms of the school District’s drug-free workplace policies may be nonrenewed or his/her employment may be suspended or terminated. As an alternative the Superintendent may choose that an employee who violates the terms of the school District’s drug-free workplace policies shall satisfactorily participate in a drug-abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be nonrenewed or his/her employment may be suspended or terminated.

Review/Revised:

Health and Safety - Contagious Diseases**POST IN APPROPRIATE LOCATIONS THROUGHOUT THE SCHOOL BUILDING OR WORKSITE.**

In order to reduce the risk of the transmission of infectious diseases the following procedures will be followed in cleaning up body fluids. Body fluids include: blood, drainage from scrapes and cuts, feces, respiratory secretions, saliva, semen, urine, and vomitus.

1. Avoid direct skin contact with body fluids, when possible. Disposable gloves should be worn when direct hand contact with body fluids is anticipated (e.g. treating bloody noses, handling clothes soiled by bodily discharges, cleaning up small spills by hand).
2. When direct skin contact occurs, vigorously wash hands and other affected skin areas with soap under a stream of water for at least ten (10) seconds.
3. Contaminated disposable items such as paper towels, tissues, plastic gloves, and diapers should be secured in plastic bags and placed in the garbage.
4. A custodian should be called to clean and disinfect all soiled surfaces.
5. The spilled body fluids and accompanying material should be cleaned up by:
 - a) Using sanitary absorbent agents specifically intended for cleaning body fluid spills or using a wet mop with proper disinfectant.
 - b) Placing the contaminated material in a plastic bag and putting it in the garbage or, if suitable flushing it down the drain.
 - c) Vacuuming or sweeping up the dry absorbent material that was applied to the area. The vacuum bag or sweepings should be disposed of in a plastic bag. The broom, dust pan and/or mop should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.
 - d) Promptly applying a disinfectant such as household bleach (diluted 1 part bleach and 10 parts water) to hard surfaces that have to be disinfected.
 - e) Applying a sanitary absorbent agent to carpets that are to be disinfected and vacuumed after the carpet has been allowed to dry. A germicidal rug shampoo should be applied with a brush and the carpet revacuumed.
6. Food that may be contaminated with body fluids shall be discarded.
7. Nondisposable cleaning equipment (dust pans, mops, buckets, brushes etc.) should be thoroughly rinsed in the disinfectant (see 5-d). Clothing, towels and other launderable items may be secured in plastic bags until items can be washed in the hot water cycle in the washing machine.
8. Disposable gloves and plastic bags are available in elementary classrooms, the Principal's office, the food service office, or the custodian's storage area.

THIS INFORMATION AND THESE RECOMMENDED PROCEDURES WERE ADAPTED FROM THOSE DEVELOPED AND COMPILED BY THE CENTERS FOR DISEASE CONTROL AND PREVENTION, THE U.S. PUBLIC HEALTH SERVICE, AND THE KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES.

Review/Revised:

Maintenance Request

Maintenance requests shall be filed electronically by completing the form found on the District website. A copy of the form may also be found by referring to Procedure 05.2 AP.22/Maintenance Request Form.

Review/Revised:

Request to Access Personnel Records

**PERSONNEL RECORDS MAY BE INSPECTED ONLY BY THE EMPLOYEE AND BY DISTRICT
SUPERVISORY PERSONNEL HAVING A LEGITIMATE EDUCATIONAL INTEREST.**

I, _____, WISH TO EXAMINE MY PERSONNEL FILE.
Name (please print)

Employee's Signature

Date

RELATED PROCEDURE:

03.15 AP.22

Review/Revised:

Log of Inspection of Personnel Records

Employee's Name: _____

Employee Identification Number: _____

NOTICE: Those portions of personnel records containing material of a personal nature, the disclosure of which would constitute an invasion of privacy, are not open for public inspection.

Date	Name of Person Inspecting Records	Agency Represented, if Applicable	List Records Accessed	List Action # #1 Inspected #2 Reviewed #3 Copied	Specify Reason Records Were Accessed

RELATED PROCEDURES:

03.15 AP.21; 03.25 AP.2

Review/Revised:

Grievance Procedures

Employees wishing to initiate a formal grievance about an alleged violation of a constitutional, statutory, or regulatory provision, of a Board policy, administrative rule, or procedure shall use a Grievance Initiation Form (03.16 AP.2).

CONDITIONS

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have one (1) representative.
4. To the extent possible, all attendant records shall be filed in the office of the immediate supervisor and/or Superintendent and shall be considered private information and separate from the individual employee's folder. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved person because of the filing of a grievance.

TIME LIMITS

1. Employees must file their grievance within fifteen (15) working days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) working days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be working days, except for any days which are designated as holidays, professional meeting days, national, state, or local disaster or mourning days and any days during the school term on which schools are closed.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) working days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the immediate supervisor. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

Grievance Procedures**BOARD OF EDUCATION'S INVOLVEMENT**

1. If the employee, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the employee may present his/her written communication to the Superintendent for transmittal to the Board of Education, or notify the Superintendent ten (10) working days prior to the meeting of the Board at which the employee wishes the grievance presented. Employees are not authorized to contact Board members individually about grievances.

The Board shall consider grievances concerning personnel actions in accordance with parameters set out in policy.

2. If the Board decides to review the grievance, the employee will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the employee's communication. If the employee does not wish to make a verbal presentation, the employee's right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance, and will provide the employee a written response within ten (10) working days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

RELATED PROCEDURE:

03.16 AP.2

Review/Revised:

Grievance Initiation Form

This form shall be used by an employee who wishes to allege a violation of a constitutional, statutory, or regulatory provision, Board policy, or administrative rule or procedure and to secure at the lowest administrative level an equitable, prompt, and satisfactory solution.

GRIEVANT

Employee Name _____ Date _____

Home Address _____

Work Location _____ Title _____

GRIEVANCE

Identify the provision that you allege was violated. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

What results are you seeking from this grievance initiation? (Use additional sheet if necessary)

Employee's Signature

Date

LEVEL ONE: IMMEDIATE SUPERVISOR

Name: _____ Title: _____

Date grievance received at this level _____

IMMEDIATE SUPERVISOR'S RESPONSE. (USE ADDITIONAL SHEET IF NECESSARY.)

Supervisor's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

Grievance Initiation Form

BOARD POLICY ALLOWS FOR APPEAL OF THE IMMEDIATE SUPERVISOR'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE IMMEDIATE SUPERVISOR IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL TWO: SUPERINTENDENT/DESIGNEE

Name: _____ Title: _____

Date grievance received at this level _____

SUPERINTENDENT'S/DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

*Superintendent's/Designee's Signature*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

THE BOARD WILL NOT HEAR ANY GRIEVANCE CONCERNING PERSONNEL ACTIONS UNLESS THE GRIEVANCE CONCERNS AN ALLEGED VIOLATION OF CONSTITUTIONAL, STATUTORY, REGULATORY, OR POLICY PROVISIONS.

LEVEL THREE: BOARD OF EDUCATION

Note: The Board shall not take action on any grievance that does not fall within the authority of the Board, nor shall the Board hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

Date grievance received at this level _____

BOARD OF EDUCATION'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

*Board Chairperson's Signature*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) WORKING DAYS OF RECEIPT AFTER THE NEXT REGULARLY SCHEDULED BOARD MEETING.

Review/Revised:

Notice to Individuals Complaining of Harassment/Discrimination

Please refer to Procedure 09.42811 AP.1 for a copy of the District's notice.

RELATED PROCEDURE:

09.42811 AP.1

Review/Revised:

Harassment/Discrimination Reporting Form

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

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

CONFIDENTIALITY

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

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

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

Place alleged incident(s) occurred: _____

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

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

☐ other type of harassment/discrimination? If other, specify: _____

Name of person you believe is guilty of harassment or discrimination: _____

Position: _____

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

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

List any witnesses to these events: _____

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

WHAT RESULTS ARE YOU SEEKING BY FILING THIS FORM? _____

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

Signature of Employee

Date

Received by

Date

Review/Revised:

Harassment/Discrimination Investigation and Appeals

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

EMPLOYEE COMPLAINANT _____

*Last Name**First Name**Middle Initial*

WORK SITE _____

The Superintendent shall appoint an investigator who is not an alleged party in the complaint to investigate allegations of harassment/discrimination. The investigator shall be trained in this area, and her/his duties shall be assigned by the Superintendent/designee or, for contractors, set out in a contract, as appropriate. If the Superintendent is the alleged party, the Board shall designate an outside investigator and, after presentation of the final investigative report, determine when and how it is to be released. All instances involving suspected child abuse or criminal conduct shall be reported as required by law.

ALLEGED HARASSER/DISCRIMINATING PARTY: _____

Investigator: _____ Date Complaint Form is Received: _____

INFORMAL PROCEDURE

If both parties agree, prior to a formal grievance process an administrator may facilitate a conversation between the complainant and the party alleged to have harassed or discriminated against the complainant. Both the complainant and the accused party may be accompanied by a person of their choice. If both parties feel that a resolution has been achieved, no further action need be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Principal/immediate supervisor, along with a signed agreement, if one is reached. If any of the interested parties choose not to utilize the informal procedure, or feel that it has been unsuccessful, s/he may opt to proceed to the formal grievance procedure. However, any complaints directed at District employees or alleging criminal acts must be formally investigated and/or reported to state authorities as required by law.

Was this complaint resolved informally, as indicated by an agreement signed by both parties?

☐ Yes ☐ No Date: _____ Facilitator _____**FORMAL PROCEDURE**

Employees should make their complaint to their Principal/immediate supervisor, who shall immediately, without screening or beginning an investigation, inform the Superintendent of receipt of the complaint. Otherwise, the complaint can be filed directly with the Superintendent or, in cases involving sexual harassment/discrimination, with the Title IX/Equity Coordinator. Employees who have knowledge of alleged or observed harassment/discrimination shall immediately notify the alleged victim's Principal, immediate supervisor, or the Superintendent. **Without a report being made to the Principal or immediate supervisor, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.**

The Superintendent shall designate an individual to investigate the complaint. If necessary, the investigator will seek assistance from District administrators. In some instances it may be necessary to involve legal counsel, when authorized by the Superintendent or by the Board if the Superintendent is the subject of the complaint.

Harassment/Discrimination Investigation and Appeals**FORMAL PROCEDURE (CONTINUED)****TIMELINE**

The investigator shall provide the complainant and the accused with a copy of the District's policy 03.162 or 03.262 and inform the complainant and the accused of required timelines that have been established for initiation and completion of an investigation.

CORRECTIVE ACTION

If corrective action is needed, the investigator shall recommend to the Superintendent, or to the Superintendent's designee if the alleged harasser is a classified employee, and, if so instructed by the Superintendent, the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (03.162 AP.23), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT WITHIN TEN (10) WORKING DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

Board policy allows for appeal of the investigator's decision and the opportunity to address the complaint to a higher level of authority. An appeal must be made within ten (10) working days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority? ☐ Yes ☐ No

If yes, to whom will the complaint be referred? _____ Date: _____

FIRST APPEAL LEVEL

EMPLOYEE COMPLAINANT _____		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
WORK SITE _____		

ALLEGED HARASSER/DISCRIMINATING PARTY: _____

Superintendent/designee who will consider appeal: _____

Date appeal and related data received by Superintendent/designee: _____

In some instances it may be necessary to involve legal counsel at the appeal level, when authorized by the Superintendent or by the Board if the Superintendent is the subject of the complaint.

CORRECTIVE ACTION

If corrective action is needed, the investigator shall recommend to the Superintendent, or to the Superintendent's designee if the alleged harasser is a classified employee, and, if so instructed by the Superintendent, the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (03.162 AP.23), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT WITHIN TEN (10) WORKING DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

Board policy allows for appeal of the decision made at this level and the opportunity to address the complaint to the Board of Education. An appeal must be made within ten (10) working days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority? ☐ Yes ☐ No

If yes, to whom will the complaint be referred? _____ Date: _____

Harassment/Discrimination Investigation and Appeals**SECOND APPEAL LEVEL**

EMPLOYEE COMPLAINANT _____		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
WORK SITE _____		

ALLEGED HARASSER/DISCRIMINATING PARTY: _____

Board Chairperson: _____

Date appeal and related data received by the Chairperson on behalf of the Board: _____

CORRECTIVE ACTION

If corrective action is needed, the investigator shall recommend to the Superintendent, or to the Superintendent's designee if the alleged harasser is a classified employee, and, if so instructed by the Superintendent, the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (03.162 AP.23), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT WITHIN TEN (10) WORKING DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

GUIDELINES

1. The Board shall not hear grievances concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. In some instances it may be necessary to involve legal counsel, when authorized by the Board.
3. The Superintendent/designee shall implement corrective action as determined by the Superintendent or by the Board, as appropriate under law, after appeal rights have been exhausted. If the Superintendent is subject to corrective action, the Board shall implement the action.
4. The District is prohibited from disclosing personally identifiable information contained in student discipline records under the Federal Educational Rights and Privacy Act and corresponding state law.
5. Employee evaluation and private reprimand information generally is confidential and may require consent of the employee prior to release.

RELATED POLICIES:

09.2211, 09.227

RELATED PROCEDURES:

09.227 AP.1, 03.162 (all procedures)

Review/Revised:

Witness Disclosure Form

Witness' Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Witness' Address _____			
<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
Witness' Phone Number _____			
Is witness a <input type="checkbox"/> student, <input type="checkbox"/> school employee, or <input type="checkbox"/> other? If other, specify _____			
School (if a student): _____		Grade _____	Homeroom/Classroom _____
Work Site (if an employee): _____			
Witness' relationship, if any, to the complainant: _____			
Witness' relationship, if any, to the accused: _____			

On the date(s) of _____, an employee has claimed to be the target of harassment or discrimination on the basis of _____. Did you observe or are you aware of such an incident? ☐ Yes ☐ No

If yes, describe the incident(s) that you witnessed as clearly as possible, including such information as the following:

- What verbal statements, if any, were made (i.e., slurs, threats, other verbal or physical abuse or prohibited requests)?
- What physical contact, if any, was involved?
- What force, if any, was used?
- Did other actions occur? If so, please describe.

(Use additional sheets if necessary.) _____

LIST ANY OTHER WITNESSES TO THESE EVENTS: _____

- *I understand that Board policy prohibits retaliation against witnesses who assist or participate in an investigation.*
- *I agree that all information reported here is accurate and true to the best of my knowledge and, by my signature, agree to its release.*

Signature of Witness

Date

Received by

Date

Review/Revised:

Resolution Response

This completed form shall be provided to both the complainant and the accused party.

COMPLAINANT	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
ACCUSED PARTY	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
COMPLAINT/APPEAL RECEIVED	<i>Date</i>	RESPONSE DELIVERED	<i>Date</i>
INVESTIGATOR'S NAME	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>

The investigation of harassment/discrimination complaint/appeal referenced above has now been completed, and the following determinations have been made:

Did the alleged incident(s) occur based on substantiated information? ☐ Yes ☐ No

If "yes", what type of resolution will be implemented by the District? (Check all that apply.)

- ☐ Personnel action
 ☐ Measures to protect the complainant
☐ Action against a visitor
 ☐ Action against a student offender

If corrective actions were necessary, have they been initiated? ☐ Yes ☐ No

Investigator's Signature

Date

Superintendent/designee's Signature

Date

NO ONE SHALL RETALIATE AGAINST AN EMPLOYEE OR STUDENT BECAUSE S/HE FILES A GRIEVANCE, ASSISTS OR PARTICIPATES IN AN INVESTIGATION, PROCEEDING, OR HEARING REGARDING THE CHARGE OF HARASSMENT/DISCRIMINATION OF AN INDIVIDUAL OR BECAUSE S/HE HAS OPPOSED LANGUAGE OR CONDUCT THAT VIOLATES BOARD POLICY.

Review/Revised:

- CERTIFIED PERSONNEL -

Notice of Personnel Actions

With assistance as necessary from the Board Attorney, the Superintendent shall provide written notification to an employee of personnel actions, including but not limited to, termination, nonrenewal, reduction in force, sanctions, suspension, and reinstatement.

Review/Revised:

Notice of Employee Separation

The employee named below was separated today: _____
Date of Separation

Employee's Name _____	Last Name	First Name	Middle Initial
Employee's ID # _____	Job Title _____		
Job Description: _____			

Wages Reported to State of _____	First Day Worked: _____ Last Day Worked: _____	Starting Rate of Pay: _____ Ending Rate of Pay: _____
----------------------------------	---	--

REASON FOR SEPARATION – CHECK ONE (1) AND EXPLAIN UNDER “REMARKS”.		
<p style="text-align: center;">LACK OF WORK</p> <input type="checkbox"/> No other information <input type="checkbox"/> Reduction in force <input type="checkbox"/> Job eliminated <input type="checkbox"/> Reorganization <input type="checkbox"/> End of temporary employment <input type="checkbox"/> End of seasonal employment <input type="checkbox"/> Project completed <input type="checkbox"/> Casual <input type="checkbox"/> Partially unemployed/reduced hours <input type="checkbox"/> On call <input type="checkbox"/> Temporary <input type="checkbox"/> Work site closed Remarks: _____	<p style="text-align: center;">DISCHARGE</p> <input type="checkbox"/> No other information <input type="checkbox"/> Insubordination <input type="checkbox"/> Violation of company rules or policies <input type="checkbox"/> Violation of safety rules <input type="checkbox"/> Reported under influence of alcohol <input type="checkbox"/> Reported under influence of drugs <input type="checkbox"/> Destruction of company property—willful <input type="checkbox"/> Destruction of company property—carelessness <input type="checkbox"/> Fighting on company property <input type="checkbox"/> Leaving work station <input type="checkbox"/> Falsification of employment application <input type="checkbox"/> Dishonesty-falsified company records <input type="checkbox"/> Dishonesty-unauthorized removal of company property <input type="checkbox"/> Dishonesty—monetary theft <input type="checkbox"/> Dishonesty—other <input type="checkbox"/> Absenteeism—unreported <input type="checkbox"/> Absenteeism—excessive and/or unauthorized <input type="checkbox"/> Tardiness—frequent <input type="checkbox"/> Failed to maintain union status <input type="checkbox"/> Excessive garnishments <input type="checkbox"/> Quality of work <input type="checkbox"/> Quantity of work <input type="checkbox"/> Poor performance <input type="checkbox"/> Probationary – not qualified for job <input type="checkbox"/> Poor judgment – no misconduct <input type="checkbox"/> Lack of technical knowledge <input type="checkbox"/> Inability to work – illness <input type="checkbox"/> Failure to pass physical Remarks: _____	<p style="text-align: center;">VACATION</p> <input type="checkbox"/> No other information <input type="checkbox"/> Scheduled vacation with pay <input type="checkbox"/> Shutdown for vacation <input type="checkbox"/> Shutdown for vacation; eligible for vacation pay <input type="checkbox"/> Shutdown for vacation; eligible for partial vacation pay Remarks: _____
<p style="text-align: center;">NOT SEPARATED</p> <input type="checkbox"/> Not separated <input type="checkbox"/> Disciplinary lay-off <input type="checkbox"/> Change in other employment <input type="checkbox"/> Inclement weather Remarks: _____	<p style="text-align: center;">QUIT</p> <input type="checkbox"/> Reason unknown <input type="checkbox"/> Abandoned job <input type="checkbox"/> Walked off job <input type="checkbox"/> Did not return from leave <input type="checkbox"/> Did not return from layoff <input type="checkbox"/> Personal – not job-related <input type="checkbox"/> School <input type="checkbox"/> Marriage <input type="checkbox"/> Relocate <input type="checkbox"/> Family obligations <input type="checkbox"/> Unable to obtain babysitter <input type="checkbox"/> Transportation <input type="checkbox"/> Accept another job <input type="checkbox"/> Go into own business <input type="checkbox"/> Illness <input type="checkbox"/> Maternity <input type="checkbox"/> Enter military <input type="checkbox"/> Dissatisfaction – work hours <input type="checkbox"/> Dissatisfaction - salary <input type="checkbox"/> Dissatisfaction – working conditions <input type="checkbox"/> Dissatisfaction – performance review <input type="checkbox"/> Dissatisfaction - supervisor <input type="checkbox"/> Dissatisfaction – company policies Remarks: _____	<p style="text-align: center;">RETIREMENT</p> Disability Retirement <input type="checkbox"/> Yes <input type="checkbox"/> No Retirement <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
<p style="text-align: center;">LEAVE OF ABSENCE</p> <input type="checkbox"/> No other information <input type="checkbox"/> Illness <input type="checkbox"/> Maternity <input type="checkbox"/> Injury – work-connected <input type="checkbox"/> Injury – not work-connected <input type="checkbox"/> Military <input type="checkbox"/> Family obligations <input type="checkbox"/> Personal <input type="checkbox"/> School <input type="checkbox"/> Other Remarks: _____	<p style="text-align: center;">LABOR DISPUTE</p> <input type="checkbox"/> No other information <input type="checkbox"/> Member of striking union <input type="checkbox"/> Refused to cross picket line <input type="checkbox"/> Strike – other union <input type="checkbox"/> Company lockout <input type="checkbox"/> Unsanctioned strike Remarks: _____	
<p style="text-align: center;">MISCELLANEOUS</p> <input type="checkbox"/> No information whatsoever <input type="checkbox"/> Refusal to work <input type="checkbox"/> Change of status <input type="checkbox"/> Transfer to new location <input type="checkbox"/> Death Remarks: _____		

SPECIFY ANY REMUNERATION PAID AFTER SEPARATION: ☐ (a) salary ☐ (b) benefits ☐ (c) retirement

Review/Revised:

Conflict of Interest Agreement

Below is the Kenton County Board policy regarding conflicts of interest. By reading and signing the document below, you agree to abide by this policy.

PECUNIARY INTEREST PROHIBITED

No administrator or other employee of the District with decision-making authority over the financial position of the school District shall have any pecuniary interest, either directly or indirectly, in an amount exceeding twenty-five dollars (\$25.00) per year, at the time of or after his appointment, in supplying any goods, services, property or merchandise for which school funds are expended. Nor shall any such person receive directly or indirectly any gift, reward, or promise of reward for goods, services, property, or merchandise of any kind for which school funds are expended.¹

No administrator or other employee shall solicit for personal financial remuneration from students, parents and other staff during the school day or during school events.

Unless prior arrangements are made with the Board, any device, publication or any other item to be copyrighted that is developed during the employee's paid time shall be District property.

Employees shall not profit monetarily through use of confidential information gained in the course of or by reason of their position of employment with the District.

This signed agreement shall be placed in the employee's personnel file.

I hereby certify that I have read, understand, and agree to abide by the Kenton County Conflict of Interest Policy.

Employee's Signature

Date

Review/Revised:

- CERTIFIED PERSONNEL -**Evaluation****SCHEDULE OF EVALUATIONS**

Evaluation of all certified personnel shall be done on the following schedule:

1. All non-tenured teachers shall be evaluated at least annually;
2. All tenured teachers shall be evaluated at least once every three (3) years;
3. All administrators shall be evaluated annually, including the Superintendent. The evaluation of the Superintendent is the responsibility of the Board.
4. A review procedure shall be available to all school personnel:
 - a. All supervisory personnel in the authority line of the particular staff member shall read and initial all evaluations prior to filing in the personnel file. A review of the evaluation by any supervisory person outside the authority line shall conform to the District policy regarding personnel files.
 - b. All evaluations shall be signed and dated by the evaluator and the certified staff member being evaluated.
 - c. If an evaluatee feels any written evaluation is incomplete, inaccurate, or unjust, s/he shall put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file within seven (7) school days after the writing of the evaluation. In any case, the evaluatee shall initial any and all evaluation reports to indicate that s/he has seen and read the evaluation. The evaluatee and the evaluator shall sign and date any addendum to the evaluation.
 - d. Additional administrative personnel may be used at the option of the Superintendent/designee, in addition to the primary evaluator, to provide and review any evaluation.
 - e. Any evaluatee may appeal his/her evaluation to the local Appeals Panel. The request for an appeal shall be in writing to the Superintendent, and shall be made within ten (10) school days of the summative conference.

EVALUATION FORMS

All forms shall be approved by the District Evaluation Committee prior to submission to the Board.

TIMELINE

1. Early in the school year, the responsible supervisor shall conduct a conference with all teachers or administrators to be evaluated that year. Evaluation procedures and forms shall be thoroughly reviewed and distributed to each evaluatee. A general time table shall be established for completion of the required evaluations.
2. Individual conferences may also be scheduled as needed. Attendance at the orientation conferences should be documented.
3. Teachers should fill out the pre-observation information sheet. This form is required for a formal lesson analysis. Evaluators should consider a variety of observation techniques. Video tape observation shall be done at the mutual consent of both parties.

Evaluation**TIMELINE (CONTINUED)**

4. Following at least two (2) formal observations, an evaluation form shall be completed by the evaluator. The summative conference shall be held within thirty (30) days of the final observation. The certified staff member shall have a copy of the written evaluation at least two (2) days prior to the summative conference. Goal planning should be included in the summative conference. Growth Plans must be chosen and written down on the evaluation forms.
5. Follow-up observations and conferences should be scheduled as needed, but especially when areas of concern and unsatisfactory ratings appear in the evaluation. Multiple evaluations are also recommended when these ratings are given.
6. All forms shall be sent to the Central Office after the summative conference. These shall include the pre-observation forms and any others attached to the summative.
7. The Superintendent/designee is responsible for evaluation training and is the contact person for the evaluation plan.
8. The formal evaluation process of teachers shall be completed during the year and at least thirty (30) days prior to the end of school. Evaluation of administrators shall be completed annually.

EVALUATION OF TEACHERS

1. All certified personnel shall be provided with an orientation to the evaluation process and the criteria for evaluation.
2. The evaluator may hold a pre-observation conference with the evaluatee to discuss the evaluation process.
3. Based on the information from observations and discussions, the evaluator is to rate the evaluatee's performance with respect to the criteria listed on the evaluation instructions.
4. The evaluator is encouraged to add pertinent comments at the end of each major domain.
5. The evaluatee is provided an opportunity to respond in writing within seven (7) school days to the evaluator's ratings and comments.
6. The evaluator and the evaluatee must discuss the results of the appraisal and any recommended action pertinent to such.
7. The evaluator and the evaluatee shall sign the instrument in the assigned spaces. The evaluatee's signature indicates only that s/he has seen and read the evaluation.
8. The instrument and all mandatory forms must be filed in the evaluatee's personnel folder and a signed copy given to the evaluatee.
9. In case of an unsatisfactory evaluation, a plan for providing assistance to the evaluatee shall be jointly formulated by the evaluator and the evaluatee.
10. Specific Growth Plans must be considered as means of job improvement. Growth Plans shall be based on the individual's strengths but may also remediate weakness.

Evaluation**EVALUATION OF TEACHERS (CONTINUED)**

11. For each evaluation form, the Performance Evaluation Key is the same. The District intends to establish high standards as reflected in the following scale:
 - a. **Exceeds Performance Expectations** – Model Employee – well above performance expectations.
 - b. **Meets Performance Expectations**
 - c. **Marginal Performance** – areas need improvement
 - d. **Unsatisfactory** – Employee is in danger of termination or non-renewal if improvement is not made.

EVALUATION OF ADMINISTRATORS

The Superintendent/designee is responsible for the evaluation of all administrators. The Superintendent/designee shall confer concerning these evaluations. Principals are responsible for the evaluation of their respective Assistant Principal(s).

All administrators are to be evaluated using the following procedures:

1. An individual meeting shall be held at the start of the evaluation cycle. In addition to reviewing the evaluation procedure, topics in this conference shall include:
 - a. the administrator's assignment and job description and the particular philosophy that the assignment may entail;
 - b. the "Yearly Plan of Goals and Objectives" for the school or program;
 - c. individual Growth Plans; and
 - d. any other supporting data.

This meeting shall be documented and recorded on NCR paper (second sheet). If a "Yearly Plan" or "Growth Plans" are submitted at this time, they are to be attached to the Evaluation form.

2. The total time of the formal observations shall be at least eighty (80) minutes with a minimum of two (2) observations. Observations shall be documented on NCR paper (second sheet) and attached to the Evaluation form.
3. Formal and informal observations shall be documented and shared with the evaluatee within five (5) school days.
4. Designations by the Superintendent of an evaluator shall be made early in the school year. It is recommended that all administrative summative evaluations be done during the months of December, January, and February and completed by March 31.
5. A Summative Conference shall be held at the end of the evaluation cycle and the Evaluation form completed. Growth Plans may be completed at this time or carried over to the next cycle.

Evaluation**EVALUATION OF ADMINISTRATORS (CONTINUED)**

Administrators have the same rights as other certified personnel concerning evaluations including, the right to a local appeal within ten (10) workdays; the right to an appeal to the State Evaluation Appeals Panel concerning procedural violations; the opportunity to submit a written response within seven (7) workdays; and the right to have a copy of the written evaluation at least two (2) days prior to the Summative Conference.

APPEAL FORM

The appeal of an evaluation shall be filed on the prescribed form (03.18 AP.21) and filed in the Superintendent's office within ten (10) school days of the Summative Conference.

Review/Revised:

-CERTIFIED PERSONNEL-**Appeals/Hearings****PURPOSE**

An Appeals Panel shall be established in accordance with KRS Chapter 156 and 704 KAR 3:345. Based on issues identified in an employee's appeal documentation, the Panel shall determine whether the employee has demonstrated that a procedural violation has occurred under the District's evaluation plan and whether the summative evaluation is supported by the evidence.

The burden of proof that an employee was not fairly and/or correctly evaluated on the summative evaluation rests with the employee who appeals to the Panel.

APPEALS

Pursuant to Board Policy 03.18, any certified employee who believes that s/he was not fairly evaluated on the summative evaluation may appeal to the Evaluation Appeals Panel in accordance with the following procedures:

1. Both the evaluatee and evaluator shall submit three (3) copies of any appropriate documentation to be reviewed by members of the Appeals Panel in the presence of all three (3) members. The parties will exchange copies of documentation by or before the day it is submitted to the Panel. The members of the Appeals Panel will be the only persons to review the documentation. All documentation will be located in a secure place in the Central Office except during Appeals Panel meetings. Confidentiality will be maintained. Copies of the documentation as submitted to the Panel shall not be carried away from the established meeting by either parties involved or the Panel members.
2. The Panel will meet, review all documents, discuss, and prepare questions to be asked of each party by the Chairperson. Additional questions may be posed by Panel members during the hearing.
3. The Panel will set the time and place for the hearing, and the Chairperson will provide written notification to the appealing employee and his/her evaluator of the date, time, and place to appear before the Panel to answer questions.
4. Legal counsel and/or chosen representative may be present during the hearing to represent either or both parties.
5. The hearing will be audiotaped and a copy provided to both parties if requested in writing. The original will be maintained by the District.
6. Only Panel members, the evaluatee and evaluator, legal counsel, witnesses, and the employee's chosen representative will be present at the hearing.
7. Witnesses may be presented, but will be called one at a time and will not be allowed to observe the proceedings.

Appeals/Hearings**HEARINGS**

The following procedures will be implemented during the hearings:

1. The Chairperson of the Appeals Panel will convene the hearing, review procedures, and clarify the Panel's responsibilities.
2. Each party will be allowed to make a statement of claim. The evaluatee will begin.
3. The evaluatee may present relevant evidence in support of the appeal.
4. The evaluator may present evidence in support of the summative evaluation.
5. The Panel may question the evaluatee and evaluator.
6. The Chairperson may disallow materials and/or information to be presented or used in the hearing when s/he determines that such materials and/or information is not relevant to the appeal or when the materials were not exchanged between the parties as provided in this procedure.
7. Each party (evaluator and evaluatee) will be asked to make closing remarks.
8. The chairperson of the Panel will make closing remarks.
9. The decision of the Panel, after sufficiently reviewing all evidence, may include, but not be limited to, the following:
 - a. Upholding all parts of the original evaluation.
 - b. Voiding the original evaluation or parts of it.
 - c. Ordering a new evaluation by a second certified employee who shall be a trained evaluator.
10. The chairperson of the Panel shall present the Panel's decision to the evaluatee, evaluator, and the Superintendent within fifteen (15) working days from the date the appeal is filed and within ten (10) days from the date of the hearing.
11. The Superintendent may take appropriate action consistent with the Panel's decision.
12. The Panel's decision and the original summative evaluation form shall be placed in the employee's evaluation file. In the case of a new evaluation, both evaluations shall be included in the employee's personnel file.
13. The Panel's decision may be appealed to the Kentucky Board of Education based on grounds and procedures contained in statute and regulation.

Review/Revised:

- CERTIFIED PERSONNEL -**Confidentiality of Records**

Personnel evaluation records, specifically the personnel evaluation folder and its contents, will be kept as a part of the employee's personnel file and will be treated with the same confidentiality as other personnel records. During an appeal/hearing, evaluation records will be kept in a secure location designated by the Superintendent.

ACCESSIBILITY

Evaluation records will be accessible only to:

1. Members of the District Evaluation Appeals Panel when an employee has appealed his/her summative evaluation to the Panel.
2. Administrators who supervise, or share the supervision of, the evaluatee. Generally, these administrators will include the Principal/Assistant Principal in the evaluatee's building, the Superintendent, and other District-level administrative staff members, as designated by the Superintendent.
3. The Board, if the majority of Board members vote to request such access for lawful District purposes and on advice of legal counsel. Board members shall review evaluation records in a closed Board meeting in the presence of the Superintendent.
4. Records may be subpoenaed in cases where litigation occurs.

RELATED PROCEDURE:

03.18 AP.11

Review/Revised:

- CERTIFIED PERSONNEL -

Evaluation Appeal Form

INSTRUCTIONS

This form is to be used by certified employees who wish to appeal their performance evaluations to the Appeal Panel.

Employee's Name _____		
Home Address _____		
Job Title _____	Building _____	Grade or Department _____

What specifically do you object to or why do you feel you were not fairly evaluated? _____

If additional space is needed, attach extra sheet.

Date you received the summative evaluation _____

Name of Evaluator _____ Date _____

I hereby give my consent for my evaluation records to be presented to the members of the Evaluation Appeal Panel for their study and review.

Employee's Signature *Date*

RELATED PROCEDURES:

03.18 AP.11

03.18 AP.12

Review/Revised:

-CERTIFIED PERSONNEL-**Evaluation Committee****EVALUATION COMMITTEE TASKS**

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

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

TRAINING OF EVALUATORS

In meeting the evaluation requirements of KRS 156.557, primary evaluators shall demonstrate competency in the following:

- ☐ Effective teaching practices,
- ☐ Techniques of classroom observation,
- ☐ Conducting conferences,
- ☐ Techniques for assisting in the development of professional growth plans,
- ☐ Conducting summative evaluations, and
- ☐ Using the District's evaluation forms.

FREQUENCY OF SUMMATIVE EVALUATIONS

At a minimum, summative evaluations shall occur on a schedule as specified below:

Position	Annually	Every two (2) years	Every three (3) years
Superintendent	X		
Administrators	X		
Non-tenured	X		
Tenured			X*

*More often if need shown by evaluation.

Review/Revised:

- CERTIFIED PERSONNEL -**Professional Development****DEFINITIONS**

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

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

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

DISTRICT PROFESSIONAL DEVELOPMENT PROGRAM

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

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

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

CERTIFIED STAFF RESPONSIBILITIES

it is the responsibility of each full-time certified staff member to complete the twenty-four (24) hours of professional development required in the District calendar. Part-time employees shall complete the appropriate portion of the twenty-four (24) hours.

Professional Development**NEW TEACHER ORIENTATION**

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

REQUIREMENT MUST BE FULFILLED

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

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals, and mileage are the responsibility of the individual unless supplemental funds are provided by another source.

RELATED PROCEDURES:

03.125 AP.21

03.19 AP.21

Review/Revised:

- CERTIFIED PERSONNEL -**Personal Professional Development Plan**

Name: _____ School: _____ Hours Needed: _____

This is to be completed by each individual and submitted to the Principal for pre-approval before the last day of the _____ school year. This can also be adjusted with prior approval of the Principal during the _____ school year.

PD Day	The Board approved calendar date for this day is:	The school SBDM council has Board approval to change this date to:	The school-based PD activities for this day will be:	Personal Professional Development Plan (KRS 157.070 requires that PD be related to classroom assignment and content area, individual growth plan, or the school improvement plan)	Date	Hours
#1 6 hours	PD Day #1			<input type="checkbox"/> Complete the school-planned activities <input type="checkbox"/> Request approval for the following activities (Describe below):		
#2 6 hours	PD Day #2			<input type="checkbox"/> Complete the school-planned activities <input type="checkbox"/> Request approval for the following activities (Describe below):		
#3 6 hours	PD Day #3			<input type="checkbox"/> Complete the school-planned activities <input type="checkbox"/> Request approval for the following activities (Describe below):		
#4 6 hours	PD Day #4			<input type="checkbox"/> Complete the school-planned activities <input type="checkbox"/> Request approval for the following activities (Describe below):		
Total number of hours		24		Total number of hours		24

Approved by Principal: _____ Date: _____

Review/Revised:

- CERTIFIED PERSONNEL -

Flexible Professional Development Request

Employee's Name _____ Date of Request _____

School _____ Position _____

Date(s) of In-Service _____ Time(s) of In-Service _____

Location of In-Service _____

Number of Hours of Professional Development Requested _____

Name of Conference/Workshop/Meeting (attach a copy of the program) _____

How is this Professional Development activity related to your teaching assignment and your continued professional growth? _____

Approved: _____

*Principal's Signature**Date**Supervisor's Signature**Date***Due in Principal's Office five (5) days prior to meeting.****FLEXIBLE PROFESSIONAL DEVELOPMENT EVALUATION**

Number of hours of credit earned at the Professional Development activity. _____

How will you utilize the information gained at this Professional Development activity? _____

Approved: _____

*Principal's Signature**Date***Due in Principal's Office five (5) days following the meeting.**

<p>* PERSONNEL REQUESTING APPROVAL FOR ATTENDANCE AT PROFESSIONAL MEETINGS THAT REQUIRE EXPENSE REIMBURSEMENT MUST COMPLETE THE TRAVEL REQUEST FORM, 03.125 AP.21 AND SUBMIT THE COMPLETED FORM TO THE SUPERINTENDENT/DESIGNEE FOR APPROVAL <u>PRIOR</u> TO ATTENDANCE/REGISTRATION.</p>
--

White & Gold-Central Office Copies Yellow-Principal's Copy

Pink-Teacher's Copy

Review/Revised:

- CLASSIFIED PERSONNEL -

Hiring

See Procedure 03.11 AP.1 for the recruitment, selection, and employment process for all personnel hired by the District.

RELATED PROCEDURE:

03.11 AP.1

Review/Revised:

Criminal Records Release Authorization

See existing Procedure 03.11 AP.252 for Criminal Records Release Authorization.

RELATED PROCEDURE:

03.11 AP.252

Review/Revised:

Driving Records Release Authorization

See existing Procedure 03.11 AP.253 for Driving Records Release Authorization.

RELATED PROCEDURE:

03.11 AP.253

Review/Revised:

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.

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 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 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 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. Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165; or
10. 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 eight (5-8) above.

Review/Revised:

PERSONNEL

03.21 AP.26

- **CLASSIFIED PERSONNEL** -

Letter of Intent

See existing Procedure 03.11 AP.26 for Letter of Intent.

RELATED PROCEDURE:

03.11 AP.26

Review/Revised:

Medical Examination Form

Medical examinations for District employees must be completed using the form required by Kentucky Administrative Regulation (“Medical Examination of School Employees”).

Review/Revised:

Request for Protected Health Information

See existing Procedure 03.111 AP.21 the form to use in requesting protected health information from health care providers.

RELATED PROCEDURE:

03.111 AP.21

Review/Revised:

- CLASSIFIED PERSONNEL -**Salaries****SALARY SCHEDULE DEVELOPED AND APPROVED**

The Board shall approve salary schedules for each category of classified personnel during or before the June Board meeting. These schedules shall be based on skills required, training, longevity, and supervisory responsibilities.

The substitute salary schedule shall be a per diem schedule but may be lower than the rate of pay for regular full-time employees. Checks shall be issued on pay dates designated in the schedule approved annually by the Board.

OFFICIAL WORK SCHEDULE

Each year the Superintendent shall develop a schedule of days worked for all employees and these are distributed to each administrator, who then notifies the classified employees under his/her supervision. No deviations shall be made from these work schedules without approval from the Central Office.

Holidays shall be established in the official school calendar. Eligibility for paid holidays shall be determined per policy 03.222.

Employees shall not be paid for:

- Scheduled lunch periods
- Overtime, unless approved in advance per policy 03.221
- Unapproved early arrivals/late departures
- Days when schools are closed for inclement weather or other emergencies, unless otherwise approved in advance by the Superintendent/designee

SALARY FOR PERSONNEL WHO RESIGN

Classified personnel who resign during the contract period will be paid in full for the actual days worked during the pay period on the regular payday of the month following the resignation. Staff shall be paid only for those holidays occurring prior to resignation.

Review/Revised:

- CLASSIFIED PERSONNEL -

Compliance with FLSA Requirements

IMMEDIATE SUPERVISORS AND OTHER STAFF RESPONSIBLE FOR MAINTENANCE OF RECORDS CONCERNING HOURS WORKED AND OVERTIME PAYMENTS MADE SHALL ADHERE TO THE FOLLOWING GUIDELINES.

- Place required FLSA posters in conspicuous places where non-exempt employees can readily see them. Posters may be obtained online at the following address:

<http://www.dol.gov/whd/resources/posters.htm>

- Require non-exempt employees to reflect *actual time worked* on their pay period timesheet, not hours *scheduled*. Certification of time worked shall be signed by both the employee and the immediate supervisor.
- Inform employees of policy 03.221 provisions concerning approval for working overtime, and implement provisions accordingly. Although the district cannot avoid paying for overtime worked without authorization, violation of policy provisions may serve as grounds for disciplinary action that will discourage recurring problems with unauthorized overtime.
- Assure that required breaks are twenty (20) minutes or more long in order for the time not to be compensable. Also, the lunch period must be duty free, or the employee must be compensated for the time.
- Train supervisory staff and bookkeepers regarding proper completion and retention of time records (All time records must be retained for at least the minimum amount of time set by federal regulation and document retention requirements).
- Minimize or avoid dual employment where the combined number of hours worked by one individual will exceed forty (40) hours per workweek. This may require examining the structure of after-school programs that are co-sponsored (or authorized by the district and are held on school property). When calculating overtime wages for an employee who holds two (2) jobs with the District that have different rates of pay, the correct calculation is one-and-one-half the weighted average of the two (2) rates.
- Carefully track hours non-exempt employees work at after-school events or school programs. Example: employees staying on after scheduled hours because they are taking tickets at an athletic event later in the day.
- Pay maintenance employees for overtime for actual hours worked, not on a “per call” basis (for example, in responding to a school alarm or emergency).
- Do not permit a non-exempt employee to “volunteer” for activities within the school, unless his or her child is involved *and* not if the activity is the same as the employee’s job, i.e., a bus driver ‘volunteering’ to drive for a school-sponsored trip for his/her child’s class.
- Request that the Superintendent/designee consult with the Board Attorney or other source about questions concerning FLSA compliance.

Review/Revised:

Transportation Time Sheet

Driver's/Monitor's Name: _____

Employee ID #: _____

Bus #: _____

Date: _____

PART I What time do you depart from the location where your bus is parked?

_____ A.M. _____ Mid-day _____ P.M.

PART II What time do you pick up your first student?

_____ A.M. _____ Mid-day _____ P.M.

PART III What time do you let your last student off?

_____ A.M. _____ Mid-day _____ P.M.

PART IV

List any additional route that you may have but drive less than five (5) days a week (i.e. Project Ascent, Special Education, Vocational School, etc.)

Amount of time each trip				
Monday	Tuesday	Wednesday	Thursday	Friday
____/____/____ AM Mid PM	____/____/____ AM Mid PM	____/____/____ AM Mid PM	____/____/____ AM Mid PM	____/____/____ AM Mid PM

PART V Comments: _____**PART VI**List the time needed to gas & clean your bus. Time listed is not to exceed thirty (3) minutes per day.
Minutes per day: _____**PART VII** Fill out A, B, C, & D only

(A)	(B)	(C)	(D)	(E)	(F)
Morning Time	Mid-day Time	Afternoon Time	Driving Time	Gas & Cleanup	Total Time
Start Stop	Start Stop	Start Stop			

Drivers or Monitors – DO NOT FILL IN THIS PART

Morning Time	Mid-day Time	Afternoon Time	Driving Time	Gas & Cleanup	Total Time

I, the undersigned, do hereby state that the above information is true and correct.

Signature_____
Date

Review/Revised:

- CLASSIFIED PERSONNEL -

Overtime Approval Form

FOR PRIOR APPROVAL OF OVERTIME HOURS, COMPLETE THIS FORM AND SUBMIT IT TO THE CENTRAL OFFICE.

Hourly classified employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond forty (40) as provided by law. Overtime must be approved in advance by the Superintendent or designee.

Please grant approval for _____
(Employee/Job Title)

to work overtime on _____ at _____
(Date) (Location)

The total estimated overtime hours shall not exceed _____.

DESCRIPTION OF WORK TO BE PERFORMED: _____

EXPLAIN WHY OVERTIME IS NECESSARY: _____

EXPLAIN HOW OVERTIME WILL BENEFIT DISTRICT: _____

Requested by: _____

Approved by: _____
(Superintendent/Designee)

OVERTIME VERIFICATION

The above listed job has been completed and did not exceed the prior approved number of hours. The above listed employee's actual overtime hours for the completion of this project are _____ hours.

Verified by: _____
(School Level/Principal)
(District Level/Superintendent or Designee)

AFTER VERIFICATION, RETURN THIS FORM TO THE PAYROLL CLERK AT THE CENTRAL OFFICE.

RELATED PROCEDURE:

03.121 AP.23

Review/Revised:

- CLASSIFIED PERSONNEL -

Vendor (Forms)

For forms relating to program vendors for employee salary deductions, see Procedure 03.1211 AP.22/Program Vendor Requirements.

Review/Revised:

Leave Affidavit

See Procedure 03.123 AP.2/Leave Affidavit form.

Review/Revised:

Request to Donate Sick Leave

See Procedure 03.1232 AP.21/Request to Donate Sick Leave.

Review/Revised:

Request to Receive Donated Sick Leave

To request to receive donated sick leave, use Procedure 03.1232 AP.22.

Review/Revised:

Sick Leave Bank Guidelines

Guidelines for using the Sick Leave Bank can be found coded as 03.12321 AP.1

Review/Revised:

Sick Leave Bank Forms

When applying for the use of sick leave bank days, see Procedure(s) 03.12321 AP.21/Sick Leave Bank Contribution Authorization, 03.12321 AP.22/Sick Leave Bank Usage Application, and 03.12321 AP.23/Sick Leave Bank Medical Certification/Re-Certification Form.

Review/Revised:

Family and Medical Leave Compliance

Please refer to Procedure 03.12322 AP.1 for procedures to comply with the Family and Medical Leave Act.

RELATED PROCEDURE:

03.12322 AP.1

Review/Revised:

Family and Medical Leave Forms

When applying for Family and Medical Leave, see Procedure(s) 03.12322 AP.21/Request for Family and Medical Leave of Absence.

Review/Revised:

Travel Authorization Request

This travel expense form can be found as Procedure 03.125 AP.21/Travel Authorization Request.
This form is to be used by Board members, certified personnel, and classified personnel.

Review/Revised:

Drug-Free Workplace Notice

See Procedure 03.13251 AP.1 for Drug-Free Workplace Notice for all personnel.

Review/Revised:

Health and Safety - Contagious Diseases

See Procedure 03.14 AP.1/Health and Safety - Contagious Diseases for a posting document of cleanup procedures for all personnel.

Review/Revised:

Maintenance Request

Maintenance requests shall be filed electronically by completing the form found on the District website. A copy of the form may also be found by referring to Procedure 05.2 AP.22/Maintenance Request Form.

Review/Revised:

Access to Personnel Records (Forms)

For accessing individual personnel records, employees shall use Procedures 03.15 AP.21/Request to Access Personnel Records and 03.15 AP.22/Log of Inspection of Personnel Records.

Review/Revised:

Grievance Procedures

Employees wishing to initiate a formal grievance about the application of a Board policy, administrative rule, or procedure shall refer to Procedure 03.16 AP.1/Grievance Procedures and use the form provided by Procedure 03.16 AP.2/Grievance Initiation Form.

Review/Revised:

Notice to Individuals Complaining of Harassment/Discrimination

Please refer to Procedure 09.42811 AP.1 for a copy of the District's notice.

RELATED PROCEDURE:

09.42811 AP.1

Review/Revised:

Harassment/Discrimination Forms

Please refer to procedures coded to the 03.162 policy area. Those procedures provide the opportunity for an employee to report violation(s) of Board Policy 03.262 and to secure at the lowest administrative level an equitable, prompt, and satisfactory solution.

Review/Revised:

- CLASSIFIED PERSONNEL -**Personnel Action Procedures****PRE-TERMINATION AND POST-TERMINATION HEARING PROCEDURES**

The Superintendent shall provide written notification of termination to classified employees.

PROCEDURE FOR DISMISSAL OF CLASSIFIED EMPLOYEES**A. PRE-TERMINATION HEARING PROCEDURES**

1. When conduct of a classified employee violates Kentucky statute(s) or Board policies, the classified employee's supervisor or an appropriate administrator shall investigate the conduct. If drugs, alcohol and/or the safety of students and staff are involved, the employee may be suspended with pay pending further investigation.
2. The supervisor and/or administrator will provide an opinion to the Superintendent as to whether the employee engaged in conduct in violation of one or more of the "Causes for Action" set forth in policy 03.27 and shall describe the facts in support of any violation.
3. The supervisor and/or administrator will meet with the employee and explain the recommendation made to the Superintendent. The employee will be notified of the allegations and right to a pre-termination right of reply hearing, if termination is recommended.
4. The recommendation shall be sent to the Superintendent for a decision. Upon a determination that the report warrants initiation of hearing procedures on a potential termination, the Superintendent shall provide written notice to the classified employee of the opportunity for a pre-termination hearing. The notice shall include a notice of suspension without pay pending final administrative action on any classified employee hearing request. If, after the hearing, the decision is against a termination, the employee may or may not receive his/her full pay for any period of suspension.
5. The employee may request a hearing by filing the proper form with the Superintendent within ten (10) calendar days after receiving the notification of an opportunity for a hearing.
6. If the employee fails to file the hearing request form on time, the Superintendent will review the report and if/she concludes further action is warranted, take final personnel action based on such report. Any such action shall be set forth in writing and shall be effective on the employee's receipt of the written notice.
7. At the pre-termination hearing, the employee may be represented by counsel at his or her own expense. However, the hearing may be continued if the employee does not provide written notice of his or her intention to be represented by counsel to the Superintendent at least seventy-two (72) hours before the hearing is scheduled to commence. The hearing shall be conducted by the Superintendent, who may utilize the assistance of an attorney as hearing advisor.
8. The pre-termination hearing shall be a right of reply hearing. The Superintendent shall review with the employee the reasons constituting the recommendations for termination. The employee will be permitted to respond to the allegations and present any relevant evidence.

Personnel Action Procedures**PROCEDURE FOR DISMISSAL OF CLASSIFIED EMPLOYEES (CONTINUED)**

9. The Superintendent will advise the employee of the decision in writing within ten (10) days of the hearing. If a decision is to terminate, the Superintendent shall advise the employee of the post-termination due process rights.

B. POST-TERMINATION HEARING

1. The employee may request a post-termination hearing by filing the proper form with the Superintendent with five (5) calendar days after receiving notification of an opportunity for a hearing.
2. The Board shall appoint/hire an impartial decision-maker to preside at the post-termination hearing.
3. At the post-termination hearing, the employee may be represented by counsel at his or her own expense. However, the hearing may be continued if the employee does not provide written notice of his or her intention to be represented by counsel to the Superintendent at least seventy-two (72) hours before the hearing is scheduled to commence.
4. The employee shall be given the opportunity to hear evidence and the alleged violations and shall be given the opportunity to cross-examine witnesses.
5. The employee shall be given the opportunity to present evidence and testimony in his/her defense and the opportunity to present rebuttal evidence may be extended.
6. The decision-maker shall issue his/her written decision setting forth the reasons for the decision and describing the evidence relied upon after the conclusion of the hearing. The decision shall be final and shall be maintained in the classified employee's file.

Review/Revised:

- CLASSIFIED PERSONNEL -

Employee Request for Hearing

EMPLOYEE'S NAME _____ POSITION _____ CURRENT WORK SITE _____

Having received notification of charges relative to my ☐ public reprimand ☐ suspension without pay ☐ termination and the statement of my right to meet to discuss the charges, I hereby deny the charge(s) listed below for the reason(s) noted:

CHARGE	REASON(S) FOR DENIAL (ATTACH ADDITIONAL SHEETS, IF NEEDED.)
1. _____ _____ _____	_____ _____ _____
2. _____ _____ _____	_____ _____ _____
3. _____ _____ _____	_____ _____ _____
4. _____ _____ _____	_____ _____ _____

Having denied the charge(s) as noted above, I request a hearing as permitted by policy. I understand that the decision rendered after that hearing shall be final.

*Employee's Signature*_____
Date

THIS FORM MUST BE RETURNED TO THE SUPERINTENDENT WITHIN THE TIME FRAME SPECIFIED IN POLICY.

Review/Revised:

- **CLASSIFIED PERSONNEL** -

Notice of Employee Separation

An employee separation form can be found as Procedure 03.17 AP.21/Notice of Employee Separation.

Review/Revised:

- CLASSIFIED PERSONNEL -**Continuous Active Service List**

By September 15th of each school year, the _____ shall complete this list for each classified job classification. This list shall be
Position
 kept current throughout the year. By December 15, a copy shall be forwarded to the Superintendent/designee that is current through November 30.

JOB CLASSIFICATION: _____				SCHOOL YEAR: _____				PAGE _____ OF _____		
NAME	EMPLOYEE ID #	DATE OF HIRE	DATES/BREAKS IN-SERVICE	FULL/ PART-TIME	JOB SITE	PAY GRADE	CERTIFICATION/ LICENSURE	MORE THAN 4 YEARS SERVICE?	NOTIFICATION DATE*	COMMENTS
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> F <input type="checkbox"/> P				<input type="checkbox"/> Yes <input type="checkbox"/> No		

* RIF/Nonrenewal Notice

Review/Revised:

- CLASSIFIED PERSONNEL -**Notification of Nonrenewal**

Employees must be provided or mailed written notice of nonrenewal no later than May 15.

FOR EMPLOYEES WITH LESS THAN FOUR YEARS OF CONTINUOUS ACTIVE SERVICE:

(Sample Notice)

Date: _____

Dear _____,
(Name of classified employee)

As required by Kentucky Revised Statute 161.011, you are hereby notified that your contract with the District will not be renewed for next school year.

You may request, in writing, that I provide you with written reasons for the nonrenewal. You must make the request within ten (10) days of receipt of this notice.

If you have questions about this notice, please call me at my office (_____).
(telephone number)

Sincerely,

Superintendent's Signature

FOR EMPLOYEES WITH AT LEAST FOUR YEARS CONTINUOUS ACTIVE SERVICE:

(Sample Notice)

Date: _____

Dear _____,
(Name of classified employee)

As required by Kentucky Revised Statute 161.011, you are hereby notified that your contract with the District will not be renewed for next school year due the following reason(s):

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> incompetency | <input type="checkbox"/> inefficiency | <input type="checkbox"/> neglect of duty |
| <input type="checkbox"/> insubordination | <input type="checkbox"/> misconduct | <input type="checkbox"/> immorality |
| <input type="checkbox"/> As stated in Board Policy 03.2711: _____ | | |

You may request, in writing, that I provide you with a specific and complete written statement of the grounds for the nonrenewal. You must make the request within ten (10) days of receipt of this notice. Following receipt of that statement, you have ten (10) days to respond in writing. If you want a hearing on the grounds for nonrenewal, you must include a request for a hearing in your written response.

If you have questions about this notice, please call me at my office (_____).
(telephone number)

Sincerely,

Superintendent's Signature

Notification of Nonrenewal**PROCESS (APPLICABLE TO EMPLOYEES WITH FOUR OR MORE YEARS OF SERVICE)**

- 1 Classified employees with four (4) or more years of continuous active service may be nonrenewed for reasons stated in KRS 161.011 and Board policy. The notice provided or mailed shall specify the reasons for the nonrenewal.
- 2 If the employee requests a written statement of grounds within ten (10) days after receipt of the notice of nonrenewal, the Superintendent may direct the supervisor/designee who provided information supporting the notice of nonrenewal to prepare the specific and complete written statement of grounds and may furnish a copy to the employee, or the Superintendent may prepare and furnish the statement of grounds.
- 3 The employee has ten (10) days to respond in writing to the statement of grounds. If the employee wants a hearing on the statement of grounds, s/he must include a request for a hearing in the written response to the statement.
- 4 If the employee files a timely request for a hearing, the Superintendent shall make appropriate arrangements for a hearing to be held upon reasonable notice to the employee. At the hearing, the employee shall have the following rights:
 - a. To appear and produce evidence,
 - b. To call witnesses and conduct cross-examination,
 - c. To have counsel of the employee's choosing at his/her expense,
 - d. To be heard by an impartial decision-maker, and
 - e. To receive a statement of basis for the ultimate decision.
- 5 If the Superintendent is in a position to serve as an impartial hearing officer, s/he may do so. If the Superintendent determines that s/he is not able to serve, s/he shall arrange for the appointment of an impartial hearing officer.
- 6 Following the hearing, the Superintendent or impartial hearing officer shall issue his/her written decision setting forth the reasons for the decision within five (5) working days after conclusion of the hearing. The decision shall be final, shall be effective on the employee's receipt of written notice of the decision, and shall be maintained in the classified employee's file.

NOTE: Under KRS 161.011, the Superintendent may terminate at any time the contract of a classified employee for causes stated in that statute or Board policy. The hearing process specified in 03.27 and any corresponding administrative procedures shall apply to a termination.

Review/Revised:

Conflict of Interest Forms

For forms related to conflict on interest requirements, please refer to procedures coded to the 03.1721 procedure area.

Review/Revised:

- CLASSIFIED PERSONNEL -**Evaluation Process****FREQUENCY AND TIME**

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the Immediate Supervisor by

☐ March 1

☐ April 1

☐ May 1.

EVALUATION PROCEDURE

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

EVALUATION APPEAL

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

RELATED PROCEDURES:

03.28 AP.21

03.28 AP.22

Review/Revised:

~~—CLASSIFIED PERSONNEL—~~

Confidentiality of Records

Personnel evaluation records, specifically the personnel evaluation folder and its contents, will be kept as a part of the employee's personnel file and will be treated with the same confidentiality as other personnel records. During an appeal/hearing, evaluation records will be kept in a secure location designated by the Superintendent.

Review/Revised:

- CLASSIFIED PERSONNEL -**Classified Personnel Evaluation**

EMPLOYEE'S NAME _____ SCHOOL YEAR _____

WORKSITE/SCHOOL _____ SUPERVISOR _____

POSITION:☐ BUS DRIVER☐ SCHOOL NUTRITION EMPLOYEE☐ CUSTODIAN☐ MAINTENANCE PERSONNEL☐ INSTRUCTIONAL ASSISTANT☐ BUS MECHANIC☐ CLERICAL PERSONNEL☐ OTHER, SPECIFY _____**EXPLANATION OF THE SCALE:**

SATISFACTORY (S)

UNSATISFACTORY (U)

IMPROVEMENT NEEDED (IN)

NOT APPLICABLE (NA)

JOB KNOWLEDGE:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

S	IN	U	NA

Comments: _____

PRODUCTIVITY AND QUALITY OF WORK:

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

S	IN	U	NA

Comments: _____

Classified Personnel Evaluation**RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:**

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

S	IN	U	NA

Comments: _____

INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

S	IN	U	NA

Comments: _____

SUMMARY

Overall job performance on applicable items.

S	IN	U	NA

Classified Personnel Evaluation

Overall, does the employee meet the designated performance standards? ☐ Yes ☐ No

Comment: _____

Growth and Development: Activities in which the employee has participated which could increase job effectiveness. _____

Improvement in the areas noted on this evaluation can be achieved by the following:

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

_____ <i>Employee's Signature</i>	_____ <i>Date</i>	_____ <i>Supervisor's Signature</i>	_____ <i>Date</i>
--------------------------------------	----------------------	--	----------------------

Employee's Comments: _____

RELATED PROCEDURE:

03.28 AP.22

Review/Revised:

- CLASSIFIED PERSONNEL -**Evaluation Appeal Form****INSTRUCTIONS**

This form is to be used by classified employees who wish to appeal their final summative evaluation. If you feel that you were not fairly evaluated you may submit an appeal to the Superintendent by completing this form and returning it to the Superintendent within five (5) working days of the receipt of your summative evaluation.

EMPLOYEE'S NAME _____

HOME ADDRESS _____ ZIP CODE _____

WORKSITE/SCHOOL _____

POSITION:☐ **BUS DRIVER**☐ **SCHOOL NUTRITION EMPLOYEE**☐ **CUSTODIAN**☐ **MAINTENANCE PERSONNEL**☐ **INSTRUCTIONAL ASSISTANT**☐ **BUS MECHANIC**☐ **CLERICAL PERSONNEL**☐ **OTHER, SPECIFY** _____

WHAT SPECIFICALLY DO YOU OBJECT TO OR WHY DO YOU FEEL YOU WERE NOT FAIRLY EVALUATED? IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL SHEET.

DATE YOU RECEIVED THE EVALUATION _____

EVALUATOR'S NAME _____

*Employee's Signature*_____
*Date***RELATED PROCEDURES:**

03.28 AP.1

03.28 AP.21

Review/Revised:

- CLASSIFIED EMPLOYEES -**Employment-Related Staff Development****ONGOING**

Classified employees shall be involved in ongoing staff development to improve their performance and the assistance they provide to the instructional program.

NEEDS ASSESSMENT

Supervisors of classified employees shall conduct a prioritized needs assessment which shall be forwarded to the Superintendent/designee or school-based council, as appropriate.

SUPERVISORY EMPLOYEES

Classified personnel who hold supervisory positions shall be involved in regularly scheduled meetings with their Central Office Supervisors.

PROFESSIONAL LEAVE

Classified personnel, upon approval by the Superintendent/designee, may be granted professional leave with expenses reimbursed by the Board for the purpose of attending approved meetings/conferences which relate to their areas of employment.

REQUIRED IN-SERVICE

Transportation employees, including bus drivers, and food service employees shall receive in-service training in accordance with the requirements specified in state statutes and regulations.

ALL OTHER CLASSIFIED STAFF

Appropriate training may be provided throughout the school year for custodians/housekeepers, clerical staff members, maintenance personnel, and teacher aides.

RELATED PROCEDURE:

03.225 AP.2

Review/Revised:

Volunteer Recruitment and Assignment

RECRUITMENT

Each school shall develop a plan for the recruitment of volunteers. Recruitment goals shall include but not be limited to:

- Establishing an open, community-friendly environment
- Creating an awareness of the need for community participation
- Improving communication between the school and the community
- Developing outreach programs
- Developing orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis

Persons interested in participating in the volunteer program should contact the Principal/designee.

SELECTION/PLACEMENT

The Principal and/or school council shall review data to determine the need for volunteers. Once a need has been identified and approved by the building Principal, the Principal shall screen the volunteers and place them according to the determined need.

ACCOUNTABILITY

Schools shall keep a record of each volunteer's assignment, the hours s/he has volunteered, and the effectiveness of the services provided.

Review/Revised:

Needs Assessment

SCHOOL NEEDS ASSESSMENT

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

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

GUIDELINES FOR SCHOOL ASSESSMENTS

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

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

DOCUMENTS TO BE REVIEWED

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

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

PRESENTATION TO THE BOARD

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

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

Review/Revised:

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 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 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 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 - 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 Superintendent.	
	15 - Superintendent and/or council members present school council budgets to the Board for review.	
MAY	*1 - Board provides final notice of allocations to school councils.	
	*15 - Superintendent 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.	
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		

Review/Revised:

Budget Implementation

MUNIS FUND ACCOUNT BUDGETS

The Superintendent shall prepare the draft District Budget and the MUNIS Fund Account Budgets annually. These budgets will:

1. Provide an educational program that will meet the educational needs of the students in the District.
2. Estimate the revenue—local, state, and federal—for the fiscal year.
3. Present a spending program to implement the educational plan and other necessary expenditures.
4. Determine the local tax rate needed.

BUDGET ADMINISTRATION

After the MUNIS Fund Account Budgets have been adopted, they will be transferred to the accounting system with copies made for staff members responsible for budget administration. Expenditures must stay within the budget, and the Superintendent/designee must give written approval if major expenditure categories are to be exceeded.

BUDGET APPRAISAL

The budget document will be appraised throughout the fiscal year using the following criteria:

1. Was the educational plan implemented to a high degree?
2. Were revenue receipts within reasonable proximity of the amount estimated?
3. Were the budgeted amounts appropriately distributed?
4. Was budget administration a problem?
5. Was the format functional?
6. Were the audit comments and suggestions helpful?

Review/Revised:

Internal Account Budgets

PREPARATION

Internal account budgets shall be prepared in compliance with the dates specified in Procedure 04.1 AP.2.

FUND BALANCE

In the preparation and administration of internal school account budgets, Principals shall endeavor to establish a fund balance at the end of the fiscal year to accommodate a potential cash flow problem at the beginning of the next year.

Review/Revised:

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 Purchasing Department at the Central Office.
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 delivered to the Purchasing Department by March 31.
10. All invoices for the current fiscal year must be presented to the Finance Department designee by 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 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 Principal/designee and delivered to the Purchasing Department by March 31.
8. All invoices for the current fiscal year must be presented to the Finance Department designee by June 30.

Review/Revised:

Authority to Encumber and Expend Funds/District Purchasing Card(s)

CREDIT CARD

Credit cards shall be issued in the name of the District and used by employees to purchase food, lodging, transportation, and other items incurred in the course of District/school business as approved by the Superintendent/designee. Personal items, spouse/family expenses, etc., are not to be charged to the District credit card even if later reimbursed to the District.

SURPLUS PROPERTY AUTHORIZATION CARD

The Superintendent or Central Office designee is authorized by Board action to use the District's Surplus Property Authorization Card. Other District employees must have a letter of authorization from the Superintendent or Central Office designee to present with the card to make purchases charged to the Board account. Purchases charged by schools must be reimbursed to the Board account, unless otherwise authorized by the Superintendent or designee. Surplus property items purchased for District use become District property.

SECURING

All individuals using the District purchasing card(s), including the Commercial Card for Business, shall complete the following purchasing card checkout form.

NOTE: Instead of this form, please use the form provided in the KDE document, Accounting Procedures for School Activity Funds, when using a District credit card to make a school activity fund expenditure.

District purchasing cards may not be lent to or used by anyone other than the individual to whom it is issued.						
Individuals using a District purchasing card shall submit a detailed receipt, in addition to a purchasing card receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to provide a proper receipt shall make the individual responsible for expenses incurred.*						
Name	Purpose	Purchasing Card Name	Purchasing Card #	Date Out	Date In	Initials of Superintendent/Designee

*In exceptional cases, the Superintendent or Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be considered part of the District's record of claims.

RELATED POLICIES:

01.821, 03.125, 03.225

Review/Revised:

Internal School Accounts

ACCOUNTING

Accounting for internal accounts shall be in accordance with the Department of Education's Manual, *Accounting Procedures for School Activity Funds*.

Review/Revised:

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 \$20,000.00 over the fiscal year. Contracts or purchases shall be awarded by competitive sealed bidding when the amounts in aggregate exceed \$20,000 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-\$999.99	Requires an approved <u>Requisition</u> form.
\$1,000.00-\$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-\$19,999.99	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.
\$20,000 and over	Contact the Purchasing Department to proceed.
Note: In accordance with KRS 45A.380, a <u>Non-Competitive Determination and Finding</u> form may be used where applicable.	

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

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

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 \$20,000.00. When practicable, price quotations shall be obtained from several reputable sources before purchases are made. Documentation of oral and written quotations shall be maintained.

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

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

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

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

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

Procurement 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.

Review/Revised:

Fixed Assets**I. 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) Green copy of the purchase order will be signed, dated, and forwarded to Central Office Accounts Payable for payment processing.

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.

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. 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.
- C. 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.

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#		

(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: _____

Administrator

Date

Location: _____

(2) Disposal Codes

999 – Support Services/Maintenance

998 – Technology

Received By: _____

Administrator

Date

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

Donor's Name: _____

Address: _____

Reason for Donation: _____

Accepted by Superintendent/Designee: _____

Forward Copy: Original to Fixed Assets Coordinator

Retain copy for files

Assignment of Fixed Asset Identification (Bar Code) Number

KCBE-FA4

Purchase Order No.	Vendor Name	Location in Bldg. Department Name	Item Description	Make	Model	Serial Number	Price	Property Tag No.

Signature: _____ Location: _____ Date: _____

Forward Copy: Original to Fixed Assets Coordinator

Retain copy for files

Review/Revised:

Disposal of Surplus Equipment and Material

The District may sell or otherwise dispose of any personal property which is not needed or has become unsuitable for public use, or which would be suitable, consistent with the public interest, for some other use.

A written determination as to need of suitability of any personal property of the District shall be made and such determination shall fully describe; the property; its intended use at the time of acquisition; the reasons why it is in the public interest to dispose of the item; and the method of disposition to be used.

Surplus or excess personal property as described in this section may be transferred, with or without compensation, to another governmental agency or it may be sold at public auction or by sealed bids in accordance with KRS 45A.365.

In the event that the District receives no bids for surplus or excess personal property, either at public auction or by sealed bid, such property may be disposed of, consistent with the public interest, in any manner deemed appropriate by the District. In such instances, a written description of the property, the method of disposal, and the amount of compensation, if any, shall be made.

Any compensation resulting from the disposal of surplus or excess personal property shall be transferred to the general fund of the local public agency.

The Board may choose to dispose of its surplus technology in accordance with KRS 160.335.

In order to notify the Purchasing Department of equipment needing to be dispositioned as surplus material, the employee must complete the Surplus Material Disposition form and forward it to the Purchasing Department. The Fixed Asset Transfer and Disposal form must also be completed for each fixed asset item.

Review/Revised:

Fixed Asset Transfer/Disposal Form

The Fixed Asset Transfer/Disposal form (KCBE-FA1) is located in procedure 04.7 AP.2.

Review/Revised:

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/recreentionschedules/Documents/Local%20Records%20Schedules/PublicSchoolDistrictRecordsRetentionSchedule.pdf>

Review/Revised:

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 Board shall request audit proposals containing criteria set forth by appropriate state agencies.
2. The Superintendent shall review the proposals and through competitive negotiations recommend for Board approval a CPA/CPA firm to conduct the audit. The recommendation shall include a cost estimate.
3. The Board shall request approval of the CPA/CPA firm from the State Committee for School District Audits.

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 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 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.

Review/Revised:

Construction

CAPITAL CONSTRUCTION PROCESS

The capital construction process shall be conducted in compliance with applicable statutes and regulations (refer to Policy 05.1).

PAYING FOR BUILDING PROGRAM

When planning a capital construction project, the Superintendent and the Board shall analyze the District's financial capabilities to determine debt retirement schedule, state aid available, trend of property assessment, additional local tax, funds for debt retirement, and method of financing.

OUTSIDE GROUPS

Approval for any alterations to buildings and grounds should be done in accordance with Board policy 05.11 and procedure 05.11 AP.1.

When individuals or groups wish to provide money, materials or services for the construction of any project on school property, such construction shall be carried out in one of the following ways:

1. **By means of a contract with professional construction firms in accordance with statutory procedures.** Prior to the awarding of a contract, funds to be donated for the construction of projects shall be paid by the organization directly into the treasury of the Board as a donation to the District's public school funds. If the size of the project is sufficient to require it, the Board shall bid it and appropriate from school funds an amount sufficient to complete the project.
2. **By means of donated labor and materials.** Upon approval of the Board, school-related organizations may undertake projects utilizing donated labor and materials; or, organizations may contact directly with a professional construction firm to complete approved projects.
3. **With school personnel doing the actual work.** The Board shall not undertake large or substantial projects with its own personnel.

Review/Revised:

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 Supervisor of Buildings and Grounds prior to use.

No building alterations shall be undertaken on District property unless the 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 Operations for any clarifications.

The Principal shall approve the concept and contact the Executive Director of Support Operations 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 SBDM Council shall petition the Executive Director of Support Operations for review and approval.
4. The Executive Director of Support Operations shall petition the Superintendant and Cabinet for approval.

Alterations to Buildings and Grounds

APPROVAL PROCESS (CONTINUED)

5. The Executive Director of Support Operations shall petition the Board for approval.
6. The Board shall adopt a resolution documenting the agreed upon facility improvement.
7. The Executive Director of Support Operations 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.

Review/Revised:

Integrated Pest Management

In compliance with applicable Kentucky Administrative Regulation (302 KAR Chapter 29), the District will implement a program of Integrated Pest Management (IPM) with the primary goal of controlling dangerous and destructive pests with judicious use of pesticides.

The IPM program shall include, but not be limited to, the following components:

- Persons who apply pesticides in any District school building shall be certified in keeping with applicable statutes and regulations.
- Notification in compliance with Kentucky Administrative Regulation.

Review/Revised:

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.
2. 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.
3. 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.
4. 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.
5. The Boosters, while utilizing Board-owned property, shall operate within Board approved policies for securing resources.
6. The Boosters will complete the structure in accordance with and conformance with the plans and specifications as approved.
7. The structure will be completed and certified for occupancy no later than _____, 2 _____.
8. 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).
9. 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:

Secretary

ATTEST:

Secretary

BY: _____

Chairperson, Board of Education

BY: _____

President, Boosters Club

Review/Revised:

Integrated Pest Management Notification

THIS FORM MAY BE USED TO IMPLEMENT THE DISTRICT'S INTEGRATED PEST MANAGEMENT PROGRAM AND SHALL BE SENT OR GIVEN AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO A QUALIFYING PESTICIDE APPLICATION. A MASTER COPY OF EACH NOTIFICATION SHALL BE MAINTAINED BY THE SCHOOL IN A FILE MARKED IPM FOR TWENTY FOUR (24) MONTHS AFTER THE NOTICE IS ISSUED AND SHALL BE SUBJECT TO INSPECTION UPON REQUEST BY DIVISION OF ENVIRONMENTAL SERVICES PERSONNEL.

Date

Dear Parent/Guardian, District Employee, or Health Professional,

Please be advised that

- ☐ A pesticide will be applied in or around the school while school is in session under the calendar set by the Board or when students or others are to be in the building during the application or within twenty-four (24) hours after the application.
- ☐ Due to special circumstances, we were unable to provide the required advance notice of a pesticide application because _____

(why advance notice was not provided).

Please note the following information:

Date of pesticide application: _____

General location of pesticide application: _____

Pest(s) treated: _____

Pesticide(s) applied (brand name): _____

Active ingredients of pesticide(s) applied: _____

Method of pesticide application: _____

For more information, please contact _____ at _____.
Name Phone Number

Review/Revised:

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.

Review/Revised:

Maintenance Requests

The work order below is found on the District website. Maintenance requests shall be filed electronically by completing the form found on the District website.

DATE: _____

FACILITY: _____

☐ ASAP

☐ 2-5 Day

☐ Routine Maintenance

REQUESTED BY: _____

SCHOOL ADMINSTRATOR: _____

Service Requested:

Technician Report:

Return Sheet to Central Office North – Make a Copy for your Records

Technology Repair Request

The Technology Repair request below is found on the District website. Technology Repair requests shall be filed electronically by completing the form found on the District website.

School Name: _____

Person Submitting Request: _____

Contact Person: _____

Location or Room Number: _____

Type of Request:

☐ Hardware Request

☐ Software Request

☐ Other

Equipment Type:

☐ Workstation

☐ Laptop

☐ Tablet

☐ Printer

☐ Server

☐ Projector

☐ Smartboard

☐ Doc Camera

☐ iPad

☐ iPod

☐ Data Drop

☐ Other

Service Tag or Serial Number: _____

Workstation Name only – IP# no longer accepted: _____

Description of Problem: _____

Review/Revised:

Principal's Responsibility for School Property

The Principal/designee, under the direction of the Superintendent, shall have charge of and be responsible for the assigned school buildings, the furniture, books, equipment, apparatus, and supplies belonging thereto.

PRINCIPAL'S REQUEST FOR MAINTENANCE

The Principal shall report all needed building, equipment and grounds maintenance to the Department of Maintenance through the District's on-line work order program. The Technology Repair Request form shall be used for all computer equipment.

EMERGENCY REPAIRS

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

ENERGY CONSERVATION

Each year, Principals and other appropriate supervisors shall provide appropriate instruction to employees with regard to the following conservation measures:

1. Employees shall turn off lights whenever they leave an area regardless of the length of time they are to be gone.
2. Employees or Maintenance Department personnel shall set thermostats so that the temperature will not be above 70 degrees Fahrenheit in the heating season or below 73 degrees Fahrenheit in the cooling season.
3. Employees shall immediately report to their supervisor any areas that are over-heating or over-cooling so that these problems may be corrected by the Maintenance Department.
4. Cooling systems shall be used in buildings housing summer school programs for students. However, these cooling units shall be shut down no later than 4:00 pm each day.
5. During the summer months, cooling systems in other buildings shall not be turned on before 10:00 am. If the school has cooling zones, the cleaning program shall be confined to a single zone. In any case, the cooling system shall be shut down no later than 4:00 pm.
6. Administrative, guidance and library areas with separate cooling systems may be cooled during the summer months during working hours, when occupied.

DISPLAY OF FLAG

The Principal shall be responsible for the proper display of the Flag of the United States in compliance with KRS 2:040. During inclement weather, the Flag shall be displayed within the school building.

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

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

Review/Revised:

Daily Playground Inspection Form

Site Name: _____

Inspector Name: _____ Date: _____ Start/Finish Time: ____/____

Repairer Name: _____ Date: _____ Start/Finish Time: ____/____

Use the following codes:

1 = Okay 2 = Needs Maintenance 3 = Request for Repair
 O = Supervisor Notified and Work Order Written X = Corrective Action Complete

General Inspection Items	Code	Inspection Comments	Repair Comments
Vandalism: Damage, graffiti, glass, trash, etc.			
Loose or missing hardware			
Chains (kinked, twisted, broken)			
Components Secure (no loosening)			
Swing Seats (cut, cracked, missing)			
Wood (rotten, cracked, missing)			
Remove foreign objects (ropes, chains, wood, etc.)			
Sweep walkways, platforms, steps			
Footers (concrete) exposed			
Standing Water			
Objects in surfacing material			
Rake loose surfacing material level			
Need Surfacing Material For Under: (in inches)			
Swings			
Climbers			
Sliding Pole			
Slide			
Other			

Note: If repairs are requested, place the piece of equipment or area out of service until repairs are complete.**Wood mulch depth levels are required to be between 9"-12". Rubber Mulch depth levels are required to be between 10"-12".****For Official Use Only**

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Use back of form for additional comments. Report all vandalism to building principal and/or your maintenance supervisor.

Review/Revised:

Community Use of School Facilities

GENERAL REGULATIONS OF FACILITY USAGE

The use of school facilities for K-12 school instructional and extracurricular programs, meetings of students, teachers, parent-teacher organizations, or other Organizations directly affiliated with the schools will have precedence over other requests. Sponsors of school activities and events are encouraged to schedule their facility needs in advance of the date of use to assist in the further scheduling of the facility. To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories have been established. These categories have been approved to determine priority for facility use and a fee schedule has been provided for approved users outside of regular programs or activities when designated space and facilities are available. There will also be a separate fee schedule for school day/time and non school day/time (see below the definition of both).

Categories:

Category 1- K-12 Program Activities

Category 2 – Community E d. Programs/School Support Groups

Category 3 - Community Use Non-Profit Groups

Category 4 - Private Citizen Use/Non Profit Groups

Category 5 – Commercial Users

Category 1 will be given the highest priority and Category 5 the lowest priority. However, every effort will be made to accommodate all requests.

School Day/Time: Monday – Fridays from 6:30 AM – ½ hour prior to each individual building's support staff work shift completion, when school is in session

Non School Day/Time: All Saturdays and Sundays, summers and any day or time when Kenton County Schools are not in session

NATURE OF PROGRAM

Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform to all of the policies of the Board of Education.

SUPERVISION & SECURITY

All activities must be under competent adult supervision approved by the Principal/ designee of the building involved. User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the administration. In all cases the use of the school facilities will require that a school employee be present when the building is open.

Community Use of School Facilities**DAMAGE AND/OR PROPERTY LOSS**

Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damages shall be determined by the Principal/designee and approved by the administration, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The District will not be responsible for any loss of valuables or personal property.

RESTRICTIONS ON USE

Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time.

FIRE & SAFETY REGULATIONS

Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways, or stairways. Facility capacities as determined by the Fire Marshall shall be observed.

CONDITION OF ROOMS

User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found.

INCLEMENT WEATHER

All activities will be cancelled when school is closed due to inclement weather. Outside groups using our facilities during inclement weather will be at their own risk. Facilities will be cleared for school use only.

CONTROLLED SUBSTANCES

Controlled substances (i .e. alcoholic beverages cigarettes marijuana, etc) will not be permitted in school facilities or on school property at any time.

USE OF CUSTODIANS

When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on and that doors are opened for the group's use of the facility. The employee will be responsible for handling furniture and equipment and seeing that the facility and equipment are left in good order after the activity is over.

OPENING OF OFFICES

Building custodians have been instructed that only in the case of an emergency are offices to be opened and/or telephones used.

Community Use of School Facilities**FOOD/DRINK IN BUILDINGS**

No food/drink items of any type are to be used in District facilities without the prior knowledge and consent of the Principal/designee. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff will be necessary at user expense to supervise the kitchen. If food is brought into the facility the organization using the facility will be responsible for clean-up.

USE DURING NON SCHOOL TIME

Use during summer months, holidays or during other periods shall not conflict with building cleaning or building renovations. Use will also follow the non school time schedule for fees.

LIABILITY INSURANCE

To the maximum extent permitted by law, the renter agrees to indemnify and hold harmless the District, the Board of Education, individual Board members(both past and present), the District's administration and/or any other District representatives, employees, agents and officials, for any claims, actions, liabilities, costs and expenses, including reasonable attorney fees, which are alleged to arise or result from, or are related to, the renter's use of the Property or the activities that are conducted by the renter on the Property. This liability includes, but is not limited to, claims for bodily injury or death of persons and for loss of or damage to property. This liability does not include claims resulting from the negligent or intentional acts of the District and/or its agents. Further, nothing contained within this provision shall operate to limit or waive, or be construed as limiting or waiving, the District's immunity from liability as granted by state and/or federal law.

A certificate of liability insurance will be required for Categories 2, 3, 4 and 5 at least two weeks prior to use. Insurance is not required for category 1 or any other group that falls under district liability coverage. Minimum liability insurance in the following amount must be provided: \$2,000,000 in the aggregate and \$1,000,000 per occurrence for general liability, \$10,000 for property damage and \$5,000 for medical expense/bodily injury. The Kenton County Board of Education shall be named as the additional insured on the copy of the organization's insurance certificate. User is responsible for getting the insurance.

NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. (Accounting Procedures for Kentucky School Activity Funds).

ENFORCEMENT OF RULES

Responsibility for enforcement of rules and regulations regarding use of school facilities rests with groups using the facilities. Permits to use a facility may be canceled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation the Kenton County Schools assumes no liability other than return of fees charged. Any infraction of the building use regulations herein listed may also be grounds for refusing to grant subsequent requests for the use of school facilities.

Community Use of School Facilities**REQUIREMENTS****APPLICANT**

Applications for the use of school facilities shall originate with a responsible adult representing the organization. Representatives who have been granted permits shall not reassign, transfer, sublet or charge a fee to others for the use of school property. A \$10 non-refundable application fee will be assessed when the completed form is returned by the applicant. The application fee will be applied to the organization's rental charges if the bill is paid within two weeks of the event.

BUILDING USE APPLICATION

The applicant is responsible for completing a Building Request Form for all requests for use of school facilities. Completed applications must be signed by the person requesting use and should be submitted a minimum of two weeks in advance of use. Building Use Forms can be obtained from the school's designee (facility scheduler). The form will be sent to the Principal/designee of the facility for approval and to the Director of Student Engagement for consideration. Upon approval, copies will be sent to the custodial staff, the school office and to the applicant. A copy will be maintained in the office of Director of Student Engagement at the district Central Office. The applicant's request should not be considered to be approved until the applicant receives the signed copy.

Applicant must have their request form in their possession at the event.

DISTRICT SUPERVISOR FEES

If services of the district supervisor are required and the district supervisor is called away from his regular duties, then the group will be required to pay the supervisory contracted rate for each hour or fraction thereof that he is obliged to work. Users will be charged for supervisory time required to setup special school equipment and furniture (e.g., P. A., tables for large banquets risers, etc.). All pay for district supervisors will be at the current rate of pay. The district supervisor must be an employee of the school that is being rented. If a district supervisor in the building is not willing to work the event, another employee (excluding an administrator) may work the event and payment to them will be at the current rate paid for supervisory duties. All payments for supervisory fees must be paid to the Board.

CUSTODIAL FEES

If services of the custodian are requested and the custodian is called away from his regular duties, then the group will be required to pay the custodial contracted rate for each hour or fraction thereof that he is obliged to work. Users will be charged for custodial time required to setup special school equipment and furniture (e.g., P. A., tables for large banquets risers, etc.). All pay for custodians will be at the current rate of pay. The custodian must be an employee of the school that is being rented. If a custodian in the building is not willing to work the event, another employee (excluding an administrator) may work the event and payment to them will be at the current rate paid for extended school services. All payments for custodial fees must be paid to the Board.

Community Use of School Facilities**EQUIPMENT FEES**

The use of equipment by non-school groups shall be granted only upon advance approval of the Principal/designee. Extra compensation must be paid for employees for moving, operating, or supervising special or extra equipment and will be charged to the using group.

COLLECTION OF FEES

In all cases, fees for Category 2, 3, 4 and 5 users (which pay for use) will be billed within two weeks of the date of use. This includes facility rental charges, staff costs and fees for extra services which may be required. Estimated fees for Category 4 and Category 5 users shall be paid in advance. A deposit fee of at least 50% of the total estimate is due at least two weeks prior to the date of use.

NOTICE OF CANCELLATION

The Administration reserves the right to cancel with reasonable notice any non-school event in order to maintain first right of use of school facilities for school programs. All approvals are granted with this understanding.

ADDITIONAL PERSONNEL FEES

Food Service/Kitchen Supervisor- as established by current pay schedule.

Auditorium Sound/Light Technician- as established by current pay schedule

Life Guard - a life guard must be on the pool deck at all times. The school will approve the guard assigned who will be paid according to the current pay schedule.

CATEGORY AND FEE STRUCTURE

The District Director of Student Engagement will have the final say if a category is disputed.

CATEGORY 1: K-12 PROGRAM ACTIVITIES

K-12 Program Activities are those which directly relate to regular or extracurricular K-12 events and are sponsored by the school or District group. These include, but are not limited to, music performances, plays, athletic events, parent orientation meetings, meetings of school sponsored clubs, honor society induction's, award banquets, PTO and PTA organizations etc.

Fees for Category 1 – See fee schedule

CATEGORY 2: COMMUNITY EDUCATION PROGRAMS/SCHOOL SUPPORT GROUPS

Community Education programs solely or jointly administered by the Board of Education will be granted a second priority for available District space and facilities. School-related support groups include but are not limited to: Parent Advisory Groups, Boosters Clubs (such as band, athletic, etc.), Special Olympics, local Scout organizations, 4H, high school sponsored athletic leagues and camps, and other school support groups who provide services only for students who live in the District.

Fees for Category 2 – See fee schedule

Community Use of School Facilities**CATEGORY 3: COMMUNITY NON-PROFIT GROUPS/OTHER SCHOOL DISTRICTS**

Community non-profit groups such as governmental agencies, church groups or organized groups who provide local, civic, educational, or cultural activities and are staffed by volunteers. Examples of Category 3 users include but are not limited to: Jaycees, Kiwanis, Rotary, Big Brothers/Big Sisters, local youth football teams, YMCA, AAU basketball teams, club volleyball teams, youth baseball teams, etc.-

Fees for Category 3 – See fee schedule

CATEGORY 4: PRIVATE CITIZEN USE/NON-PROFIT GROUPS

Private Citizen Use/Non-Profit Groups are defined as formally/informally organized groups of community residents who are interested in using school facilities for a particular use such as recreational, educational cultural, religious or charitable goals. This category includes, but is not limited to church services, neighborhood associations, political party meetings, etc.

Fees for Category 4 – See fee schedule

CATEGORY 5: COMMERCIAL USERS

Commercial users are defined as private businesses for profit, vendors or entrepreneurs. Commercial users are discouraged from application for K-12 facility use. Applications for use of facilities by commercial users will be reviewed and permission must be granted by the Board. Approval of all applications in Category 5 will be based upon the following criteria: benefits to the District and the community educational contribution, potential wear and tear on school facilities, appropriateness of the activity, and relationship of the activity to the stated mission of the District.

Fees for Category 5 – See fee schedule

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE**

Facility	School Time Fee	Non School Time Fee
Category 1		2 Hour Minimum
All Gymnasiums	No Charge	No Charge for day, custodial charge at current rate (if required)
All Cafeterias	No Charge	No Charge for day, custodial charge at current rate (if required)
All Auditoriums	No Charge	No Charge for day, custodial charge at current rate (if required)
All Fields	No Charge	No Charge for day, custodial charge at current rate (if required)
Scott High School Pool	No Charge	No Charge for day, custodial charge at current rate (if required)
Category 2		2 Hour Minimum
Elem. Gymnasiums	No Charge	\$25 per hour or \$100 per day plus custodial at current rate (if required)
MS and RR Gyms	No Charge	\$30 per hour or \$120 per day plus custodial at current rate (if required)
HS Gymnasiums	No Charge	\$35 per hour or \$150 per day plus custodial at current rate (if required)
All Cafeterias	No Charge	\$20 per hour plus custodial at current rate (if required)
All Multi-Purpose Rooms	No Charge	\$30 per hour plus custodial at current rate (if required)
HS Auditoriums	No Charge	\$30 per hour or \$120 per day plus custodial at current rate (if required)
MS Football Fields	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
HS Football Fields or Indoor Turf Field	Custodial Charge at current rate (if required)	\$75 per hour or \$300 per day plus custodial at current rate (if required)
Scott Soccer Field	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
HS Baseball and Softball Fields	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
Scott High School Pool	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 3	2 Hour Minimum	2 Hour Minimum
Elem. Gymnasiums	No Charge	\$40 per hour or \$150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS and RR Gymnasiums	No Charge	\$50 per hour or \$200 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Gymnasiums	No Charge	\$60 per hour or \$300 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
All Cafeterias	No Charge	\$30 per hour or \$150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
All Multi-Purpose Rooms	No Charge	\$40 per hour or \$150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Auditoriums	No Charge	\$60 per hour or \$300 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS Football Fields	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Football Fields or Indoor Turf Field	\$100 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$100 per hour or \$400 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate (if required)
Scott Soccer Field	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate (if required)

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 3	2 Hour Minimum	2 Hour Minimum
HS Baseball and Softball Fields	\$75 per hour or \$400 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate (if required)
Scott High School Pool	\$75 per hour or \$300 per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate (if required)
Category 4	2 Hour Minimum	2 Hour Minimum
Elem. Gymnasiums	\$100 per hour or \$400 per day plus custodial at current rate (if required)	\$100 per hour \$400 per day plus custodial at current rate (required) and district supervisor for hour at current rate (required)
MS and RR Gymnasiums	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day plus custodial at current rate (required) and district supervisor for hour at current rate (required)
HS Gymnasiums	\$200 per hour or \$750 per day plus custodial at current rate (if required)	\$200 per hour or \$750 per day plus custodial at current rate (required) and district supervisor for hour at current rate (required)
All Cafeterias	\$100 per hour or \$400 per day plus custodial at current rate (if required)	\$100 per hour or \$400 per day plus custodial at current rate (required) and district supervisor for hour at current rate (required)
All Multi-Purpose Rooms	\$125 per hour or \$500 per day plus custodial at current rate (if required)	\$125 per hour or \$500 per day plus custodial at current rate (required) and district supervisor for hour at current rate (required)
HS Auditoriums	\$175 per hour or \$700 per day plus custodial at current rate (if required)	\$175 per hour or \$700 per day plus custodial at current rate (required) and district supervisor for hour at current rate (required)
Scott Soccer Field	\$300 per hour or \$1200 per day , plus custodial at current rate (if required)	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 4	2 Hour Minimum	2 Hour Minimum
MS Football Fields	\$300 per hour or \$1200 per day, plus custodial at current rate (if required).	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate.
HS Football Fields or Indoor Turf Field	\$500 per hour or \$2000 per day, plus custodial at current rate (if required)	\$500 per hour or \$2000 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate.
HS Baseball and Softball Fields	\$300 per hour or \$1200 per day, plus custodial at current rate (if required)	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate
Scott High School Pool	\$300 per hour or \$1200 per day, plus custodial at current rate (if required)	\$300 per hour or \$1200 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate
Category 5	2 Hour Minimum	2 Hour Minimum
Elem. Gymnasiums	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate
MS and RR Gymnasiums	\$200 per hour or \$750 per day plus custodial at current rate (if required)	\$200 per hour or \$750 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate
HS Gymnasiums	\$250 per hour or \$1000 per day plus custodial at current rate (if required)	\$250 per hour or \$1000 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate
All Cafeterias	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate
All Multi-Purpose Rooms	\$175 per hour or \$700 per day plus custodial at current rate (if required)	\$175 per hour or \$700 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate

Community Use of School Facilities**SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 5	2 Hour Minimum	2 Hour Minimum
HS Auditoriums	\$225 per hour or \$900 per day, plus custodial at current rate (if required)	\$225 per hour or \$900 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate
MS Football Fields	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate.
HS Football Fields or Indoor Turf Field	\$600 per hour or \$2,400 per day, plus custodial at current rate (if required)	\$600 per hour or \$2,400 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate
HS Baseball and Softball Fields	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate
Scott Soccer Field	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor for hour at current rate
Scott High School Pool	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required) and district supervisor for hour at current rate

Community Use of School Facilities**APPLICATION AND AGREEMENT FOR USE OF DISTRICT PROPERTY**

NOTE: Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization along with a contract prepared by the Board attorney. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.

Name of Sponsoring Organization/Activity _____	
Telephone _____	Alternate Phone _____ Email Address _____
Representative's Name _____	
Address _____	
The above organization/individual requests the use of:	
<input type="checkbox"/> auditorium <input type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, specify equipment _____ Operator's Name _____	
Is the organization planning to conduct sales on school premises? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, give a complete description of what is being sold and how the proceeds will be used. _____	
Building/school/facility _____	
Purpose _____	
Date(s) requested _____ Time(s) Requested _____	
Will public be admitted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will advertisement(s) be used?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will admission be charged?	<input type="checkbox"/> YES <input type="checkbox"/> NO

When using school facilities, this organization agrees to observe the following:

1. To schedule with the Superintendent/designee the time(s) District property is to be used. It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
2. To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization. To this end, the organization will procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the organization's use of the facilities. This insurance shall contain limits of \$2,000,000 in the aggregate and \$1,000,000 per occurrence for general liability, \$10,000 for property damage and \$5,000 for medical expense/bodily injury. The Board shall be named as additional insured on the copy of the organization's insurance certificate. This certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
3. To provide appropriate equipment for the use of District property. As an example, when gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
4. To not represent, claim, or otherwise advertise that its use of the facility is in any way sponsored or controlled by the District.

Community Use of School Facilities**APPLICATION AND AGREEMENT FOR USE OF DISTRICT PROPERTY (CONTINUED)**

5. To abide by the requirements of Board policies 05.3 and 05.31 (see attached). Disregard of the rules and regulations governing the use of the school buildings, equipment, facilities, and local fire code regulations shall result in the refusal of the Board to grant the offending organization further use.
6. The school property identified above may be utilized by the user as a permittee at will on the condition that all terms and conditions as hereinafter set out are complied with and any other terms and conditions specified by the Principal. Any violation of such terms and conditions may result in immediate termination of the Use Agreement and/or liability of the user. The utilization of the premises by the user is a privilege extended to the user by the Board and said use does not constitute a property right nor shall it be deemed a lease or renewable beyond the specified period without the written consent of the Principal.
7. There shall be no transfer or assignment for this agreement nor any profit making or commercial venture subject of the use.
8. District maintains the right to cancel this authorization at any time, for any reason within the District's own discretion.
9. District maintains the right to cancel individual events in a sequence as necessary for any reason.
10. User is responsible for the conduct of its participants or guests.
11. User shall return the facilities or premises in the same condition as at the commencement of the use or if user fails to do so, the user will be responsible for the cost of clean-up and be prohibited from further use of facilities.
12. The user agrees to save harmless the Kenton County Board of Education, its employees and agents, for any liability, damage, loss or expense incurred respecting the utilization of the school facilities; and the user agrees to reimburse the Board for any damages to or replacement of school property damaged, lost, stolen, or vandalized while in user's name.
13. Payment for services may include custodial and/or cafeteria services as well as supervision.

Community Use of School Facilities**APPLICATION AND AGREEMENT FOR USE OF DISTRICT PROPERTY (CONTINUED)****FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at _____ school				
Auditorium at _____ school				
Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

Signature - Representative of User Group

Date

Signature - Superintendent/designee

Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES WILL BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE AS APPROPRIATE. USAGE SCHEDULED FOR DAYS IN WHICH SCHOOL IS NOT IN SESSION ARE AT THE DISCRETION OF THE PRINCIPAL AND SUPERINTENDENT OR DESIGNEE.

Community Use of School Facilities**APPLICATION AND AGREEMENT FOR USE OF DISTRICT PROPERTY (CONTINUED)**

For Office Use Only - To be Completed by School Official		
Cost for use of District property \$ _____	Cost for school employee \$ _____	Total cost \$ _____
Deposit \$ _____	Is deposit refundable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Deposit Received _____	Balance Due \$ _____	
Board employee(s) assigned: _____		
Board Action Date, if applicable _____	Board Order # _____	
Copy of insurance showing KCSD as additional insured and \$2,000,000/\$1,000,000 liability and \$10,000 property damage on file. _____ (Initial)		

Review/Revised:

Public Sales on School Premises

Public sales on school premises must be approved in accordance with Procedure 05.3 AP.1.

The rules for conducting public sales are as follows:

1. The official application for use of school facilities must be completed.
2. No sales shall be scheduled during the school day or at any time that may interfere with the school program.
3. All sales activities shall be conducted in a manner that does not threaten the safety of participants or the security of District property.
4. All sales must be conducted within the time frame and at the location designated in the contract for usage.

RELATED PROCEDURE:

05.3 AP.1

Review/Revised:

Use of Automatic External Defibrillators (AED)**NOTE:** If an AED is not immediately available, perform CPR until AED arrives on the scene.**PURPOSE OF PROCEDURE:**

To provide trained employees of the District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

DURING SCHOOL HOURS:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist.
2. Determine responsiveness of victim.
3. Activate emergency system:
 - a) At any phone, dial 911.
 - b) Call main office and alert them to emergency and location of unconscious person.
 - c) Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene.
 - d) The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:
 - a) Open airway.
 - b) Check for breathing – if not breathing, or if breathing is ineffective, give two (2) slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If victim is breathing, place him/her in the recovery position, and monitor breathing closely.
 - c) Check for signs of circulation such as pulse and coughing, or movement.
 - d) If there are no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

NOTE: If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform one (1) minute of infant/child CPR prior to activating the emergency response system and getting the AED.

5. Turn on the AED.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c) Wipe chest clean and dry if victim's chest is dirty or wet.
 - d) Press electrode pads firmly to skin.

Use of Automatic External Defibrillators (AED)**DURING SCHOOL HOURS (CONTINUED)**

NOTE: If victim is under eight (8) years old or under 25 kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, b, c, and d. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for a minute, and the child is over one (1) year old, you may use regular adult pads. Do not delay treatment to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four (4) feet of victim while AED is evaluating heart rhythm.

SHOCK ADVISED

1. Clear area, making sure no one is touching the victim.
2. Push SHOCK button when prompted. (If the AED is a fully automatic unit, the shock occurs without rescuer interaction.)
3. Device will analyze the victim's heart rhythm and shock up to three (3) times.
4. After three (3) shocks device will prompt to check for pulse (or for breathing and movement) and, if absent, start CPR.
5. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one (1) minute.
6. Device will count down one (1) minute of CPR and will automatically evaluate victim's heart rhythm when CPR time is over.

NO SHOCK ADVISED

1. Device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
2. If pulse or signs of circulation such as normal breathing and movement are present, perform CPR for one (1) minute.
3. If pulse or signs of circulation are present, check for normal breathing.
4. If victim is not breathing normally, give rescue breathing according to training.
5. AED will automatically evaluate victim's heart rhythm after one (1) minute.
6. If victims regain signs of circulation, such as breathing or movement, place them on their side in the recovery position, and monitor their breathing closely.
7. Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives.
8. Victim must be transported to hospital.
9. Leave AED attached to victim until EMS arrives, and disconnect AED.
10. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.

Use of Automatic External Defibrillators (AED)**AFTER SCHOOL HOURS**

1. Athletic trainer-covered events:
 - a) Determine unresponsiveness
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
 - c) If present, the athletic trainer or designee will retrieve the AED.
 - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e) Follow procedure outlined above. See During School Hours section starting with 4a.
2. Other school events (if AED is available)
 - a) Determine responsiveness.
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert the supervising staff member of the emergency.
 - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
 - d) Follow procedure outlined above. See School Hours section starting with 4a.

AFTER USE

1. A copy of AED use information will be sent within 24 hours (weekdays) of the emergency to:
 - a) Medical Director
 - b) AED Program Coordinator
2. The responder will document the event using the District accident form and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to manufacturer guidelines.
4. Electrode pads must be replaced and reconnected to the device (electrode pads and CHARGE-PAK charging unit must be replaced in the LIFEPAK CR Plus AED).
5. Contents of the resuscitation kit must be replaced if used.
6. Critical Event Stress debriefing will be conducted by:
 - a) Medical Director
 - b) AED Program Coordinator

Review/Revised:

Monthly Food Service Facility Safety Inspection Report

School/Site _____ Date _____

Inspector _____

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee making the inspection.

Conditions	Location	Acceptable	Needs Attention	Date Corrected
Electrical equipment properly grounded?				
Electrical equipment provided with an adequate maintenance program?				
Electrical switches located at a high point, away from moisture?				
Switches located so they can be readily reached in an emergency?				
Switches located so that it is not necessary to lean on or against equipment when reaching for the switch?				
Floor regularly and adequately maintained?				
Employees instructed to immediately pick up or clean up all dropped items and spillage?				
Employees properly instructed in the operation of machines?				
Employees forbidden to use equipment unless specifically trained in its use?				
Machines properly equipped with guards?				
Guards always used by all employees?				
A pusher or tamp provided for use with the grinder?				
Slicer properly and adequately equipped with guard?				
Mixers in safe operating condition?				
Mixer beaters properly maintained to avoid injury from broken metal parts and foreign particles in the food?				
Machines mounted on portable tables for easy movement in preparation area?				
Stationary locking devices on portable tables to keep them stationary when in use?				
Adequate and proper fire extinguishers provided?				
Employees instructed in the use of extinguishers according to type of fire?				
Adequate knife storage provided?				
Correct knife used for the job?				

Monthly Food Service Facility Safety Inspection Report

School/Site _____ Date _____

Inspector _____

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted.

Conditions	Location	Acceptable	Needs Attention	Date Corrected
Knives properly maintained?				
Doors and drawers kept closed when not in immediate use?				
Cut resistant glove used when cleaning and sharpening the slicer?				
Storerooms and walk-ins kept orderly?				
Carts used for moving heavy food items?				
Safety a part of routine instructions?				

A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.

*Recipient's Signature*_____
Date

Review/Revised:

AED Forms**AED SITE INFORMATION FORM FOR EMS****AED SERIAL #** _____**PAD EXPIRATION DATE** _____**AED SITE/LOCATION:** _____**SITE ADDRESS:** _____**TYPE OF BUSINESS:** _____**WORK HOURS (REGULAR HOURS):** _____**NUMBER OF PEOPLE AT SITE EACH DAY:** _____ **AFTER HOURS** _____**AED PROGRAM COORDINATOR:** _____**TELEPHONE #:** _____ **FAX #:** _____**E-MAIL:** _____**TYPE OF AEDs:** _____**NUMBER OF AEDs:** _____**LOCATION OF AEDs:**

1 _____ # 2 _____

3 _____ # 4 _____

5 _____ # 6 _____

DATE AED PUT INTO SERVICE: _____**TRAINING PROGRAM:** _____**NAME OF INSTRUCTOR:** _____ **TEL #:** _____**NUMBER OF PEOPLE TRAINED:** _____**DATE TRAINING COMPLETE:** _____ **RENEWAL DATE:** _____**MEDICAL DIRECTOR:** _____ **TEL #:** _____**LOCAL FIRE DEPT.:** _____

AED Forms**EVENT SUMMARY FORM****LOCATION OF EVENT:** _____**DATE OF EVENT:** _____ **TIME OF EVENT** _____**PATIENT INFORMATION:****NAME:** _____**ADDRESS:** _____**PHONE #:** _____**AGE:** _____ **GENDER: MALE:** _____ **FEMALE:** _____**WITNESSED ARREST: YES:** _____ **No:** _____Breathing upon arrival of designated responders: Yes ☐ No ☐Pulse or signs of circulation upon arrival of designated responders: Yes ☐ No ☐Was 911 activated? Yes ☐ No ☐

Total number of shocks: _____

DID VICTIM....Regain a pulse? Yes ☐ No ☐Resume breathing? Yes ☐ No ☐Regain consciousness? Yes ☐ No ☐Any complications? Yes ☐ No ☐**ADDITIONAL COMMENTS:** _____**NAME OF TRAINED RESCUER(S):** _____**SIGNATURE OF PERSON COMPLETING FORM:** _____

Review/Revised:

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:

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

FACULTY/STAFF RESPONSIBILITIES

Faculty/staff shall:

1. 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).
2. Close all classroom windows and doors before leaving.
3. Turn off all lights and gas jets in the room.
4. Maintain order during the evacuation and arrange assistance for students with disabilities.
5. 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.
6. Report to the Principal any student who is missing.

RELATED PROCEDURE:

05.41 AP.2

Review/Revised:

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 EventTYPE 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 ☐ NoBy whom? ☐ Superintendent ☐ Law enforcement ☐ Fire Department personnelWere students transported to another facility? ☐ Yes ☐ NoWas there a decision to dismiss school early? ☐ Yes ☐ NoCOMMENTS: *(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

Review/Revised:

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:

1. Plan/coordinate all evacuation drills to minimize disruption of the educational process.
2. 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.
3. Assure that the school can receive and understand communications for severe weather watches and warnings.
4. Sound the severe weather alert signal that is different from the fire alarm and the “all-clear” signal.
5. Designate, mark, and post assigned and alternate safe areas as follows:
 - a) 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.
 - b) Students/personnel who are housed in two-story buildings should be evacuated from the top floor to interior halls of the lower floor. If this space does not accommodate all students, the smallest number of students possible should be kept in corridors of the second floor southwest area.
 - c) 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.
6. Maintain in the Principal’s office a master chart of the safe areas.
7. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
8. Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
9. 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:

1. Utilize designated safe areas during a severe weather drill or warning.
2. Instruct students in the procedures to be used during a severe weather drill, watch, or warning.
3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
4. Require students to use one of the following positions, as appropriate:¹
 - a) Rest on knees, lean forward, cover face by crossing arms above face.
 - b) Sit on floor, cross legs, cover face with folded arms.
 - c) 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.
5. Remain in the assigned safety area with students until the “all-clear” signal or recall signal is given.
6. 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:

1. Turn off all gas and electrical appliances.
2. 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:

1. If available, take shelter in a substantially strong, weather proof building in the immediate vicinity.
2. 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.

¹ 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

Review/Revised:

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:

1. Plan/Coordinate all drills to minimize disruption of the educational process.
2. 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.
3. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
4. Put into action the following procedures when a bomb threat has been received:
 - a) Implement assessment process to determine whether to evacuate the building.
 - b) 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.
 - c) Notify Superintendent/designee.
 - d) 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.
 - e) Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
5. If an actual bomb is discovered on school grounds:
 - a) Immediately report the bomb by calling 911, local/state police and the fire department.
 - b) 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.
 - c) Remind all persons that cell phones or radios are not to be used as this may cause detonation.
6. 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:

1. 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.
2. 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.
3. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
4. 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.
5. 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.
6. Report to the Principal any student who is missing.

RELATED PROCEDURES:

05.41 AP.2

05.43 AP.2

Review/Revised:

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"/> Female	<input type="checkbox"/> Rapid	<input type="checkbox"/> Music	<input type="checkbox"/> Television	<input type="checkbox"/> State Police
<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile - Age _____	<input type="checkbox"/> Giggling	<input type="checkbox"/> Children	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Local Law Enforcement/Emergency
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Accent	<input type="checkbox"/> Deep	<input type="checkbox"/> Conversation	<input type="checkbox"/> Shopping Mall	<input type="checkbox"/> Superintendent*
<input type="checkbox"/> Loud	<input type="checkbox"/> Calm	<input type="checkbox"/> Crying	<input type="checkbox"/> Airplane	<input type="checkbox"/> Train	<input type="checkbox"/> Fire Department
<input type="checkbox"/> Disguised	<input type="checkbox"/> Nasal	<input type="checkbox"/> Squeaky	<input type="checkbox"/> Traffic	<input type="checkbox"/> Office	<input type="checkbox"/> building Principal/site administrator
<input type="checkbox"/> Angry	<input type="checkbox"/> Broken	<input type="checkbox"/> Excited	<input type="checkbox"/> Machinery	<input type="checkbox"/> Other, specify	<input type="checkbox"/> Other, specify
<input type="checkbox"/> Slow	<input type="checkbox"/> Sincere	<input type="checkbox"/> Stressed			
<input type="checkbox"/> Normal	<input type="checkbox"/> Speech Problem (stutter, lisp)	<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 _____

Review/Revised: _____

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.

1. 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.
2. Supervision of parking areas during games is advised. In addition, parking areas shall be well lighted.
3. In order to minimize congestion, the Principal/designee shall arrange for an adequate number of ticket takers, ticket sellers, entrances, exits, concession stands, etc.
4. Personnel shall secure stadium and gymnasium gates and doors prior to the scheduled opening time.
5. 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.
6. 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.
7. 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.
8. The Principal/designee shall provide for supervision during half-time to help direct the crowd, keep spectators off the playing surface and prevent loitering.
9. The Principal/designee shall maintain open lines of communication with administrators of the visiting school.
10. Team, band and pep buses shall depart as soon as possible after the game.
11. 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

Review/Revised:

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:

1. Provide a plan of pre-drill and pretraining instruction, including but not limited to, warning signals and safe areas for all staff and students.
2. Plan/coordinate all drills to minimize disruption of the educational process.
3. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
4. Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
5. 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

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

If outdoors

1. As appropriate, move away from building.
2. Avoid utility poles and over-head wires.
3. Do not enter any building that has sustained damage until competent personnel have examined the building and declared it safe.
4. 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.

Earthquakes

RELATED PROCEDURE:

05.41 AP.2

Review/Revised:

Building Security

In order to ensure reasonable security of District property the following procedures shall be implemented in all schools:

1. Only those entrances designated by the Principal shall be left open to outside access during the school day.
Windows and outside doors will be properly secured one (1) hour after the close of the school day. Custodians shall inspect all windows and exterior doors at the close of their work day.
2. The number of keys to outside doors will be limited and issued only to those persons required to enter the building after hours on a regular basis.
3. Outside security lights will be placed in strategic locations.
4. Inside lighting, in corridors, administrative areas, and other strategic locations, will be turned on when custodians complete their schedule.
5. The work schedules of custodians will be arranged to have them work in the building as late as possible.
6. Money shall not be left in classrooms or vending machines overnight.
7. Principals will see that bank deposits are made daily and night deposits are utilized when feasible.
8. The local police and/or sheriff will be requested to place the school buildings on their security rounds.

ADDITIONAL SECURITY MEASURES

A burglar alarm system shall be installed in each school and shall be activated when school is not occupied by District personnel.

Review/Revised:

Implementation of System

District personnel shall comply with requirements established in Kentucky Administrative Regulations, the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation.

Review/Revised:

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.

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

Review/Revised:

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: _____

Review/Revised:

Authority for Use of Buses

Refer to the procedures coded to Policy 09.36 for field trip approval and transportation needs.

Review/Revised:

Accidents

If the school bus is involved in an accident, the following procedures are to be followed by the bus driver:

1. Set the parking brake.
2. Turn off ignition and remove the keys.
3. Remain calm and reassure the pupils.
4. Use emergency reflectors to “protect the scene,” as appropriate.
5. Unless the bus is on a railroad track or is in danger of another collision, do not move the vehicles involved until law officers advise you to do so.
6. Check for injury to pupils. If there is an injury, proceed as follows:
 - a) Move the person from danger and give first aid. Caution must be observed if neck or back injury is indicated.
 - b) If the injuries appear to be serious, call an ambulance.
7. If there is no radio/cell phone readily available, use a passing motorist or send an older student to make a cell phone call for assistance.
8. Keep all pupils on the bus unless there is a fire/possibility of a fire or the vehicle is in danger of further collision.
9. Account for all pupils.
10. Notify school administrators and appropriate law enforcement agency of the location and nature of the accident. In reporting the accident, give the following information:
 - a) The exact location of the bus,
 - b) If another bus is needed to transport students, and/or
 - c) If a wrecker is needed.
11. Do not discuss the facts of the accident with anyone except the investigating officer and school officials.
12. When authorized to do so, continue the transportation of the pupils by: (1) the present bus or (2) a substitute bus, if the present bus is inoperable.
13. Fill out an accident report and file it with the Director of Transportation on the day of the accident. Failure to do this constitutes negligence on the part of the driver.
14. The driver is not to admit that an accident is his/her fault. The driver may say, “I’m sorry the accident happened, and it will be reported to the insurance company that handles the Board’s insurance.”

Accidents

15. Do not offer to pay any damages to the other party involved. If the bus driver is at fault, the Board's insurance company will handle any claims.
16. Never say, "The Board's insurance company will pay for the damage." The Board's insurance adjuster will make that decision. If the representative of another insurance company or an attorney representing the other party involved visits the driver and requests a statement either written or verbal, the driver shall refuse. The driver should tell the party that s/he has filed the accident report with the Director of Transportation and that the party will have to see the Director or the Board's insurance agent. (This is very important in settling claims.)
17. Be sure to get the names, addresses, driver's license numbers, tag numbers, and insurance information of all persons involved in the accident. It is very important to get the names and addresses of any witnesses to the accident.
18. Keep cool. Don't panic. Don't exaggerate.

A Transportation Accident Review Committee, as approved by the District, shall review all accidents involving District vehicles. The decision of the Accident Review Committee may be appealed by submitting a written appeal to the Committee within five (5) working days of receiving notification of the Committee's decision.

Review/Revised:

Use of Communication Devices on Bus**RADIOS/CELL PHONES PLACED IN BUS**

Two-way mobile radios or cellular phones placed in the school buses operated by the District can be an important safety device if properly used. The purpose of these radios/phones is to provide instant communication with the base units (located in the bus garage and the Central Office) in case of an accident, mechanical problems, or a misplaced child. The following rules and procedures for the use of mobile radios/cellular phones shall be followed:

1. The radio/phone will be used for school business only.
2. Students or unauthorized persons are not to use the radio/phone.
3. A driver using the radio/phone to report an accident or breakdown shall give the following information:
 - a) The FCC number, driver identification number, or bus number, as appropriate.
 - b) The location of the bus.
 - c) Whether or not medical assistance and/or an ambulance is required.
 - d) Whether or not a police officer is needed.
 - e) Whether or not a replacement bus is needed.
 - f) Whether or not a wrecker is needed.
4. The FCC number, driver identification number, or bus number, as appropriate, shall be used when the driver is talking with another vehicle.
5. The driver shall keep the radio/phone on at all times s/he is in or around the bus.
6. The driver shall not attempt to repair the radio/phone; if it develops a problem, it should be taken to the bus garage for repair.
7. The radio/phone shall be protected from vandalism and theft. The driver shall be responsible for securing the radio/phone when the bus is vacant.

RESTRICTIONS WHILE OPERATING

Bus drivers shall not use a cellular telephone of any type when transporting one (1) or more children and shall not use any communication device to text or e-mail while operating a vehicle (District-owned or otherwise) while on District business, unless the vehicle is parked or unless there is a bona fide emergency, which shall include, but not be limited to, the need to make following communications:

- Report illegal activity;
- Summon medical help;
- Summon a law enforcement or public safety agency; or
- Prevent injury to a person or property.

EXCEPTION: The above prohibition does not apply to use of an authorized two-way radio or cell phone (when a bus is not equipped with a functioning two-way radio) for dispatch purposes.

Review/Revised:

Bus Evacuation Drill Report

The standard for real drills is to completely evacuate the bus within two (2) minutes. Drivers shall follow the evacuation strategies specified in the *Pupil Transportation Management Manual* published by the Department of Education.

Name of School _____ Principal _____

Bus Number _____ Number of students _____ Weather Conditions _____

Date of Drill _____ Time of Drill _____ Time taken to evacuate _____

NUMBER OF STUDENTS IN EACH GRADE TAKING PART IN THE EVACUATION DRILL:

_____ Preschool	_____ Fourth Grade	_____ Ninth Grade
_____ Kindergarten	_____ Fifth Grade	_____ Tenth Grade
_____ First Grade	_____ Sixth Grade	_____ Eleventh Grade
_____ Second Grade	_____ Seventh Grade	_____ Twelfth Grade
_____ Third Grade	_____ Eighth Grade	

NUMBER OF STUDENTS USING THE FOLLOWING:

☐ Crutches _____ ☐ Wheelchairs _____ ☐ Child Safety Restraint System _____
☐ Other special needs; please specify _____

CHECK TYPE OF EVACUATION PRACTICED:

☐ front ☐ rear ☐ side ☐ front and rear ☐ front and side ☐ rear and side
☐ front, rear and side ☐ emergency window, hatches and windshield evacuation instruction

Drill was conducted by: ☐ Principal/designee ☐ Bus driver ☐ Central Office designee
 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 a copy(ies) to the Superintendent/designee, as required.

Principal/Designee's Signature

Date

Signature of Bus Driver, as appropriate

Date

Signature of Central Office designee, as appropriate

Date

Review/Revised:

Inclement Weather Plan

During periods of inclement weather and when the timing of the inclement weather permits, the Superintendent and members of the Transportation staff shall evaluate weather and road conditions prior to 5:00 a.m. each school day. This evaluation shall be accomplished through on-site inspections of areas throughout the county by designated staff.

Following the evaluation, the Superintendent shall determine if school is to be held or canceled. If school is to be in session, one of the following options shall be implemented:

1. Regular schedule;
2. Closing of School;
3. Delay of the beginning of the school day; or
4. Dismiss school early.

NOTIFICATION

The Director of Transportation/Central Office designee shall prepare a plan whereby all bus drivers will be notified when school is delayed or dismissed.

In the event that school is delayed or dismissed due to inclement weather or unanticipated emergencies, an announcement shall be made on the following radio and television stations:

WKRC (550 AM)	WSAI (94.1 FM)
WCKY (1530 AM)	WUBE (105.1 FM)
WLW (700 AM)	WKRQ (102 FM)
WSAI (1360 AM)	WYYS (95 FM)
WMLX (1230 AM)	WRRM (98.5 FM)
WLW (Channel 5)	
WCPO (Channel 9)	
WKRC (Channel 12)	

Immediate information can be accessed through TKR Cable Channels B-29 or A-69.

BUS RUNS

Drivers should be available for unexpected schedule changes.

When the opening of school is delayed, bus runs will reflect the delay.

SEVERE WEATHER

When a tornado or a severe weather warning is issued while drivers are performing their regular assignment drivers shall follow procedures designated in 05.42 AP.1.

Review/Revised:

Driver's Responsibilities

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

Review/Revised:

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 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

Review/Revised:

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.

NOTIFICATION TO PARENTS

A transportation schedule will be published annually prior to the first day of school for students and shall provide information 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.

Review/Revised:

SCHOOL: _____ **DRIVER:** _____ **BUS NUMBER:** _____

PARKING LOCATION: DAY _____ **NIGHT** _____ **DEPART PARKING LOCATION AT** _____ **AM**

TOTAL MILES TRAVELED ON ROUTE DAILY: _____

[illegible]

Page 1 of 1

Eligibility for Transportation**STUDENTS WITH DISABILITIES**

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

CAREER AND TECHNICAL STUDENTS

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

DISTANCE LIMITATIONS

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

PRESCHOOL TRANSPORTATION

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

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

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

Review/Revised:

Conduct on Bus**RULES OF CONDUCT**

Specific rules of conduct on school buses can be found in the Student Code of Conduct and/or in the student handbook.

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.

Review/Revised:

School Bus Incident Report

Dear Parents: _____

Date: _____

The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District.

_____ has been cited for an infraction of the rules listed below.

Infraction

<input type="checkbox"/> Improper Boarding/ Departing Procedures	<input type="checkbox"/> Failure to Remain Seated	<input type="checkbox"/> Lighting Matches / Smoking on Bus	<input type="checkbox"/> Rude, Discourteous and Annoying Conduct
<input type="checkbox"/> Bringing Articles Aboard Bus Injurious or Objectionable Nature	<input type="checkbox"/> Refusing to Obey Driver	<input type="checkbox"/> Spitting/Littering	<input type="checkbox"/> Destruction of Property
	<input type="checkbox"/> Fighting/Pushing/Tripping	<input type="checkbox"/> Unnecessary Noise	<input type="checkbox"/> Other Behavior Relating to Safety, Well-Being and Respect for Others
	<input type="checkbox"/> Hanging Out of Window	<input type="checkbox"/> Tampering with Bus Equipment	
	<input type="checkbox"/> Throwing Objects In or Out of Bus		

Specific Details:

<input type="checkbox"/> previous warnings	<input type="checkbox"/> reported 1st offense
<input type="checkbox"/> reported 2nd offense	<input type="checkbox"/> reported 3rd offense

Disciplinary Action to be taken

Bus riding is a privilege which may be revoked. Parents are urged to appreciate the disciplinary action taken and to discuss this to prevent further occurrence.

Student is transported to or from:	Student's Name	Class Grade	Date of Incident
	Student's Address	Bus No.	Trip
	Phone No.	Driver	A.M. P.M.
School			

Authorized Signature

Title

WHITE- PARENT'S COPY Canary – Driver's Copy

pink – school's copy gold –transportation office

Review/Revised:

School and Community Nutrition Program**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 Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept for a period of three (3) fiscal years and are subject to audit by state and federal officials.
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 DIRECTOR REPORT

Each year, the District/area Food Service/School Nutrition 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:

- An evaluation of compliance with the National School Breakfast/Lunch program;
- An evaluation of the availability of contracted fast foods or foods sold through commercial vendors;
- A review of access to foods and beverages sold outside the National School Breakfast/Lunch program, including vending machines, school stores, canteens and a la carte cafeteria sales;
- A list of foods and beverages available to students, noting the nutritional value of those foods and beverages; and
- Recommendations for improving the school nutrition environment.

School and Community Nutrition Program**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.

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.

School and Community Nutrition Program**DIVISION OF FOOD SERVICES ADMINISTRATIVE RESPONSIBILITIES (CONTINUED)**

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.
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.

School and Community Nutrition Program

CRITERIA FOR A MODEL MEAL COUNT SYSTEM (CONTINUED)

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.

Review/Revised:

Food Allergies and Special Dietary Needs

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

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

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

PARENTAL ASSISTANCE

Parents will be asked to:

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

SCHOOL SITE RESPONSIBILITIES

1. Identify children requiring special dietary modifications.
2. The Principal or designee shall refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
3. The Principal or designee shall make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
4. Admissions and Release Committee (ARC) chairs, Section 504 chairs, the school nurse, or the school nurse assistant, as appropriate, shall communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.
5. Monitor and update the IEP, Section 504 plan, or health plan as needed.

FOOD & NUTRITION SERVICES RESPONSIBILITIES

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

Review/Revised:

Notice of Meal Charges

OVERDUE STUDENT LETTER TO PARENT/GUARDIAN

The purpose of this letter is to notify you that your child is behind in his/her meal payments. All meals are to be paid for in advance.

After _____ on _____ your child owed a balance
(Meal) (Date)

of \$ _____. If you have any questions concerning your child's bill, please call the Food Service Manager at this number _____.

We appreciate your immediate attention to this matter.

Sincerely,

Cafeteria Manager

Notice of Meal Charges

FOLLOW-UP NOTIFICATION

Date: _____

Dear _____

(Name of parent/guardian)

As per the letter sent to you on _____, your child has unpaid cafeteria

(Date of letter)

charges amounting to _____. I have not received payment for these charges

(Amount)

Nor have I had contact from you to discuss the matter.

If you have not contacted me or submitted the amount indicated within ten (10) working days from the date of this letter, the matter will be referred to our attorney to pursue appropriate action.

Sincerely,

Principal's Signature

xc: Director, Food Service Division
Cafeteria Manager
File

Review/Revised:

Notice of Returned Check**COLLECTION GUIDELINES**

The Central Office, Division of School Food Services, shall forward returned checks to the appropriate cafeteria managers for collection. If the Cafeteria Manager's efforts to collect are unsuccessful, the matter will be turned over to the Principal who shall issue a letter informing the parent/guardian of the problem. When the Principal's efforts fail to be successful, the matter shall be referred to the Board Attorney for appropriate legal action.

Notice of Returned Check

Date: _____

Dear: _____

(Name of parent/guardian)

This is to inform you that the check you submitted for payment of your child's meal(s), check number _____, dated _____, drawn on account number _____ with the following banking institution, _____, has been returned for the following reason:

☐ Insufficient funds☐ Uncollected funds☐ Closed account☐ Other: _____

We have submitted this check for payment on two (2) different occasions and the check was returned both times. Please send cash or a money order in the amount of \$ _____. We will return your check upon receipt of this amount. If you have any questions, please contact me at the following number: _____.

(School telephone number)

If you have not contacted me or submitted the amount indicated within ten (10) working days from the date of this letter, this matter will be referred to our attorney to pursue appropriate action.

Sincerely,

Principal's Signature

xc: Director, Food Service Division
Cafeteria Manager
File

Review/Revised:

Free and Reduced-Price Meals

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

DEFINITION

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

STUDENTS

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

1. Free and reduced-price meals will be granted on the basis of need as determined by state and federal guidelines.
2. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year. If applicable, an application form for free and reduced-price meals will accompany the letter. Applications will be kept on file through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. an authorized school official.
The parents shall be notified that the child has been certified eligible to receive free/reduced price meals.
4. After reviewing the application for free and reduced-price meals, the eligibility of each student shall be determined by an authorized school official.
5. Written notification of approval or denial of the application shall be provided to the parents.
6. If the parent or guardian is dissatisfied with the above decision regarding free and reduced-price meals, an appeal may be made to an authorized school official.
7. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by Superintendent/designee.

ADULTS

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

1. Those adults who are assigned to work full or part-time in the School Food Service Program and whose salaries are paid entirely from food service funds may receive meals at no cost.
2. All other District employees who do not provide a service in the operation and administration of the School Food Service Program and all other adults shall pay the full adult meal price.

Review/Revised:

EXPLANATION: DOCUMENTS THAT COMPLY WITH FEDERAL FREE/REDUCED MEALS PROGRAM AND COMMUNITY ELIGIBILITY PROVISION MEAL PROGRAM ARE MORE EASILY LOCATED AT THE KY.GOV LINKS. THIS MEETS REQUIREMENTS OF BOTH THE FREE AND REDUCED LUNCH PROGRAM AND COMMUNITY ELIGIBILITY PROVISIONS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11 AP.21

Meal Program Forms and Letters

FREE AND REDUCED PRICE MEAL PROGRAM

Forms, household letters, and other documents relating to the Free/Reduced-Price meal program may be found at the following link:

<http://education.ky.gov/federal/SCN/Pages/Forms%20School%20Lunch%20Programs.aspx>

Hard copies of applications and other free-reduced price materials shall be made available at each school. Documents include, but are not limited to; Free and Reduced Meal Application and Instructions; Free and Reduced Policy Statement; letters to households for notification of direct certification, approval/denial, and availability of the program; and media releases.

COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM

Household Income Forms and other documents relating to the Community Eligibility Provision meal program may be found at the following link:

[http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-\(CEO\).aspx](http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-(CEO).aspx)

Review/Revised:

Competitive Foods

SALE OF COMPETITIVE FOODS

The sale or serving of any food or beverage item to students in competition with the School Food Service Program shall be permitted only in accordance with current federal and state laws and regulations. Specifically, the sale of competitive foods, shall be prohibited from midnight before until thirty (30) minutes after the end of the school day.

REFERENCES:

7 CFR 210.11b

7 CFR 220.12

702 KAR 6:090

RELATED POLICY:

07.12

Vending Machines**FACULTY ACCESS**

The Principal shall designate responsibility for maintenance of vending machines for faculty use, including receipts, supplies, and stocking. The person(s) responsible shall be a classified staff member designated by Principal.

STUDENT AND PUBLIC ACCESS

Vending machines approved for limited student and public use will be placed in a controlled access area. Student access to vending machines shall be in compliance with current District policy/procedures relative to competitive foods. Vending machines may be used by the public when the building is open to the public after regular school hours.

The Principal shall designate responsibility for maintenance of these vending machines, including receipts, supplies, and stocking. The person(s) responsible shall be a classified staff member designated by Principal.

Review/Revised:

Bidding of School Food Service Supplies**LIKE ITEMS IN EXCESS OF \$20,000**

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

BID SPECIFICATIONS

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

PERISHABLES

Applicable federal law (7 C.F.R. §3016.36) does not provide a bidding exception for perishable food items purchased with school food service funds. Perishables purchased using school food service funds shall be procured in accordance with 7 CFR 3016.36 and 7 CFR 210.21.

EMERGENCY PURCHASES

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

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

RECORDS MANAGEMENT

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

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

CONFLICT OF INTEREST

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Program Funds.

1. No employee, officer, or agent of the District shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

Bidding of School Food Service Supplies

CONFLICT OF INTEREST (CONTINUED)

- a) District employee, officer, or agent;
 - b) Any member of his/her immediate family;
 - c) His/her partner;
 - d) An organization that employs or is about to employ one of above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.
 3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
 4. The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.
 5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the District and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

DISCIPLINARY ACTION

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to, a fine, suspension, or dismissal.

RELATED PROCEDURE:

04.32 AP.1

Review/Revised:

Financial Reports of School Food Service

In order to meet the requirements of the Board and the Kentucky Department of Education (KDE), Division of Nutrition and Health Services, the Superintendent or designee shall complete the required Monthly Report and Claim for Reimbursement Form. All other optional forms provided by KDE shall be completed at the direction of the Superintendent or designee.

REFERENCE:

Kentucky Department of Education, Division of Nutrition and Health Services

Review/Revised:

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 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.

Review/Revised:

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 free lunch, and are four (4) years old by ~~October~~ 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.

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

High scope curriculum shall have/be:

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

Parent involvement is encouraged.

Review/Revised:

Contract of Agreement for Basic Diploma

Student Name: _____ Grade: _____

High School: _____

Students meeting the following criteria may apply for a Kenton County Basic High School Diploma that meets the state minimum requirements as set in 704 KAR 3:305. Please check that the following have been met.

1. ☐ Principal's Recommendation
2. ☐ All SWS/Alternative School options have been reviewed
3. ☐ Enrolled in a Kenton County High School for two (2) semesters. Semester 1: _____
Semester 2: _____
4. ☐ In order to meet the four (4) year attendance requirements, this diploma shall not be awarded to any student prior to the graduation date of the class with which s/he entered public school or class of which s/he would have been a member.
Year 1: _____ Year 2: _____ Year 3: _____ Year 4: _____
5. ☐ Student has written permission from their parent/guardian for participation (only applicable if student is under 18 years of age.)
6. ☐ Student has demonstrated performance-based competency in technology.
7. ☐ Student has met the Kentucky Minimum High School Graduation Requirement outlined in 704 KAR 3:305 and Board Policy.

Students receiving the Kenton County Basic High School Diploma will not be allowed to participate in the graduation exercises at their assigned high school. Basic Diplomas will be granted at a Board meeting following the completion of all course work, contract terms and after graduation of student's class. Acceptance must be prior to completion date.

Fill out all information below to show total credits earned. Check the courses completed and list uncompleted courses.

English (4 credits needed):

- | | |
|-----------------------|-----------------------|
| 1. Course Name: _____ | 2. Course Name: _____ |
| 3. Course Name: _____ | 4. Course Name: _____ |

Mathematics (3 credits needed):

- | | |
|---------------------|--|
| 1. Algebra I: _____ | 2. Algebra II: _____ |
| 3. Geometry: _____ | 4. 4 th Year Course Name: _____ |

Science (3 credits needed):

- | | |
|-----------------------|-----------------------|
| 1. Course Name: _____ | 2. Course Name: _____ |
| 3. Course Name: _____ | 4. Course Name: _____ |

Contract of Agreement for Basic Diploma**Social Studies** (3 credits needed):

1. Course Name: _____

2. Course Name: _____

3. Course Name: _____

4. Course Name: _____

Health/PE (.5 credit each needed):

1. Health: _____

2. PE: _____

Visual & Performing Arts (1 credit needed):

1. Course Name: _____

2. Course Name: _____

Electives (7 elective credits required, attach additional forms if needed):

1. Course Name: _____

2. Course Name: _____

3. Course Name: _____

4. Course Name: _____

5. Course Name: _____

6. Course Name: _____

7. Course Name: _____

8. Course Name: _____

Total Credits Earned at Acceptance: _____

Total Credits Earned Upon Completion: _____
(22 Minimum)**ACCEPTANCE OF CONTRACTUAL TERMS**_____
Student Signature_____
Date_____
Parent/Guardian Signature_____
Date_____
Principal's Signature_____
Date_____
Superintendent/Designee's Signature_____
Date**VERIFICATION/COMPLETION OF CONTRACTUAL TERMS AND FINAL TRANSCRIPT**_____
Principal's Signature_____
Date_____
Superintendent/Designee's Signature_____
Date_____
Board Meeting Date_____
Student Informed of Board Meeting

Review/Revised:

Performance-Based Credit

The District shall award standards-based, performance-based credits for high school subjects to be applied toward graduation. Credit shall be awarded for:

- Standards-based course work that constitutes satisfactory demonstration of learning in any high school course approved for performance-based credit, consistent with Kentucky Administrative Regulation;
- Standards-based course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was taken previously;
- Standards-based portfolios, senior year or capstone projects;
- Standards-based online or other technology mediated courses;
- Standards-based dual credit or other equivalency courses; and
- Standards-based internship, cooperative learning experience, or other supervised experience in the school and the community.

Students requesting performance-based credit to apply toward graduation shall make application to the Principal/designee.

COURSE DESCRIPTION AND ASSESSMENT

Performance-based course descriptions shall be developed by teachers in areas for which they are certified and reflect needs indicated in the student's Individual Learning Plan (ILP). The content standards of performance-based courses shall be documented to align with the Kentucky Performance Rating for Educational Progress (K-PREP), Kentucky's Core Academic Standards, and Kentucky's Academic Expectations.

WORK-BASED LEARNING

Work-based learning experiences provided by the District shall be conducted consistent with provisions of the Kentucky Department of Education's Work-Based Learning Manual. Prior to a student being assigned to a work-based learning experience, a Work-Based Learning Agreement/Plan shall be completed for the student.

COUNCIL RESPONSIBILITY

Performance-based credits will only be accepted by the Board if previously approved by the high school SBDM Council. It is also the responsibility of the high school SBDM Council to determine the appropriateness of content and courses for performance-based credit. The council shall determine what information must be submitted. Required information may include, but is not limited to the following:

- A description of the proposed course;
- Proposed assessment method(s) (e.g., performance tasks, open-response questions, descriptions of expected products);
- How proficiency will be determined;
- Sample papers, projects or other products that would represent work deserving of credit;
- Proposed check points to track progress.

Performance-Based Credit

COUNCIL RESPONSIBILITY (CONTINUED)

The Council may determine whether the teacher must request additional authorization when a previously approved course must be revised (description, assessment, proficiency determination, checkpoints, etc.).

Review/Revised:

Alternative Credit Options

Student's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
School _____		Grade in the upcoming school year _____	

THE ABOVE NAMED STUDENT REQUESTS PRIOR APPROVAL TO EARN CREDIT THROUGH AN ALTERNATIVE ROUTE.

Course(s) requested: _____

- ☐ Summer School Course (approved by Superintendent/designee) ☐ Online Course
☐ College Credit ☐ Performance-Based Credit (provide information required on next page)

From what source _____

Total number of credits anticipated: _____

Reason for taking this course:

- ☐ Graduation with class
☐ Enrichment/Elective
☐ Course not available within the District
☐ Simultaneous high school/college credit
☐ Other, _____

I recommend this student be permitted to take the alternative credit option.

Principal/designee's Signature *Date*

I understand that it is my responsibility to submit an official transcript of my grade to the school by the date specified by the counselor in order to receive credit toward graduation.

Student's Signature *Date*

Number of credits earned _____ Date grade received _____

Principal/designee's Signature *Date*

Alternative Credit Options**PERFORMANCE-BASED CREDIT**

High school course for which credit is being requested: _____

NOTE: Requests will be accepted only for those courses the student has not yet

☐ enrolled in☐ passed

Credit may be granted to students demonstrating proficiency for learning taking place outside the normal classroom setting. Please describe the non-traditional and/or prior learning setting in which the learning occurred for credit being requested:

To be completed by Principal/designee

Request was

☐ Approved☐ Denied

Date _____

If approved, student performance will be assessed as follows:

ASSESSMENT METHOD	MINIMUM SCORE REQUIRED FOR CREDIT
Course exit exam	
State exam (_____)	
Other: _____	

Date of assessment: _____ Supervised by: _____

Student/Parent contacted

☐ Yes☐ No

Date _____

Principal/designee Signature_____
Date

Review/Revised:

Course and Assessment Rubric

COURSE NAME: _____ COURSE DESIGNER: _____

FIELD(S) OF CERTIFICATION: _____ COURSE CODE: _____

COURSE DESCRIPTION: _____

PROPOSED PROGRESS CHECK POINTS: _____

ALIGNMENT: This course is aligned with the standards and instruments noted below:

ACADEMIC EXPECTATIONS	<u>KENTUCKY CORE ACADEMIC STANDARDS</u>		K-PREP
	ENDURING UNDERSTANDINGS	KEY SKILLS & CONCEPTS	
1. __			
2. __			
3. __			
4. __			
5. __			
6. __			

ASSESSMENT METHOD(S): _____

Minimum Requirements for Demonstration of Proficiency: _____

Review/Revised:

Gifted and Talented Students

DEFINITIONS

Disadvantaged: Those students who are eligible for free or reduced price lunch and/or operating under conditions detrimental to normal cognitive or affective growth due to socioeconomic limitations, cultural factors, geographic isolation, or various combinations of these factors.

Ethnic/Racial Minorities: those students so identified by census codes.

Gifted and Talented Students: that category of students who are identified as possessing demonstrated or potential ability to perform at an exceptionally high level in general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial or leadership skills, or in the visual or performing arts.

Students with Disabilities: those students who are identified as disabled according to definitions established by the state department of education.

SELECTION FOR SERVICES

The District shall systematically collect data each school year that will provide the target population of candidates for services in the following grade span groupings.

Primary

Each school having primary students shall establish a talent pool of students who qualify for instruction in the gifted program.

The talent pool shall include students with disabilities, ethnic/racial minorities, and who are disadvantaged. Underachieving students displaying gifted characteristics shall be included in the talent pool.

The students in the primary talent pool shall be identified in the following manner:

1. Teachers will be asked to submit data which includes characteristics of students they believe to have potential for gifted or talented. The data shall include a minimum of three (3) of the following indicators of student performance:
 - a. A collection of evidence demonstrating student performance;
 - b. Inventory checklists of behaviors specific to gifted categories;
 - c. Diagnostic data;
 - d. Continuous progress data (narrative report card);
 - e. Anecdotal records;
 - f. Behavior checklist and questionnaires;
 - g. Available formal test data;
 - h. Other valid documentation such as that obtained from primary portfolios (e.g. writing sample); or
 - i. Parent nomination.

Gifted and Talented Students**SELECTION FOR SERVICES (CONTINUED)**

2. The teacher(s) will be asked to submit a list of potential candidates s/he has observed in the classroom. The Gifted Education Committee will review student data and evidence to recommend students for identification in the PTP.

No student shall be eliminated from the talent pool based solely upon normed measures. However, normed measures may be used for diagnosing the level of instructional service needed by a student and for evaluation of student progress.

Each school shall forward to the parent/guardian of each student in the talent pool, a permission slip requesting authorization for diagnosis of their child prior to administering any individual normed measure. The permission slip must be signed by the parent/guardian and returned to the school.

Grades 4-8

To qualify for the gifted and talented program in grades four (4) through eight (8), the student shall meet the criteria in at least one (1) gifted and talented category.

Qualifications for grades four (4) through twelve (12) shall be as outlined in the District's Formal Identification Guidelines.

ELIGIBILITY FOR SERVICES

Teachers shall be provided information on how to recommend new students for the program. New referrals shall be identified according to the standards established for each grade span.

The Gifted and Talented Selection and Placement Committee (GTSPC) in each school shall consist of administrator, Gifted and Talented teachers, appointed by the Superintendent, shall consist of: the Gifted and Talented Coordinator (chair), the appropriate Assistant Superintendent, the Elementary and Secondary Program Coordinators, the District Assessment Coordinator, all District Gifted and Talented teachers, one (1) Secondary Principal, one (1) Elementary Principal, one (1) elementary classroom teacher, one (1) middle school classroom teacher, and one (1) parent representative.

In the fall of each school year, prior to the opening of the upcoming school year, the GTSPC shall review and analyze the information collected and recommend student placement.

Students who fit the definition of a typical or special population of gifted and talented (are disabled, member of an ethnic/racial minority, or disadvantaged) shall be referred to the committee for consideration.

Parents shall be informed of procedures for selection in PTP and formal Gifted identification.

The GTSPC shall accept appeals or new referrals at their regularly scheduled meetings.

SERVICE DELIVERY

With the exception of academic competition, performances, and extra-curricular offerings, services shall be provided during regular school hours. Identified gifted and talented students are receiving services to meet their needs when they are not present in the classroom; therefore, they shall only be required to make up work and/or homework assignments that, if needed, reflect that day's activities.

Gifted and Talented Students**SERVICE DELIVERY (CONTINUED)**

Multiple service delivery options shall be provided at all levels.

In the primary talent pool program, teachers shall implement cluster grouping and differentiated study experiences with the identified students. A minimum of two (2) service delivery options may be utilized. Services shall allow for continuous progress through a differentiated curriculum and flexible grouping based on the individual needs, interests, and abilities of the students.

In grades four through twelve (4-12), multiple service delivery options shall include a minimum of two (2) options from the following list:

Mentorships	Content Acceleration
Independent Study	Grade Acceleration
Advanced Placement	Honors Program
Collaborative Teaching	Resource Services
Counseling Services	Seminars
Extra-curricular Activities	Travel Study
Cluster Grouping	Self-contained Classes
Pull-out Services	Itinerant Services
Regular Classroom Environment	Distance Learning

Services selected may differ in each grade level and shall meet the needs, interests and abilities of identified students.

Gifted Resources teachers shall work with regular classroom teachers in a resource/collaborative mode and in pull-out settings and/or appropriate instructional settings. Additional enrichment services shall be provided in the regular classroom by the regular classroom teacher.

CURRICULUM

The Kentucky Department of Education provides a curricular model that all gifted programs are required to use. The model stresses differentiated experiences, thought processes, and content and product modifications.

Curriculum content shall include instructional strategies related to both cognitive and affective learning consistent with the state curriculum guide.

Curricular materials shall be those designed to challenge the gifted learner and accommodate different learning styles.

Activities utilized to implement the program shall match the learner's needs, interests, and abilities and shall differ qualitatively from those provided in the regular classroom.

Services to students with exceptional talents may be provided through use of community resources that are not available within the school system.

MONITORING OF SERVICES

Should a child experience stress or discomfort in the gifted and talented program, parent(s) should communicate with the gifted program teacher. If the situation is not resolved, the gifted program teacher and the child's regular teachers shall meet with the parent(s) to work toward an appropriate solution.

Gifted and Talented Students**MONITORING OF SERVICES (CONTINUED)**

Should regular classroom or other options be found to be in the best interest of the student, the staff shall continue to be available for assistance. The child's giftedness does not change, only the service options. Unresolved issues shall be referred to the school GTSPC and then to the Gifted and Talented Program Coordinator if resolution is not received.

If the gifted student has a disability, the student's ARC shall determine if placement is correct. The gifted program teacher and/or classroom teacher shall provide the ARC a description of the student's progress in the program.

Students in advanced classes (grades 9-12) must apply to the counseling department in order to transfer to another class. Likewise, students with unsatisfactory class performance may be removed from such classes by the counseling department with the recommendation of the classroom teacher.

PERSONNEL

The Gifted and Talented Coordinator, designated by the Superintendent, shall meet those certification requirements necessary for serving in that position and shall oversee the District's Gifted and Talented program.

Teachers providing direct services to gifted students for more than one-half of the school day shall have either an approval to teach gifted, or an endorsement on their teaching certificate. The base certificate shall be valid relative to the grade level to which the teacher is assigned.

All Gifted and Talented Lead teachers shall be provided professional development training on identifying and working with gifted and talented students.

FUNDING

The District shall submit an application to the state in which seventy-five percent (75%) of the state gifted allocation shall be used in the category of personnel, including salary, and fixed charges.

The Gifted and Talented Coordinator shall be responsible for budget decisions concerning the state grant for the gifted and talented program and for ensuring that all statutes and administrative regulations are met as required to receive state funding for the gifted and talented program.

Funding for any services beyond the state allocation shall be determined in the District budget.

PROGRAM EVALUATION

Data shall be collected for purposes of evaluating effectiveness of the gifted and talented program in the areas of student progress, community involvement, cost effectiveness, incorporation of gifted education into the regular school program, overall quality of instruction, and attitudes of students, parents and teachers toward the program.

The Gifted and Talented Coordinator shall coordinate the annual, on-going process of evaluating all aspects of the gifted education program and make recommendations for upgrading those areas found to be deficient. The results of the evaluation shall be presented to the Board, and the Board shall determine if goals are being accomplished.

Gifted and Talented Students**PROGRAM EVALUATION (CONTINUED)**

Gifted and talented teachers shall be responsible for collecting data and submitting it to the Gifted and Talented Coordinator in the spring of each year. The Coordinator shall present and evaluation report to the Board. The Coordinator is responsible for upgrading any deficiencies.

Assessment of student progress shall be based on portfolios, special projects, and classroom performance. Reports will be sent to parents twice each year, indicating the student's performance in process skills and quality of product in grades four through twelve (4-12).

PROCEDURAL SAFEGUARDS AND GRIEVANCES

A school district shall establish a grievance procedure through which a parent, guardian or student may resolve a concern regarding the appropriate and adequate provision of talent pool services or services addressed in a formally identified student's gifted and talented student services plan. This district-wide grievance procedure shall address:

1. The appealing party shall submit in writing within ten (10) working days to the school GTSPC specifically why s/he believes that screening results are not accurate and why an exception should be made.
2. The GTSPC shall compile a student profile and along with the petition or appeal to the Gifted and Talented Selection and Advisory Committee (GTSAC) which shall serve as the Appeals Committee. The profile shall include a recommendation with substantiating evidence from the child's present and previous teachers.
3. The GTSPC shall hear appeals as needed, make a recommendation, and respond in writing to the appealing party within ten (10) working days of the meeting.. Should the appealing party not be the parent, the parent of the child shall also be informed of action taken.
4. If the student is identified for the gifted and talented program, s/he may participate in the program as soon as the parent/guardian signs the permission to enroll form.
5. If the student is not selected for the program and the appeal is denied by the GTSPC, a written appeal may be made to the Gifted and Talented Coordinator, who shall respond in writing within ten (10) days of the appeal.

PARENT EDUCATION

Parents of gifted students are charged with a special responsibility requiring information beyond normal parenting skills. To assist them, the gifted program shall provide such support services as:

1. Communication regarding local and state activities (Kentucky Association of Gifted Education).
2. Annual meeting regarding program activities.
3. A lending library from the District Resource Center.
4. Newsletter or other written communication regarding program activities.

Review/Revised:

Extended School/Supplemental Educational Services

Eligible students shall be provided extended school (ESS) and/or supplemental educational services (SES) in accordance with the following procedures.

ELIGIBILITY FOR EXTENDED SCHOOL SERVICES

One (1) or more of the following methods of documentation shall be used to determine which students shall be eligible and in the greatest need of extended school services:

1. Teacher recommendation;
2. Academic performance data, including diagnostic, formative or interim and benchmark assessments, and summative assessments;
3. Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
4. Behavioral and developmental progress as documented in formal and informal assessments and reports.

SELECTION FOR EXTENDED SCHOOL SERVICES

Selection criteria for the extended school services program shall be in compliance with applicable administrative regulations.

NOTIFICATION TO PARENTS OF EXTENDED SCHOOL SERVICES

Parents of eligible students shall be notified using Procedure 08.133 AP.2.

The District will inform parents and guardians of the availability of extended school services, the rationale for offering extended school services, and consequences of not obtaining a high school diploma.

STUDENTS ATTENDING PRIVATE, PAROCHIAL, OR HOME SCHOOLS

Students residing within the District's boundaries who attend private, parochial, or home schools shall be eligible for the after-school tutorial program or enrollment in the summer school program in the attendance area in which they reside. Parents should contact the building Principal in that attendance area or the District ESS Coordinator to enroll in the program.

Because the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following provision is waived through the 2013-2014 school year.
--

SUPPLEMENTAL EDUCATIONAL SERVICES

Eligible students shall be provided supplemental educational services (SES). "Eligible students" mean all students from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring. "Supplemental educational services" means additional academic instruction designed to increase students' academic achievement such as tutoring, remediation, distance-learning technologies, or other educational interventions provided by state-approved service providers outside of the regular school day.

Extended School/Supplemental Educational Services**SUPPLEMENTAL EDUCATIONAL SERVICES (CONTINUED)**

In providing supplemental educational services, the District shall:

1. Notify parents of eligible children about the availability of supplemental educational services in a manner that is clear and concise, as well as clearly distinguishable from other school-related information that parents receive.

The District shall post on the District/school web site(s) information about available supplemental educational services to include:

- a. The number of students who were eligible for and who participated in supplemental educational services (SES), beginning with data from the 2007-08 school year and for each subsequent year; and
 - b. A list of SES providers approved to serve the District, as well as the locations where services are provided for the current school year.
2. Help parents, at their request, choose a provider;
3. Determine which students should receive services, pursuant to criteria set forth in federal law, if not all students can be served;
4. Enter into agreements with service providers whom the parents select;
5. Assist the Kentucky Department of Education (KDE) in identifying potential providers within the District;
6. Provide information KDE needs to monitor the quality and effectiveness of the services that providers offer; and
7. Protect the privacy of students who receive supplemental educational services.

REFERENCE:

704 KAR 3:390

RELATED PROCEDURE:

08.133 AP.2

Review/Revised:

Notification to Parents of Child's Eligibility for Extended School Services

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

DATE _____

DEAR PARENT:

School District personnel have determined that your child is eligible for extended school services (ESS), to help ensure that s/he progresses from grade to grade with his/her cohort and that:

- ☐ Student exits elementary school ready to meet academic expectations at the middle school level;
- ☐ Student exits middle school ready to meet academic expectations at the high school level; and
- ☐ Student exits high school ready to meet academic expectations at the postsecondary education level and in the workplace, with particular emphasis on literacy and mathematics.

This determination was based upon one (1) or more of the following:

- ☐ Teacher recommendation;
- ☐ Academic performance data, including diagnostic, formative, interim, or summative assessments;
- ☐ Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
- ☐ Behavioral and developmental progress as documented in formal and informal assessments and reports.

A personalized intervention plan and goals will be included as part of your child's Individual Learning Plan.

NOTE: *Pupils shall not be excluded due to the inability of the parent or student to provide transportation.*

*Principal/designee's Signature*_____
Date

Review/Revised:

Title I Violation Complaint Procedure

No Child Left Behind requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A in the administration of the program.

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

Review/Revised:

Summer School Approval

See procedure 08.1131 AP.2 for approval form for alternative credit options, including summer school courses.

Review/Revised:

At-Risk Students – Program Procedures

RESPONSE TO INTERVENTION TEAMS (RTI)

Definition: A team of school level personnel who regularly meet to address the individual needs of students. This team meets with the purpose of being the school structure used to review cases. The RTI goal is to identify causes related to severe academic; behavioral and social/emotional issues; identify school level interventions to address the issue; create an intervention plan and implement and follow-up on said plan.

RTI Membership: The team shall consist of a chairperson, an administrator, a guidance counselor, school psychologist, representative teachers and other appropriate support personnel. The chairperson may fulfill dual rolls.

ROLES AND RESPONSIBILITIES

Chairperson: Organize screening and referral process, setting agendas, chairing meetings, facilitating development of the intervention plan, communication to staff about plans, and initiate follow-up activity. It is critical that the RTI remains a priority in the building and that regularly scheduled meetings are not interrupted or cancelled.

Administrator: Support the RTI process by attending all meetings, by reinforcing that RTI is a school-wide shared professional responsibility and by actively monitoring the implementation of student intervention plans.

Counselor: Provide pertinent academic and non-academic data related to each case, advise on all behavioral and social/emotional issues and engage in referrals to community resources.

School Psychologist: Provide insight related to psycho-educational information related to the case and advise related to any potential Special Education referral.

Classroom Teacher: The classroom teacher is at the core of the plan. The following responsibilities are crucial:

- Classroom level differentiation through interventions before referral;
- Creating and bringing documentation to the meeting;
- Advising on all interventions;
- Implementing the plan as written and documenting outcomes;
- Following-up;
- Supporting the RTI process as critical to the individual success of the student.

Others: Provide pertinent information as requested, advise, support implementation.

REFERRAL PROCESS

Student referrals shall be initiated by school administrators, classroom teachers, school counselors, school psychologists and/or parents. Referring administrators or teachers identifying the specific academic, behavioral and social/emotional issues will complete referral form. NOTE: The RTI referral process is meant to be a unified approach so that all students requiring assistance beyond what is provided through regular classroom instruction are identified.

At-Risk Students – Program Procedures

IMPLEMENTATION GUIDELINES

1. Develop a documentation process (see District models);
2. Meet regularly, at least twice monthly;
3. Make RTI multi-dimensional, more than academic performance;
4. Keep meetings solution based;
5. Reinforce to teachers the RTI process is a priority for teachers, administrators, and support staff;
6. Involve parents and family as a critical participant;
7. Access multiple outside resources;
8. Use RTI as part of the Special Education pre-screening process;
9. Always keep the interest of the student in the forefront of all RTI work.

Review/Revised:

Promotion and Retention

Schools shall comply with the following promotion, retention, and placement rules and procedures:

PRIMARY SCHOOL

Continuous progress: Students progress through the primary school program at their own rate without comparison to the rate of others or consideration of the number of years in school.

Council or school policy shall determine assignment of primary school students to classes and programs within the school. Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on established exit criteria. A school team, which includes the parent of an identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before such decision takes effect.

NOTE: Per 704 KAR 3:440, retention and promotion within the primary school program are not compatible with continuous progress.

ALL OTHER GRADES

Promotion of a student in Grades 4-12 shall be determined by the teachers in accordance with criteria required by Policy 08.22.

In addition, promotion/retention at the high school level (Grades 9-12) shall be determined by the number of credits earned.

RETENTION (GRADE 4 THROUGH MIDDLE SCHOOL)

1. Retention may occur if the student fails to:
 - a) Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
 - b) Progress satisfactorily on the academic expectations.
2. Parent(s) have been notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention.
3. The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

PLACEMENT OF STUDENTS FROM NONACCREDITED SCHOOLS

The Principal, counselor, and teachers shall determine the assignment/placement of pupils enrolling from private schools or home schools in accordance with the following guidelines:

1. Information about course work and progress is requested from the school.
2. The student is enrolled on a probationary status in the grade suggested by the parent.
3. Formal and informal testing is administered in each curriculum area, as appropriate.
4. Final placement is made after an evaluation of test data, the student's physical and social maturity, and classroom performance during the probationary period.
5. Parents are informed of final placement within ☐ three (3) weeks ☐ six (6) weeks ☐ nine (9) weeks of enrollment. Final placement may be higher than, lower than, or the same as placement during the probationary period.

Promotion and Retention**PLACEMENT OF STUDENTS FROM NONACCREDITED SCHOOLS (CONTINUED)**

6. In addition to the preceding guidelines, high school students will receive credits (Carnegie units) provided they meet the following criteria:
- a) Comprehensive tests are taken in each subject area in which the student participated in the school. Comprehensive tests ☐ shall be ☐ may be administered within ☐ three (3) weeks ☐ six (6) weeks ☐ nine (9) weeks of the date of enrollment. Students will not be permitted to retake comprehensive tests.
 - b) Credits are awarded in each subject area in which the student attains a minimum passing grade based on the ☐ school's ☐ District's grading scale.

RELATED POLICIES:

08.113

08.22

Review/Revised:

Instructional Resource Procedures

District personnel shall comply with requirements established in Kentucky Administrative Regulations and other documents and forms prepared and distributed by the Kentucky Department of Education.

For waiver of student fees for students who qualify for free and reduced-price meals, see Procedure 09.15 AP.21.

RELATED PROCEDURE:

04.7 AP.2 (inventory form)

Review/Revised:

Waiver Application for Instructional Resource Rental**APPLICATION FOR ASSISTANCE WITH INSTRUCTIONAL RESOURCE PAYMENTS ONLY**

Kentucky School Law (KRS 157.110) permits parents of students who qualify for free/reduced-price lunch to apply for assistance with instructional resource rentals.

I wish to apply for assistance with rental fees for _____
Student's Name

I have completed a Free/Reduced Lunch application form. YES ☐ NO ☐

OR

I have completed a Household Income Form (HIF). YES ☐ NO ☐

INSTRUCTIONAL RESOURCE	PERIOD	TEXTBOOK/CLASS	AMOUNT DUE

TOTAL _____

Parent's Signature

Date

Rental/Late Payment Application Form

Students in Grades 9-12 shall rent instructional resources, based on a fee schedule adopted by the Board. Because teaching supplies have been ordered based on projected enrollment; we must collect fees as soon as possible. In order to demonstrate to the auditor that we can account for all monies, we must have a receipt for payment or a signed statement from a parent indicating when the fees will be paid.

I wish to pay the following fees for _____ late.
Student's Name

Homeroom Teacher _____

Division _____

INSTRUCTIONAL RESOURCES	PERIOD	TEXTBOOK/CLASS	Amount Due	Paid	Not Paid

TOTAL _____

Parent's Signature

Date

Review/Revised:

Copyrighted Materials/Notice of Use**RESPONSIBILITY TO INFORM**

The Principal/designee shall inform school personnel of the following procedures regarding the duplication of copyrighted materials:

1. Material including, but not limited to, the following may be subject to copyright protection:
 - a) Musical
 - b) Dramatic
 - c) Literary (including workbooks, tests, etc.)
 - d) Pictorial
 - e) Sound recordings
 - f) Audiovisual works
 - g) Computer software
 - h) Architectural works
 - i) Choreographic works
2. Copyrighted materials that are copied shall not be used for profit.
3. The teacher may make a single copy of copyrighted material in preparation for class.
4. Except for computer software, the "Fair Use" allowance permits limited reproduction and use of copyrighted materials for classroom use.
5. Except for computer software, if the teacher needs multiple copies, the number shall not exceed one (1) copy per student.
6. In the case of computer software, a single copy may be made to be used only for "back-up" or archival purposes.

DIGITAL TECHNOLOGY/DISTANCE LEARNING

The District may use instructional transmissions as part of any distance learning classes, provided use complies with guidelines set forth in federal regulations and the following criteria are met:

1. The performance and/or display is a regular part of instruction; and
2. Technical measures are utilized to reasonably prevent keeping material beyond the class session and distributing it.

Review/Revised:

Review of Challenged Instructional Materials

SCHOOLS ADOPTING SBDM

Reviews of challenged instructional materials in schools which have adopted School Based Decision Making shall follow policies which have been adopted by the School Council.

REQUEST FOR REVIEW

The review of instructional materials, including textbooks, supplementary materials, library books, audiovisual media, class content, and technology on the basis of citizen concerns will be conducted in response to a properly filed request. Forms for such requests will be made available to any resident of the District at the Principal's Office. The request shall include a statement of reason for objection and a statement of desired action regarding the material.

In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. The use of challenged material may be restricted until final disposition has been made. However, individuals may be assigned other materials in lieu of those being challenged.

REVIEW COMMITTEE

The Superintendent/designee shall establish a Review Committee, composed of the Principal, professional librarian(s), two (2) staff members as designated by the Principal and whose subject area is affected, and two (2) parents. All committee members shall represent the school receiving the complaint.

The following steps shall be taken by the Review Committee:

1. Review the specific written complaint.
2. Read and/or examine the materials in question.
3. Determine general acceptance of the challenged materials in the community, other school systems and professional media.
4. Discuss the complaint and merit of the challenged material; make a value judgment based on the materials as a whole, and not on parts taken out of context.
5. Determine the merit of potential alternative instructional materials.
6. Prepare a recommendation for disposition of the complaint.
7. File a written decision with the Principal and/or school council, as appropriate, and send a copy to the Superintendent/designee.

The Principal shall inform the complainant in writing of the decision within twenty (20) school days after receipt of the completed form.

APPEAL

Within twenty (20) school days after the complainant has been informed of the committee's decision, the complainant may appeal the decision, in writing, to the Superintendent/designee.

Upon receipt of the appeal, the Superintendent/designee will review the challenged material and the decision of the Review Committee and, within twenty (20) school days, notify the complainant and Principal of his/her determination.

Review of Challenged Instructional Materials

APPEAL (CONTINUED)

Within twenty (20) school days after the complainant has been informed of the decision of the Superintendent/designee, the complainant may appeal the decision, in writing, to the Board.

The Board will consider the appeal at the next scheduled meeting and so notify the complainant of its final decision regarding the challenged material.

Review/Revised:

Request for Reconsideration of Instructional/Library Materials

SCHOOL _____ TEACHER _____

Please indicate the format of the material (book, DVD, magazine, CD, etc.):

TITLE _____

AUTHOR _____

PUBLISHER/PRODUCER _____

Request initiated by _____

Telephone _____ Street Address _____

City _____ State _____ ZIP Code _____

Complainant represents ☐ himself ☐ herself ☐ organization, specify _____Please answer the following questions after you have read, viewed, or listened to the school instructional/library material in its entirety.

1. Have you read, viewed, or listened to the material in its entirety? ☐ YES ☐ NO
2. Have you discussed this work with the teacher/librarian who assigned/ordered it? ☐ YES ☐ NO
3. What do you find objectionable in the material? (Please be specific, cite page(s), scenes, etc.)

4. What do you believe is the theme or purpose of this material? _____
_____5. What do you feel might be the result of a student's using this material? _____
_____6. For what age group would you recommend this material? _____
_____7. Are you recommending other school library material of the same subject and format as a replacement?
_____8. What action do you desire school personnel to take as a result of this written request for reconsideration?

_____*If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.*_____
*Complainant's Signature*_____
*Date***PLEASE RETURN COMPLETED FORM TO THE SCHOOL PRINCIPAL.**

Review/Revised:

Staff/School Council Reconsideration of Instructional/Library Materials

SCHOOL _____ TEACHER _____

Please indicate the format of the material (book, DVD, magazine, CD, etc.): _____

TITLE _____

AUTHOR _____

PUBLISHER/PRODUCER _____

NON-FICTION**Purpose**

1. What is the purpose of the material? _____
2. Is the purpose accomplished? ☐ YES ☐ NO

Authenticity

1. Is the author competent and qualified in the field? ☐ YES ☐ NO
2. What are the reputation and significance of the author and publisher/producer in the field?

3. Is the material current and/or accurate? ☐ YES ☐ NO
4. Are information sources well documented? ☐ YES ☐ NO
5. Are translations and retellings faithful to the original? ☐ YES ☐ NO

Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum? ☐ YES ☐ NO
2. Is it appropriate to the level of instruction intended? ☐ YES ☐ NO
3. Are the illustrations appropriate to the subject and age levels? ☐ YES ☐ NO

Content

1. Is the content well presented by providing adequate scope, range, depth and continuity? ☐ YES ☐ NO
2. Does this material present information not otherwise available? ☐ YES ☐ NO
3. Does this material give a new dimension or direction to its subject? ☐ YES ☐ NO

Reviews

1. Source of review _____
☐ Favorably reviewed ☐ Unfavorably reviewed
2. Does this title appear in one or more reputable selection aids? ☐ YES ☐ NO
If answer is yes, please list titles of selection aids. _____
3. Does this material give a new dimension or direction to its subject? ☐ YES ☐ NO

Staff/School Council Reconsideration of Instructional/Library Materials**FICTION****Purpose**

1. What is the purpose, theme, or message of the material? _____
2. Is the purpose accomplished? ☐ YES ☐ NO
3. Does reading, viewing, and/or listening to material result in more compassionate understanding of human beings? ☐ YES ☐ NO
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various ethnic groups? ☐ YES ☐ NO
5. Are questionable elements of the story central to a worthwhile theme or message? ☐ YES ☐ NO

Content

1. Is the view of life presented in the material a realistic one? ☐ YES ☐ NO
2. When factual information is part of the story, is it presented accurately? ☐ YES ☐ NO
3. Are concepts age appropriate for the potential readers? ☐ YES ☐ NO
4. Do characters speak in a language true to the period/section of the country in which they live? ☐ YES ☐ NO
5. Is the presentation of the main character or any of the minor characters offensive? ☐ YES ☐ NO
6. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate? ☐ YES ☐ NO
7. If there is use of offensive language, is it appropriate to the purpose of the text? ☐ YES ☐ NO
8. Is the material well written or produced? ☐ YES ☐ NO
9. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way? ☐ YES ☐ NO
10. Does the material make a significant contribution to the history of literature? ☐ YES ☐ NO
11. Are the illustrations appropriate and in good taste? ☐ YES ☐ NO
12. Are the illustrations realistic in relation to the story? ☐ YES ☐ NO

ADDITIONAL COMMENTS: _____

*Principal/designee's Signature*_____
Date
Review/Revised:

Staff/School Council Reconsideration Decision

(Date)

Dear _____:

The staff has reviewed your request to reconsider _____.

We have decided to:

☐ Retain

☐ Replace

☐ Reassign (alternative)

☐ Other, as specified _____.

You must contact me within twenty (20) days of the date of this letter if you wish to appeal this decision to the Superintendent.

Thank you for your interest in the District's schools and the instructional materials used.

Sincerely yours,

Principal/designee's Signature

School

Review/Revised:

Access to Electronic Media

ELECTRONIC MAIL/INTERNET

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

Access to Electronic Media**RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

RELATED POLICIES AND PROCEDURES:

08.2322

09.14

Review/Revised:

Electronic Access/User Agreement Form

User's Name _____			
<i>Last Name</i>		<i>First Name</i>	
		<i>Middle Initial</i>	
User's Address _____			
<i>City</i>		<i>State</i>	<i>Zip Code</i>
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
School _____			
If applicable, User's Grade _____		Homeroom/Classroom _____	

Please check if you are a ☐ student ☐ certified employee ☐ classified employee ☐ member of the community.

As a user of the _____ District's computer network, I hereby agree to

District Name

comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature

Date

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian

Date

Daytime Phone Number: _____ Evening Phone Number: _____

**NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR
ONLINE ACTIVITIES OF MINORS.**

Review/Revised:

Individual Learning Plan Web Release

I am the parent or guardian of _____, a student under the age of eighteen (18) who is enrolled in grades six through twelve (6-12) in the _____ school district. I hereby authorize the District to enable a feature of web based Individual Learning Plan ("ILP") software, which will permit my student to invite third parties to have access to his/her ILP information or portions of such information via the web (internet). The purpose of this feature is to help my student with career and college plans by permitting him/her to share ILP information with persons or organizations such as college admissions officers, organizations offering scholarships, and potential employers. However, I understand this feature could permit my student to release ILP information to other third parties. I agree that the District, its employees, and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software feature. The Family Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties.

I understand that the above software feature is not itself a disclosure of education records, but it will enable my student to disclose confidential educational records information. I specifically authorize and give my consent to the disclosure of ILP educational records information to third parties by my student through the use of the software feature as described above.

I understand that once this signed form is returned to the school, it will stay in effect as long as my child is enrolled in the District (unless I or my child on turning 18 requests a change).

I also understand that the sharing feature will not be enabled for my child unless this completed form is returned to the school.

Signature of Parent/Guardian

Date

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY _____ (DATE).

Review/Revised:

Open Enrollment Application

SCHOOL YEAR

DUE BY: ____/____/____

Pre-Application Instructions to Parent: Please read prior to completing and submitting this form. Parents must submit a copy of their child's report card, attendance, and discipline records with this application. Parents are also responsible for all transportation to/from school if accepted. (Students are to arrive no earlier than twenty (20) minutes before school and be picked up at dismissal time.)

- Open Enrollment applications shall only be considered if there is adequate space in that grade level.
- Assuming space is available, cases will be **considered for acceptance based on students abiding by the following four (4) criteria:**
 - Satisfactory academic progress and effort as determined by the Principal.
 - District attendance policies including matching the District's average attendance and not exceeding six (6) unexcused absences.
 - Behave in accordance with the Code of Expected Behavior and Conduct.
 - Parent(s)/guardian(s) are cooperative and supportive in their working relationship with the school.
- **If approved**, this commitment is for one (1) school year and is **subject to the following limitations:**
 - Applications are to be made each school year.
 - Applications must be received by the Principal following enrollment guidelines.
 - Athletic eligibility is determined by the KHSAA guidelines 6-12.
- **This application may be denied or revoked based on the following** (applicant returned to original school):
 - If enrollment is over any class-size guidelines either at the time of the request or if the enrollment goes over these same guidelines during the year.
 - Failure to abide by any of the criteria listed above related to academic effort and performance, attendance, behavior and attitude, and/or cooperative and supportive relationship with the home.

Date Application Filed: _____

School Year for which Application is Made: _____ Grade for which Application is Made: _____

Student's Full Name _____ Date of Birth _____

Address of Residence			
Street	City	State	Zip

Name of Parent/Legal Guardian: _____ Relationship: _____

Home Phone: _____ Father's Work #: _____ Mother's Work #: _____

Father's Cell #: _____ Mother's Cell #: _____

School of Residence: _____ School Applying For: _____

School Presently Attending: _____

If **NEW** to School of Application, Please Indicate Reason for Requesting a Transfer:

We agree to abide by the guidelines and limitations of this application and we understand that false information may be grounds for denying this application or changing future status.

Signature of Student: _____ Date: _____

Signature of Parent/Legal Guardian: _____ Date: _____

If you are a Kenton County School District full-time employee and you are the legal parent/guardian of this student, please complete the following:

Employee Name: _____ School/Job Site: _____

Please return this completed form (front and back) to the Principal of the school to which application is made.

Open Enrollment Application**FOR OFFICE USE ONLY**

Placement is Approved (sign below)

(Building Principal's Signature Showing Approval)_____
Date of Review_____
(Superintendent's/designee's Signature)_____
Date of Review

Placement is Denied _____ (Principal's Initials) Reason(s): _____

If application is being approved after the allotted time frame, please provide reason: _____

BACK PAGE MUST BE COMPLETED

This contract becomes in effect the first school day of attendance after a student is fully enrolled.

Open Enrollment Application**ADDITIONAL INFORMATION**

Name of Student: _____ Grade: _____

Special school program needs. (Please check all that apply.)

☐ Title I ☐ Special Education ☐ Project Ascent ☐ Advanced Placement☐ Other: _____

Please list any special physical/emotional needs of your child. _____

Does your child take medication for any school related reason? ☐ Yes ☐ No If "yes", please explain: _____

Please list in order the school(s) your child has attended in the past.

Name of School _____ Year _____ Grade _____

Name of School _____ Year _____ Grade _____

Name of School _____ Year _____ Grade _____

Which school is holding your child's permanent records? _____

Other information you wish to share: _____

Please check the general academic background of your child:

☐ Above average student☐ Average student☐ Needs extra helpFunctions well in a regular classroom setting? ☐ Yes ☐ No

Advanced Academically (Please list subjects): _____

Has your child had any suspensions or expulsions in past school calendar year?

☐ Yes ☐ No If "yes", please explain. _____**Answer the following if your student is in grades eight through twelve (8-12)**

Does your child plan to participate in school sports?

☐ Yes ☐ No If "yes", please list any sports in which your child plans to participate. _____

Has s/he competed at the Varsity level?

☐ Yes ☐ No If "yes", which sport? _____

Where? _____ When? _____

*The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.**"Para solicitar una copia de esta forma de inscripcion en espanol, por favor pongase en contacto con su escuela."*

Review/Revised:

NCLB Transfer Notification Options

Pending renewal of the Kentucky waiver request to the U. S. Dept. of Education for flexibility, there will be no need to use school improvement/restructuring notification forms through the 2014-2015 school year. If the request is not renewed, then the following section shall be in force.

SCHOOL IMPROVEMENT YEAR 1

TO: _____ **FROM:** _____
Parent's Name *School Name*
DATE: _____ **RE:** _____ **GRADE:** _____
Student's Name

Dear Parent/Guardian,

Our school is dedicated to providing the best education possible for your child. We are notifying you because under the federal No Child Left Behind Act (NCLB), our school has been identified for school improvement. This means the school did not make adequate yearly progress (AYP).

In terms of our academic achievement, here is how our school compares with other schools in the District and in the state (information may be attached):

Our school was identified for these reasons:

We are working to improve student achievement by:

The District and state of Kentucky will help us by:

Parents wanting to get involved in addressing the academic issues that caused the school to be identified for school improvement should refer to the District's Title I Parental Involvement policy.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred, at no expense to you, to the same grade level at another public school selected by the District that has not been identified for school improvement, corrective action, or restructuring. Your child may also be eligible for transportation to or from that school at no cost to you.

- ☐ However, no other school option is available at this time for these reasons:_____
- ☐ The following are District schools available to accept transfers. Attached to this notice is information concerning performance and quality of the school(s).

You may also check our District web site () for a list of available school transfer options for your child for the upcoming school year.

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request a transfer.

Contact

Telephone #

Failure to meet this deadline will result in loss of your option to request a transfer. You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely,

Principal/designee

NCLB Transfer Notification Options**SCHOOL IMPROVEMENT-RESTRUCTURING**

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

Dear Parent/Guardian,

Our school is dedicated to providing the best education possible for your child. We are notifying you because under the federal No Child Left Behind Act (NCLB), our school has been identified for

- ☐ second year school improvement ☐ corrective action year 1 ☐ corrective action year 2
☐ restructuring year 1 ☐ restructuring year 2 and beyond.

Being identified at any of these levels means the school did not make adequate yearly progress (AYP).

In terms of our academic achievement, here is how our school compares with other schools in the District and in the state (information may be attached): _____

Our school was identified for these reasons: _____

We are working to improve student achievement by: _____

The District and state of Kentucky will help us by: _____

Parents wanting to get involved in addressing the academic issues that caused the school to be identified for school improvement should refer to the District's Title I Parental Involvement policy.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred, at no expense to you, to the same grade level at another public school selected by the District that has not been identified for school improvement, corrective action, or restructuring. Your child may also be eligible for transportation to and from that school at no cost to you.

☐ However, no other school option is available at this time for these reasons: _____

☐ The following are District schools available to accept transfers. Attached to this notice is information concerning performance and quality of the school(s). _____

If you are a parent who falls under the designation "low income" and you choose not to transfer your child to another school, your child may receive supplemental educational services (SES) before or after school. You may choose from a state-approved list of providers. The District shall pay the providers but you must provide transportation. The providers available to you are: _____.

Included with this notification is a description of the services, qualifications and effectiveness for each available provider. Should the demand for supplemental education services exceed available funds, the amount of tutoring your child may receive will depend on the cost of the service selected. Should the number of students signing up for tutoring services exceed the ability of the District to fund the service, the District will give priority to students based on the following: _____.

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ (Contact) at _____ (Telephone #) to request a transfer or supplemental educational services. Failure to meet this deadline will result in the loss of your option to request a transfer or receive supplemental educational services (SES).

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

RELATED PROCEDURE: 08.133 AP.1

NCLB Transfer Notification Options

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

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because under NCLB and state law, our school has been designated as "persistently dangerous." A Kentucky public school is considered persistently dangerous if conditions exist over a period of time that expose students to injury due to violent criminal acts.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school that is making adequate yearly progress and that has not been identified as being persistently dangerous, or in school improvement, corrective action, or restructuring. Your child would be entitled to free transportation services.

- ☐ However, no other school option is available at this time.
- ☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request

Contact

Telephone #

a transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

NCLB Transfer Notification Options

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

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because the Superintendent has determined that your child has been a victim of a violent criminal offense as defined under state law.

Although we are committed to improving our school as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school that is making adequate yearly progress and that has not been identified as being persistently dangerous, or in school improvement, corrective action, or restructuring, if such a school is available within the District.

- ☐ However, no other school option is available at this time.
- ☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request a transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____
Principal/designee

NOTE: This parent was contacted by telephone by _____ on _____
Staff Member

Date

NCLB Transfer Notification Options

Pending the renewal of the Kentucky NCLB waiver request through the 2014-2015 school year, only those sections addressing persistently dangerous schools, victims of a violent criminal offense, and related deadlines will apply. If the request is not renewed, then all transfer options shall be in force.

TIMELINE INFORMATION**NCLB IMPROVEMENT SCHOOL:**

- ◆ When a school is identified for “school improvement, corrective action, or restructuring,” the District shall notify parents of students attending the designated school of the option to transfer their child to another public school not identified for improvement and provide details about the available options as far in advance as possible, but no later than fourteen (14) days before the start of the school year.
- ◆ As required by federal regulations, the District shall post on the District/school web site(s) information about available public school choice options to include the number of students who were eligible for and who participated in public school choice, beginning with data from the 2007–08 school year and for each subsequent year, and a list of available schools to which students eligible for public school choice may transfer for the current school year.

SUPPLEMENTAL EDUCATIONAL SERVICES:

- ◆ To assist parents of eligible students in requesting and selecting an SES provider, the District shall provide at least two (2) enrollment windows at separate points in the school year.

PERSISTENTLY DANGEROUS SCHOOL:

- ◆ Within ten (10) days of receiving notification of a school being designated as a “persistently dangerous school” (as defined by the Kentucky Board of Education), the District shall notify parents of students attending the designated school.
- ◆ Within twenty (20) school days from the date the District receives notice of being designated as “persistently dangerous,” the District must notify students attending the school and their parents of the opportunity to transfer to a safe District school with transportation provided.

VICTIM OF VIOLENT CRIMINAL OFFENSE:

- ◆ The District shall notify parents within twenty-four (24) hours, both in writing and by telephone, of a final determination that their child has been a victim of a violent criminal offense.
- ◆ The District shall offer the parent/guardian of the student the opportunity to transfer to a safe District school within ten (10) calendar days of such a determination.

DEADLINE:

- ◆ Transfers resulting from any of these designations must be completed within thirty (30) school days from the date the District receives notice of the designation. The District will make every effort to arrange for a requested transfer prior to the beginning of a school year.

◆ = time requirement designated by federal law

Home Schooling Notification

The Home School Information Packet and Best Practices Document may be accessed and printed at the following link:

http://admin.kasa.org/documents/kdpp/KDPP_Home_School_Info.htm

HOME SCHOOL LETTER OF INTENT

Director of Student Services
1055 Eaton Drive
Ft. Wright, KY 41017

RE: Home School Letter of Intent

As the parent of _____, I (we) have read and understand the requirements set forth by the Kentucky Department of Education for opening a home school in Kenton County. It is our intention to open a home school named the _____ Home School, to be located at the following address: _____.

My child(ren) previously attended _____ school.

If _____ last attended a public school, s/he will be withdrawn from the school by customary withdrawal procedures.

Sincerely,

Legal Parent/Guardian Signature

Legal Parent/Guardian Signature

Home School Information Sheet

School Name: _____
Please use the child's name for your school's name for identification purposes

1st Student's Name: _____
(Last/First/Middle)

Date of Birth: _____

Address (Including Zip Code): _____

Legal Parent/Guardian(s) Name(s): _____

2nd Student's Name: _____
(Last/First/Middle)

Date of Birth: _____

Address (Including Zip Code): _____

Legal Parent/Guardian(s) Name(s): _____

3rd Student's Name: _____
(Last/First/Middle)

Date of Birth: _____

Address (Including Zip Code): _____

Legal Parent/Guardian(s) Name(s): _____

Please return this form to the Kenton County Board of Education, Office of the Director of Student Services, 1055 Eaton Drive, Ft. Wright, KY 41017. If there are more than three (3) students enrolled in your home school, please list their information on a separate piece of paper.

Home School Information Sheet

Dear Home Schooling Parent,

Thank you for requesting information regarding private schooling within the Kenton County School District. To help you in your most important effort, we are pleased to share the following information:

1. Please find enclosed a document called Home School Information Packet and Best Practices Document. This document should be invaluable as you interpret the legal obligations as well as provide the highest possible quality of home schooling for your child. We draw particular attention to page 2, minimal requirements, pages 5 and 6, and Best Practices Approach to Home School Verification.

If we can be of further assistance, please contact the Administrative Assistant at 859-344-888 or the Student Records Manager at 859-331-1487.

2. Kentucky Department of Education-Web address for information:

<http://www.education.ky.gov/kde/about+schools+and+districts/home+schooling+in+kentucky/>

Mary Marshall
500 Mero Street, 8th Floor CPT
Frankfort, KY 40601
Phone 502-564-3791 x4051
Mary.marshall@education.ky.gov

3. Contact for T.H.I.N.K. (Teaching Homes in Northern Kentucky) support organization exists to help build capacity in those parents who have chosen to home school their children.

T.H.I.N.K. Hotline – 800-581-6639
T.H.I.N.K. email – general01@thinkathome.com
Public web address – www.thinkathome.com

Sincerely,

Student Support Services

Review/Revised:

Notice of Transfer and Withdrawal Authorization**NOTICE OF TRANSFER**

KRS 159.170 requires this procedure be done whenever any child transfers to another school district.

Student Name: _____
Last First Middle

Father's Name: _____

Mother's Name: _____

Guardian's Name (if applicable): _____

New Address: _____

New Phone: _____

Name of Other Children in Family	Grade	Date of Birth	Name of New School Child Will Attend (if known)

Parent/Guardian Signature

Date

Sending Principal's Signature

Date

Sending Director of Pupil Personnel's Signature

Date

New School District: _____

Receiving Director of Pupil Personnel: _____

Notice of Transfer and Withdrawal Authorization**WITHDRAWAL AUTHORIZATION**

This form must be completed for students between the ages of sixteen (16) and eighteen (18) who notify the school of intent to withdraw prior to graduation.

Name of Student

Date of Birth

Date Notice Given

Student ID Number

Address

Telephone Number

Name of Parent/Legal Guardian

Date of Conference with Principal/designee

Date of Counseling Session

*Number of Credits Completed***REASONS FOR WITHDRAWING FROM SCHOOL**

Student's Reason(s) for Withdrawing From School

Parent's Reason(s) for Allowing Student to Withdraw

Student's Signature

Date

Parent/Guardian's Signature

Date

I HAVE HELD A CONFERENCE WITH THIS STUDENT AND HIS/HER PARENT/GUARDIAN.

Principal/designee's Signature

Date

I CERTIFY THAT THE STUDENT AND HIS/HER PARENTS/GUARDIANS ATTENDED A ONE-HOUR COUNSELING SESSION WITH ME.

Counselor's Signature

Date

Review/Revised:

Student Enrollment and Homeless/Immigration Status**IMMIGRANT STATUS**

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

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

HOMELESS STUDENTS

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

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

GUIDELINES FOR ENROLLMENT

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

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

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

DISTRICT FORM

Please refer to Procedure 09.224 AP.21 for a copy of the District's enrollment and emergency information form.

Review/Revised:

Nonresident Student Contract

SCHOOL YEAR

INSTRUCTIONS:

- Contracts are required by KRS 157.350, which reads in part: "Each district which meets the following requirements shall be eligible to share in the distribution of funds from the fund to Support Education Excellence in Kentucky...(4) Includes no nonresident pupils in its average daily attendance, except by written agreement with the district of the pupils legal residence..."
- One copy of this contract is to be filed with the Kentucky Department of Education, together with the attendance report for the first two (2) months of the school term. Each district is to keep a signed copy on file.
- The Board of Education of the district where the nonresident pupils attend school agrees to make attendance reports at the close of the first two (2) months and at the close of the school term. These reports shall be delivered to the Board of Education where the pupils legally reside and shall agree with the terms of this contract.
- The Board of Education of the district of residence and the Board of Education of the district providing instruction agree that all contractual terms, supplemental agreements, and other conditions governing this exchange of students are herewith fully disclosed. Copies of all such contracts, agreements, and conditions are attached and made part of this contract for nonresident pupils.
- Do either parents or either Board of Education pay tuition for nonresident children? Please check ☐ Yes or ☐ No.
 - If "yes", the tuition rate and payment term(s) are? Rate: _____ Term: _____ Made payable to: _____
- The contract may be written to read "any", "all", or a specific number of students, subject to restrictions of the local Board of Education (attach copy of local board policy).

The Board of Education of _____ school district (district of legal residence of pupils) enters into a contract with the Board of Education of the Kenton County School District (district where the pupils attend) to educate students accepted based on the following guidelines.

- Nonresident/Tuition applications will only be considered if there is adequate space in the classrooms of that grade level and/or required programs.
- Assuming space is available, cases are **considered for acceptance based on students and family meeting the following criteria:**
 - Satisfactory academic progress and academic effort as determined by the Principal.
 - Attendance policies of the district including matching the District's average attendance and not exceeding six (6) unexcused attendance events in a school year.
 - Behavior expectations of the Student Code of Expected Behavior and Conduct.
 - Parents/guardians and students are cooperative and supportive in their working relationship with the school.
- If approved**, this commitment is for one (1) school year and is **subject to the following limitations:**
 - A nonresident fee of \$500.00 for grades 1-12 and \$250.00 for kindergarten is due prior to the beginning of each school year.
 - This nonresident fee is waived for full-time Kenton County Employees.
 - Nonresident fee will not be prorated throughout the school year and is non-refundable.
 - Applications are to be made each school year.
 - Applications must be received and approved by the Principal and Department of Student Services prior to enrollment.
 - Athletic eligibility is determined by the KHSAA guidelines 6-12.
- This application may be denied or revoked based on the following:**
 - If enrollment in any program is over state class-size guidelines either at the time of the request or if the enrollment goes over these guidelines during the year.
 - Failure to abide by any of the criteria listed above related to academic effort and performance, attendance, behavior and attitude, and cooperative and supportive relationship with the home. Failure to abide may subject the applicant to a Suspension and/or Expulsion Hearing and return to their original school immediately.
 - Failure to pay fees in advance as stipulated in agreement.

This contract further provides that the average daily attendance of the pupil(s) is to be counted in the district where the pupil(s) attend school. A list of approved students from your district is attached. The Board of Education of the Kenton County School District is to receive transportation credit for ANY/ALL pupils reported in Part I, such credit to be calculated in accordance with KRS 157.370. This contract must be executed below by the Board of Education where the pupils legally reside:

_____, Chairman for _____ School District
 _____, Secretary Date: _____

This contract must be executed below by the Board of Education where the pupils will be educated:

_____, Chairman for the Kenton County School District
 _____, Secretary Date: _____

REVIEW/REVISED:

Disclosure/Compliance Form

KRS 158.155 requires that a parent or guardian of a child who has been adjudicated guilty or previously expelled for homicide, assault, or violation of state law or school regulations relating to weapons, alcohol or drugs, notify a new school of that fact at the time of registration.

In compliance with that requirement, I swear or affirm that I am the parent or guardian of _____, who was:

Student's Name

1. ☐ adjudicated guilty/convicted; and/or
2. ☐ expelled from _____ private or public school,
in-state or out-of-state; and/or
3. ☐ disciplined for a violation of state law or school regulation relating to weapons,
alcohol or drugs.

The facts are as follows (attach separate sheet if needed): _____

I swear or affirm that to the best of my knowledge or belief, the statements and information contained herein are true, factual, and complete.

Affiant, Parent or Guardian's Signature

Date

This form will be kept in confidence as part of a student's permanent record.

Review/Revised:

Entrance Age**PRINCIPAL'S RESPONSIBILITY**

Principals are responsible for administering the following entrance requirements related to age and health status of a student:

- *Proof of Age and Identity* - Each pupil entering any elementary or secondary school for the first time shall present evidence of age by means of a state issued birth certificate. If a birth certificate is not presented other reliable proof of the student's identity and age as well as an affidavit of the inability to produce a copy of the birth certificate must be given.
- *Proof of Immunization* - Upon enrollment, each pupil entering kindergarten or first grade for the first time shall present evidence of immunization by means of a doctor's certificate or a certificate from the Public Health Service.
- *Preventative Health Care and Vision Examinations* - Within one (1) year prior to initial admission to school, each student entering kindergarten shall undergo a preventative health care examination, which shall be documented on the state-required form. A preventative health care examination may also be required for students entering pre-school.

Also upon enrollment, each student entering the first year of public school, public pre-school or Head Start must undergo a vision examination as required by applicable statute and regulation and provide the school with the required form by January 1 of the first year of enrollment. Evidence of a dental screening or examination shall be required to be submitted by January 1 of the first year that a five- and six-year-old student is enrolled in the District.

PRINCIPALS TO REPORT

Principals are to report to the Superintendent/designee the names of those children who do not present acceptable evidence of age and required immunizations and examinations.

FAILURE TO PROVIDE

Except for vision examination forms and dental examination forms as noted above, which are due by January 1 of the first year of enrollment, the remaining required documentation is due within two (2) weeks of student's enrollment in school.

RELATED PROCEDURE:

09.12 AP.1

Review/Revised:

Consent to Screen for Early Entrance Admission to School

Child's Name: _____ Date of Birth: _____

SEEKING EARLY ENTRANCE FOR KINDERGARTEN

I give permission for an individual screening of my child

I understand that the screening will be conducted by qualified District staff through the use of the Dynamic Indicators of Basic Early Literacy Skills (DIBELS), standardized intelligence tests, achievement tests, and rating skills. The assessment tools are selected and administered so as not to be discriminatory on a racial or cultural basis and administered appropriately for individuals with limited English proficiency. Screenings shall be administered in the child's native language or other mode of communication.

I have been advised in my native language or other mode of communication and understand the contents of this consent.

Parent/guardian Signature_____
Date**FOR OFFICE USE ONLY**

DIBELS	Initial Sound _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
	Letter Naming _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
	Phoneme Segmentation _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
	Nonsense Word _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

Scores on standardized intelligence test, behavior rating scales, and standardized achievement tests at/or above the 95th percentile.

☐ Pass ☐ Fail

Early Entrance: ☐ Recommended/Approved ☐ Not Recommended

Comments: _____

School of Attendance: _____

Consent to Screen for Early Entrance Admission to School

Child's Name: _____ Date of Birth: _____

SEEKING EARLY ENTRANCE FOR FIRST GRADE

I give permission for an individual screening of my child.

I understand that the screening will be conducted by qualified District staff through the use of the Dynamic Indicators of Basic Early Literacy Skills (DIBELS), standardized intelligence tests, achievement tests, and rating skills. The assessment tools are selected and administered so as not to be discriminatory on a racial or cultural basis and administered appropriately for individuals with limited English proficiency. Screenings shall be administered in the child's native language or other mode of communication.

I have been advised in my native language or other mode of communication and understand the contents of this consent.

Parent/guardian Signature_____
Date**FOR OFFICE USE ONLY**

DIBELS	Initial Sound _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
	Letter Naming _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
	Phoneme Segmentation _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
	Nonsense Word _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

Scores on standardized intelligence test, behavior rating scales, and standardized achievement tests at/or above the 95th percentile.

☐ Pass ☐ Fail

Early Entrance: ☐ Recommended/Approved ☐ Not Recommended

Comments: _____

School of Attendance: _____

Review/Revised:

Request for 504 Shortened School Day

SCHOOL YEAR _____

This form shall be kept on file in the District for auditing purposes.
--

Requesting Party: _____

Phone Number: _____

Submitted to Principal: _____

On this Date: _____

STUDENT DATA:

Name: _____ Age: _____ Disability: _____

School: _____

SECTION 504 CHAIRPERSON/SUPERINTENDENT'S DESIGNEE:

Name: _____ Other Job Title(s): _____

PERSON(S) TO MONITOR PLAN:

Name: _____ Title: _____

LENGTH OF SCHOOL DAY

1. What is the typical
- beginning
- and
- ending
- time for students in this school?

BEGINNING TIME: _____ ENDING TIME: _____

2. What are the
- beginning
- and
- ending
- times the 504 team has determined for this student?

BEGINNING TIME: _____ ENDING TIME: _____

3. Explain the reason(s) why this student requires a shortened school day:

4. Is this student returning to school after being in a Home/Hospital Instruction Program?

☐ Yes☐ No

If yes, please describe circumstances:

Request for 504 Shortened School Day

5. Identify steps the 504 Team will take to promote full attendance for this student in the future.

6. Has a shortened school day been requested for this student in previous school years?

☐ Yes ☐ No

If yes, list the previous school year(s): _____

7. Is there a signed physician statement? ☐ Yes ☐ No

IMPORTANT

The District shall maintain the following documentation for all shortened school days approved by the Board:

- Approval by the Board (Student confidentiality procedures must be followed when listing student information in Board minutes.);
- Minutes of the 504 Team meeting documenting the decision that a shortened school day is needed;
- A copy of the student's Section 504 Accommodation Plan documenting the shortened school day; and
- A copy of the physician statement of the supporting medical need.

=====

Board Approved Request: ☐ Yes ☐ No Date: _____

=====

Review/Revised:

Absence Request Forms

EXCUSED ABSENCE FOR EDUCATIONAL ENHANCEMENT REQUEST FORM

Please read KRS 159.035 prior to completing this request form. Note highlighted areas.

159.035 Participation in 4-H activities to be considered attendance – Excused absence for educational enhancement – Appeal of denial of excused absence – Exception for testing periods.

1. Notwithstanding the provisions of any other statute, any student in a public school who is enrolled in a properly organized 4-H club shall be considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided, the student is accompanied by or under the supervision of a county extension agent of the designated 4-H club leader for the 4-H club educational activity participated in.

2. Except as provided in paragraph (e) of the subsection, a public school Principal shall give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be a significant educational value, including but not limited to participation in an education foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

(a) A student receiving an excused absence under this subsection shall have the opportunity to make up school work missed and shall not have his or her class graded adversely affected for lack of class attendance or class participation due to the excused absence.

(b) Educational enhancement opportunities under this subsection shall not include nonacademic extracurricular activities, but may include programs not sponsored by the school District.

(c) If a request for an excused absence to pursue an educational enhancement opportunity is denied by the school Principal, a student may appeal the decision to the District Superintendent, who shall make a determination whether to uphold or alter the decision of the Principal. If a Superintendent upholds Principal's denial, a student may appeal the decision to the local Board of Education, which shall make a final determination. A Principal, Superintendent, and local Board of Education shall make their determinations based on the provision of this subsection and the District's school attendance policies adopted in accordance with KRS 158.070 and KRS 159.150.

(d) A student receiving an excused absence under the provisions of this subsection shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.0320 under the Support Education Excellent in Kentucky program.

(e) A student shall not be eligible to receive an excused absence under the provisions of this subsection for an absence during a school's testing window established for assessments of the Commonwealth Accountability Testing System under KRS 158.6453 or during a testing period established for the administration of additional district-wide assessments at the school, except if a Principal determines that extenuating circumstances make an excused absence to pursue an educational enhancement opportunity appropriate.

School: _____ Student Name: _____

Date of Application: _____ Dates of Opportunity: _____ Sponsor Organization (where applicable): _____

Parent/Guardian Name, Phone number, Address: _____

Curricular Area: (Check one) ☐ English ☐ Science ☐ Mathematics ☐ Social Studies ☐ Foreign Language ☐ the Arts

Description of the significant educational value of this enhancement opportunity: _____

Academic Expectation: Students are responsible for all make up work during this absence. (see KRS 159.035 (2)(a))

Parent/Guardian signature: _____ Date: _____

Principal Approval: _____ Date: _____

Principal Denial: _____ Date: _____

Reason for denial: _____

Teacher Signatures: (I am aware that this student has been excused for purposes of an educational enhancement opportunity.)

(1) _____ (2) _____ (3) _____

(4) _____ (5) _____ (6) _____

Note (Upon Approval): For attendance record keeping and student grading purposes, the student above shall be considered present. KRS 159.035 (2)(d)

OFFICE STAFF ONLY: I have verified that the above EHO date(s) have been checked/balanced w/the Student Information System. Building Principal or Attendance Clerk's initials: _____

Absence Request Forms**ARMED FORCES DAY/ARMED FORCES RECUPERATION LEAVE**

If a student's parent, de facto custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, a public school principal shall give the student an excused absence for one (1) day when the member is deployed and an additional excused absence for one (1) day when the service member returns from deployment (KRS 159.035(3)).

1. When recording the attendance for a student using an Armed Forces Day, the school should code the day(s) as AFD:
 - An excused absence for one (1) day when the member is deployed
 - An additional excused absence for one (1) day when the service member returns from deployment.
2. When recording the attendance for a student using an Armed Forces Recuperation leave, the school should code the day(s) as AFR:
 - Excused absences for up to ten (10) days for visitation when the member is stationed out of the country and is granted rest and recuperation leave

A student receiving an excused absence under these subsections shall have the opportunity to make up schoolwork missed and shall not have his/her class grades adversely affected for lack of class attendance or class participation due to the excused absence.

A student receiving an excused absence under these subsections shall be considered present in school during the excused absence for the purposes of calculating average daily attendance.

Documentation should be on file for students taking an AFD day(s) and AFR day(s). If no documentation exists, student must be marked absent.

School: _____ Date: _____

Student's Name: _____

Date the student will not be in attendance: _____

Parent/Guardian Name: _____ Phone Number: _____

Academic Expectation: Students are responsible for all make up work during this absence.

Parent/Guardian signature: _____

Teacher Signatures: (I am aware that this student has been excused for purposes of an Armed Forces Day.)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

Review/Revised:

Student Entry and Exit Log

*Entry/Exit logs at the school level will vary but they must have the information list below.

SCHOOL NAME

Sign-IN Sheet

Date: _____

[illegible]

*Entry/Exit logs at the school level will vary but they must have the information list below.

Sign-OUT Sheet

[illegible]

Page 2 of 2

Request for Tuition Status and Tuition Agreement Form

_____ SCHOOL YEAR DUE BY: ____/____/____

Pre-Application Instructions to Parent: Please read prior to completing and submitting this form.

Tuition fees must be paid no later than August 1st or upon acceptance. Fees are not prorated or refundable.

Parents must submit a copy of their child's report card, attendance, and discipline records with this application. Parents are also responsible for all transportation to/from school if accepted. (Students are to arrive no earlier than twenty (20) minutes before school and be picked up at dismissal time.)

- Tuition applications shall only be considered if there is adequate space in that grade level.
- Assuming space is available, cases will be **considered for acceptance based on students abiding by the following four (4) criteria:**
 - Satisfactory academic progress and effort as determined by the Principal.
 - District attendance policies including matching the District's average attendance and not exceeding six (6) unexcused absences.
 - Behavior in accordance with the Code of Expected Behavior and Conduct.
 - Parent(s)/guardian(s) are cooperative and supportive in their working relationship with the school.
- **If approved**, this commitment is for one (1) school year and is **subject to the following limitations:**
 - Applications are to be made each school year.
 - Applications must be received by the Principal following enrollment guidelines.
 - Athletic eligibility is determined by the KHSAA guidelines 6-12.
- **This application may be denied or revoked based on the following** (applicant returned to original school):
 - If enrollment is over any class-size guidelines either at the time of the request or if the enrollment goes over these same guidelines during the year.
 - Failure to abide by any of the criteria listed above related to academic effort and performance, attendance, behavior and attitude, and/or cooperative and supportive relationship with the home, or pay fees in advance as stipulated in this agreement. Failure to abide may subject the applicant to a Suspension and/or Expulsion Hearing and return to their original school immediately.

Date Application Filed: _____

School Year for which Application is Made: _____ Grade for which Application is Made: _____

Student's Full Name _____ Date of Birth _____

Address of Residence _____

Street	City	State	Zip

Name of Parent/Legal Guardian: _____ Relationship: _____

Home Phone: _____ Father's Work #: _____ Mother's Work #: _____

Father's Cell #: _____ Mother's Cell #: _____

School of Residence: _____ School Applying For: _____

School Presently Attending: _____

If NEW to School of Application, Please Indicate Reason for Requesting a Transfer:

We agree to abide by the guidelines and limitations of this application and we understand that false information may be grounds for denying this application or changing future status.

Signature of Student: _____ Date: _____

Signature of Parent/Legal Guardian: _____ Date: _____

If you are a Kenton County School District full-time employee and you are the legal parent/guardian of this student, please complete the following:

Employee Name: _____ School/Job Site: _____

Please return this completed form (front and back) to the Principal of the school to which application is made.

Request for Tuition Status and Tuition Agreement Form**FOR OFFICE USE ONLY**

Placement is Approved (sign below)

(Building Principal's Signature Showing Approval)_____
Date of Review_____
(Superintendent's/designee's Signature)_____
Date of ReviewTuition Waived ☐ Yes

Placement is Denied _____ (Principal's Initials) Reason(s): _____

BACK PAGE MUST BE COMPLETED

This contract becomes in effect the first school day of attendance after a student is fully enrolled.

Request for Tuition Status and Tuition Agreement Form

ADDITIONAL INFORMATION

Name of Student: _____ Grade: _____

Special school program needs. (Please check all that apply.)

☐ Title I ☐ Special Education ☐ Project Ascent ☐ Advanced Placement☐ Other: _____

Please list any special physical/emotional needs of your child. _____

Does your child take medication for any school related reason? ☐ Yes ☐ No If "yes", please explain: _____

Please list in order the school(s) your child has attended in the past.

Name of School _____ Year _____ Grade _____

Name of School _____ Year _____ Grade _____

Name of School _____ Year _____ Grade _____

Which school is holding your child's permanent records? _____

Other information you wish to share: _____

Please check the general academic background of your child:

☐ Above average student☐ Average student☐ Needs extra helpFunctions well in a regular classroom setting? ☐ Yes ☐ No

Advanced Academically (Please list subjects): _____

Has your child had any suspensions or expulsions in past school calendar year?

☐ Yes ☐ No If "yes", please explain. _____**Answer the following if your student is in grades eight through twelve (8-12)**

Does your child plan to participate in school sports?

☐ Yes ☐ No If "yes", please list any sports in which your child plans to participate. _____

Has s/he competed at the Varsity level?

☐ Yes ☐ No If "yes", which sport? _____

Where? _____ When? _____

*The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.**"Para solicitar una copia de esta forma de inscripcion en espanol, por favor pongase en contacto con su escuela."*

Request for Tuition Status and Tuition Agreement Form

Payment is expected prior to the beginning of the school year. Questions regarding tuition payment should be directed to Student Support Services.

Tuition applications will only be considered if there is adequate space in the classrooms of that grade level and if there is caseload capacity for special education.

Assuming space is available, cases will be considered for acceptance based on the following four (4) criteria:

1. Make satisfactory academic progress and academic effort as determined by the Principal.
2. Meet the attendance policies of the District including matching the District's average attendance and not exceeding nine (9) unexcused absences in a school year.
3. Behave in accordance with the expectations of the Student Code of Acceptable Behavior and Discipline.
4. The parents/guardians are cooperative and supportive in their working relationship with the school.

If approved, this commitment is for one (1) school year and is subject to the following limitations:

1. Applications are to be made each school year.
2. Applications must be received by the Building Principal prior to August 1 of any school year.
3. Athletic eligibility is determined by the KHSAA guidelines 9-12.

This application may be denied or revoked at any time based on the following:

1. If enrollment is over state class-size guidelines or special education caseload capacities either at the time of the request or if the enrollment goes over these same guidelines during the year.
2. Failure to abide by any of the criteria listed above related to academic effort and performance, attendance, behavior and attitude, and cooperative and supportive relationship with the home. Failure to abide may subject the applicant to return to their original school immediately.
3. Failure to pay fees in advance as stipulated in agreement.
4. Parents must provide transportation. Note: Students must arrive no earlier than twenty (20) minutes before school and be picked up immediately at dismissal time.

Review/Revised:

Family Educational Rights and Privacy Act Definitions

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

EDUCATION RECORDS - Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A “record” shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regard to suspension and expulsion.

Staff should refer to federal regulations for examples of documents that are not considered education records.

PERSONALLY IDENTIFIABLE INFORMATION - Includes, but is not limited to, the following:

1. Student’s name;
2. Name of the student’s parent or other family member;
3. Address of the student or student’s family;
4. Any personal identifier, such as the student’s social security or student number;
5. Personal characteristics that would make the student’s identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

NOTE: Unless the parent/guardian or secondary school student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

STUDENT - Except as otherwise specifically designated by law, “student” shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

ATTENDANCE – District “attendance” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

DISCLOSURE - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student’s education record to any party, except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

Family Educational Rights and Privacy Act Definitions

EDUCATION PROGRAM - Programs principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

EARLY CHILDHOOD EDUCATION PROGRAM - A Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six (6) that addresses the children's cognitive, social, emotional and physical development and is a (a) state prekindergarten program; (b) a program authorized under the Individuals with Disabilities Education Act; or (c) a program operated by a local education agency.

REFERENCES:

34 CFR Part 99, 20 U.S.C. 1232g
P. L. 107-110 (No Child Left Behind Act of 2001)

Review/Revised:

Family Educational Rights and Privacy Act

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Family Educational Rights and Privacy Act (FERPA).

The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal at the time of enrollment.

2. Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters on the same basis as it is provided to the public.

3. Parents or eligible students who wish to review educational records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Because, a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.

If circumstances effectively prevent a parent or eligible student from exercising inspection rights, copies of the requested records shall be provided within the above stated time frame.

Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review.

4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student. In compliance with FERPA, notice to the parent is not required when a court order directs that the parent/eligible student is not to be notified, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party.

As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.

5. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization. Such disclosure does not require parent/eligible student consent.
6. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.

Family Educational Rights and Privacy Act

7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
 - a. Disclosures made to parents or eligible students,
 - b. Records released pursuant to written consent,
 - c. Access by school officials and others having a legitimate educational interest under FERPA,
 - d. Disclosure to a party with written consent from a parent or eligible student,
 - e. Disclosures of directory information, or
 - f. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
8. A challenge to the records may take the form of an informal discussion among the parents, student, and school officials. Any agreement between these parties shall be reduced in writing, signed by all parties, and placed in the student's records.
9. Upon request, the Superintendent/designee shall, arrange for a record amendment hearing in compliance with 702 KAR 1:140

RELATED PROCEDURES:

All 09.14 procedures

Notification of FERPA Rights

Distribute this notice annually to parents and students.
--

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. ***The right to inspect and review logs documenting disclosures of the student’s education records.***

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

Notification of FERPA Rights

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District. This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

- 5. The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

- 6. ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.***

Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

- 7. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of PPRA Rights

Distribute this notice annually to parents and students.

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- ◆ **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- ◆ **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- ◆ **Inspect, upon request and before administration or use:**
 1. Protected information surveys to be used with students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Notification of PPRA Rights

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

***Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D. C. 20202-8520***

Review/Revised:

Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters, unless a parent or secondary school student, regardless of age, requests that this information *not* be disclosed.

Date

Dear Superintendent/Eligible Student,

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

Student's Name

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

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

Student Directory Information Listing

Release limited to – Institutions of Higher Education, Potential Employers and Armed Forces Recruiters

Choose one of the Options below:

- ☐ **Option 1:** The District **MAY NOT RELEASE ANY** information listed below.
- ☐ **Option 2:** The District **MAY RELEASE ALL** information listed below
- ☐ **Option 3:** The District **MAY RELEASE ONLY** the information checked below.

If you choose Option 3 above, then indicate by checking which item of information the District may release.

- | | |
|--|--|
| <input type="checkbox"/> Student's name
<input type="checkbox"/> Student's address
<input type="checkbox"/> Student's school email address
<input type="checkbox"/> Student's telephone number
<input type="checkbox"/> Student's date and place of birth
<input type="checkbox"/> Student's major field of study
<input type="checkbox"/> Information about the student's participation in officially recognized activities and sports
<input type="checkbox"/> Student's photograph/picture | <input type="checkbox"/> Student's weight and height (if a member of an athletic team)
<input type="checkbox"/> Student's dates of attendance
<input type="checkbox"/> Degrees, honors and awards the student has received
<input type="checkbox"/> Most recent educational institution attended by the student
<input type="checkbox"/> Grade level |
|--|--|

NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.

Signature of Parent/Eligible Student

Date
Review/Revised:

Denial of Permission to Release Student Contact Information to Military Recruiters

Pursuant to the "No Child Left Behind Act," U.S. military recruiters can request access to the names, addresses and phone numbers of high school students. However, the law also provides that **EITHER a student (regardless of age) OR a parent/guardian** may choose to require the school to withhold this contact information.

To request that your school not release this information to military recruiters, please fill out this form and return it to your school principal or counselor's office. The school must then delete your information from any directory provided to recruiters (NCLB-sec. 9528). (You should retain a copy for your own records.)

FOR STUDENTS:

I wish to request that my contact information (name, address, and phone number) not be released to military recruiters. I understand that this withholding of information will be in effect for my entire high school career, and that I can revoke this option at any time by notifying my school and /or school district in writing of my decision. This is not to be taken as a request to withhold my information from school publications or from college recruiters, scholarship agencies, prospective employers or any other entity.

Print Student's Name: _____

Student's Signature: _____ Date: _____
_____/_____/_____

FOR PARENTS/LEGAL GUARDIANS:

I wish to request that my son or daughter's contact information (name, address, phone number) not be released to military recruiters. I understand that this withholding of information will be in effect for his/her entire high school career, and that I can revoke this option at any time by notifying the school and /or school district in writing of my decision. This is not to be taken as a request to withhold information from school publications or from college recruiters, scholarship agencies, prospective employers or any other entity.

Print Parent/ Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____/_____/_____

Review/Revised:

PPRA Forms**OPT-OUT FOR SPECIFIC ACTIVITIES**

(For activities **not** funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA) procedure 09.14 AP.112.

On _____ at _____
Date Name of School/Site

there will be a protected information survey conducted. This activity consists of:

Description: _____

If you do **not** want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____

Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal/designee no later than _____ at _____ or

Five (5) days before activity or as directed

Phone

E-mail Address

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity.

If, you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE

Parent Signature

Date

CONSENT FOR SPECIFIC ACTIVITIES

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA) procedure 09.14 AP.112.

On _____ at _____
Date Name of School/Site

there will be a survey, analysis, or evaluation, and your consent is required so that your child(ren) may participate. This activity consists of:

Description: _____

Please sign below in the event you consent to your child(ren)'s participation and return this form to your Principal/designee by _____.

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE

Parent Signature

Date _____

Review/Revised:

Juvenile Justice Agency Certification Form

Date: _____

Name of Agency Receiving Records: _____

The _____ Schools have released education records of
_____, who was born on _____

Student's Name

to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.

*Printed Name of Agency Representative*_____
*Date*_____
*Signature of Agency Representative*_____
Date

Request to Inspect, Amend, or Destroy Student Educational Records**CHECK ONE:**

- ☐ Request to inspect and review educational records
- ☐ Request amendment of educational records
- ☐ Request hearing to challenge educational records
- ☐ Request destruction of records

Specify the educational record(s) _____

I hereby make the above request concerning the education records of _____

Student's Name

Date of Birth

I ☐ am ☐ am not satisfied with the accuracy of the record(s). I realize I may request that records which are inaccurate, misleading, or violative of other rights of the student be amended.

Describe below the specific information in the records for which amendment/hearing is requested and the reason for the request: _____

(USE BACK OF PAGE IF ADDITIONAL SPACE IS REQUIRED.)

I certify that I am the parent, legal guardian or am acting as a parent under FERPA of the student named above, or that I am at least 18 years of age making the above request concerning my own school records.*

Parent/Guardian's or Student's Signature

Date

* Living in the student's home in the absence of the parent on a day-to-day basis

You may review the records of _____ at _____
Student's Name Location

between the hours of _____ AM and _____ PM on _____
Month & Day Year

Failure to appear at the time and place designated above will require requesting party to make arrangements to view record(s) at an alternate time and place.

Custodian of Records/designee's Signature

Title

Date

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

Review/Revised:

Student Record Logs**INSPECTION/RELEASE TO OTHER AGENCIES/DISTRICTS**

Student's Name: _____	Date of Birth: _____
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NOTES:

- Any agency or individual inspecting, reviewing, or receiving copies of any student records under the authority of the Family Educational Rights and Privacy Act, is cautioned that the Act provides that personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information except as allowed by law.
- This form need not be completed for disclosures made to parents or eligible students, records released to District employees having a legitimate educational interest under FERPA, records released pursuant to written parent or eligible student consent, release of directory information, or disclosures of records made pursuant to a subpoena or court order where a court order, issuing agency, or other law provides that other individuals are not to be notified.
- KDE uploads District student records on a daily basis.

Date of Request	Name of Requesting Agency/District/Individual	Legitimate Interest	Records Accessed/Released	DISTRICT RESPONSE:			Employee Initials/Date
				#1 Copied Provided	#2 Records Inspected/Reviewed	#3 Request Denied	
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/

Student Record Logs

EMERGENCY RELEASE DOCUMENTATION

As required by the Family Educational Rights and Privacy Act (FERPA), for each instance of employee disclosure of information from this student’s educational record made in response to an actual, impending, or imminent articulable and significant health/safety threat, documentation shall be made as follows:

INFORMATION DISCLOSED	EMPLOYEE INITIALS/DATE	BASIS FOR DISCLOSURE	RECEIVING PARTY(IES)
	/		
	/		
	/		
	/		
	/		
	/		
	/		

Review/Revised:

Request for Student Records

I, _____*, request and authorize the release of school records for _____ to the Kenton County Board of Education from _____ School.

Former School's Phone Number: _____

Former School's FAX Number: _____

Student's Date of Birth _____ and/or Social Security Number _____

The following records are requested:

- | | |
|--|--|
| <input type="checkbox"/> Date of Withdrawal | <input type="checkbox"/> Individual Graduation Plan |
| <input type="checkbox"/> Withdrawal Grades | <input type="checkbox"/> Social Security Card |
| <input type="checkbox"/> Official Transcript | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Test Data | <input type="checkbox"/> Health Records (Immunizations /Physical) |
| <input type="checkbox"/> English Portfolio | <input type="checkbox"/> Discipline (including suspension & expulsion) |
| <input type="checkbox"/> Special Education Records (IEP) | <input type="checkbox"/> Other |

These records should be sent to the following address:

(Present School)

(Address)

(City, State, ZIP)

Principal/Designee's Signature

This transfer is provided for in the Family Educational Rights and Privacy Act, as amended. Regulations do not require an acknowledgment from the parent or eligible student that s/he has received notification before records may be released to other educational institutions.

Review/Revised:

Designation and Agreement for Disclosure to Authorized Representatives

This designation and agreement form shall be completed prior to District release of personally identifiable student record information to outside individuals/entities concerning Federal or State supported programs.

AUTHORIZED REPRESENTATIVE: _____

PERSONALLY IDENTIFIABLE INFORMATION (PII) TO BE DISCLOSED:

PURPOSE:

The purpose of records release is to carry out activities in connection with Federal or State supported education programs as indicated below:

☐ Audit ☐ Evaluation ☐ Enforcement ☐ Compliance

DESCRIPTION OF THE ACTIVITY FOR WHICH RECORDS WILL BE USED: DESCRIPTION OF HOW THE INFORMATION WILL BE USED:

NOTE: The authorized representative designated herein shall not release the subject information to anyone other than its authorized representatives who have a legitimate interest in the activity set out in this agreement.

RECORDS DESTRUCTION:

The authorized representative shall destroy the PII when no longer needed for the purpose specified herein.

- The method used to destroy records shall be by physical destruction.
- The subject information shall be destroyed by: _____ (date)

Please sign, date and return to our District a copy of this document, which shall signify your individual or your entity's agreement with all terms set out in this document.

Signature of Custodian of District Records

Date

Signature of Individual/Entity Representative

Date

Review/Revised:

Release of Records to State Child Welfare Agency

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

☐ All cumulative records

☐ Grade records only

☐ Attendance record only

☐ Standardized test data only

☐ 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

(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

Review/Revised:

Release/Inspection of Student Records/Medicaid Consent**TO THIRD PARTY**

Date: _____

Name of School: _____

The _____ Schools are hereby authorized to:

☐ Release or copy ☐ Permit the inspection of
the records listed below for _____, who was born on

Student's Name

_____. The individual or agency to whom this information is to be released is _____.

I understand that the records affected are checked below, along with the reason(s) for the requested release or authorization to inspect.

RECORDS	PURPOSE
<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"/> Special education records only	
<input type="checkbox"/> Other: _____	

This release is effective only for the specified records or types of records on hand as of the date you sign below UNLESS you specifically authorize further release of the specified records or types of records as follows. (Check and initial ONE of the following.)

- ☐ I authorize **on-going release** of the specified records or types of records to the entity/individual specified until student reaches age of 18 unless earlier revoked in writing. (Initials _____)
- ☐ I authorize release of the specified records or types of records until the end of the present school year (June 30th) unless earlier revoked in writing. (Initials _____)

*Signature of Parent/Guardian or Individual Acting as Parent under FERPA**_____
*Date*_____
*Signature of Student, 18 or Older or Attending Post-secondary Institution*_____
Date

*Living in the student's home in the absence of the parent on a day-to-day basis

MEDICAID CONSENT

- ☐ I have received my Annual Notification of Parent Rights regarding Medicaid billing, and I understand and agree that the District may access my child's or my public benefits or insurance to pay for services under the Individuals with Disabilities Education Act. (This also authorizes release of education records as specified above.)

*Signature of Parent/Guardian*_____
Date

Review/Revised:

Publication Consent Form

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL.

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness or fund-raising purposes.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's web site and in school yearbooks.

Please review this form carefully, sign and date the form, and submit the form to the school.

Once signed and dated, this form shall remain in effect for your child's enrollment in the District schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

As the parent(s)/guardians(s) of _____, I/we give the
Student's Name

_____ School District permission to release my/our child's name,
District's Name

photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Parent(s)/Guardian(s) (Please print.) _____

Parent/Guardian's Signature

Date

NOTE: If the recorded image, voice, or work of a student is to be included in a publication as part of a commercial or for-profit fund-raising endeavor, affirmative authorization of the parent/guardian or eligible student must be obtained.

Review/Revised:

Student Fees

SCHEDULE APPROVED ANNUALLY

If student fees are charged, a schedule of fees shall be reviewed and approved annually by the Board. The approved schedule shall be published in student handbooks or other written notice, as appropriate.

NO CHILD DENIED

Students will not be denied access to any educational program due to an inability to pay a fee, purchase school supplies, or rent or purchase **instructional resources**.

PRINCIPAL'S RESPONSIBILITY

Principals shall determine those students who qualify for free school supplies and **instructional resources** as follows:

1. Principals shall use the guidelines of the free and reduced-price lunch program to determine the inability of students to rent **instructional resources**, pay fees, and purchase necessary school supplies. *
2. During the first week of school, the Principal shall send to the parents of each student the eligibility guidelines for free and reduced-price lunches. The eligibility guidelines form shall include a statement that if the student qualifies for free or reduced-price lunches, s/he also qualifies for free necessary school supplies.
3. Parents shall be informed that they must complete the required documentation to be eligible for exemption from payment of fees for necessary school supplies.

*If a school or District participates in the Community Eligibility Provision (CEP) meal program, the Principal shall use the Household Income Form (HIF) to determine the inability of students to rent instructional resources, pay fees, and purchase necessary school supplies.

SUPPLIES PAID

Necessary school supplies that are furnished to students who qualify for free or reduced-price lunches are to be paid from the miscellaneous instructional supply account.

SBDM

In SBDM schools, councils shall provide free supplies and/or **instructional resources** from funds allocated to the school.

ADDITIONAL FEES

Additional fees may be required in classes that use consumable items, for items which are to remain the student's property, and for use of school equipment.

Review/Revised:

Application for Waiver/Reduction of Fees

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

Name of Parent/Guardian _____

Address of Parent/Guardian _____

Home Telephone _____ If none, number of nearest neighbor _____

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

NAME	BIRTHDATE	GRADE	SCHOOL ATTENDING

Employment Status of Parent/Guardian:**Mother:** ☐ Employed ☐ Unemployed

Employer's Name _____ Address _____

Father: ☐ Employed ☐ Unemployed

Employer's Name _____ Address _____

Gross Family Income from last Income Tax Return _____

1. Is the family presently receiving or eligible to receive any type of financial aid from the Kentucky Cabinet for Human Resources? ☐ YES ☐ NO
2. Are you financially able to partially pay the instructional resources fee now and continue to make payments until fully paid? ☐ YES ☐ NO
3. If your child is granted free/reduced price meal status, do you grant permission for school food service personnel to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and school athletic and field trip fees, etc.?
 - School administrators
 - Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the School Nutrition program.

☐ YES ☐ NO

Application for Waiver/Reduction of Fees

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

Comments: _____

*Parent/Guardian's Signature*_____
*Date*APPLICATION ☐ APPROVED ☐ DENIED_____
*Central Office Designee's Signature*_____
Date

Review/Revised:

Notice of Returned Check

Date: _____

Dear _____

Name of parent/guardian

This is to inform you that the check you submitted for payment of your child's fee(s), check number _____, dated _____, drawn on account number _____ with the following banking institution, _____, has been returned for the following reason:

- ☐ Insufficient funds
- ☐ Uncollected Funds
- ☐ Closed account
- ☐ Other, as specified _____

We have submitted this check for payment on two (2) different occasions, and the check was returned both times. Please send cash or a money order in the amount of \$ _____ to clear the bill. We will return your check upon receipt of this amount. If you have any questions, please contact me at the following number: _____

School telephone number

If you have not contacted me or submitted the amount indicated in this correspondence within ten (10) working days from the date of this letter, it may be referred to our attorney to pursue appropriate action.

Sincerely,

Principal's Signature

xc: Other as specified _____

Review/Revised:

Notice of Past Due Account☐ First Notice ☐ Second Notice*

Date: _____

Dear _____

Name of parent/guardian

This is to inform you that the _____ has been past due since

Account Name/Number

_____ and the fee(s) amounting to _____

*Inclusive Dates**Amount*

need to be submitted to my office as soon as possible.

If you have any questions regarding this matter, please contact me at the following number:

_____.

School telephone number

*If you have not contacted me or submitted the amount indicated in this correspondence within ten (10) working days from the date of the second notice, it may be referred to our attorney to pursue appropriate action.

Sincerely,

Principal's Signature

xc: Other as specified _____

Review/Revised:

Health Requirements and Services

Student health and safety shall be accomplished in accordance with state statutes and regulations and the policies and procedures listed below.

SCREENING TESTS

Physical screenings of students shall be conducted as follows:

GROWTH & DEVELOPMENT	PROVIDED BY
Preschool	Health Provider
First year primary	County Health Department
Grade 6	
VISION	PROVIDED BY
Preschool	Local optometrist
First year primary	School Nurse
Third year primary	
Grade 5	
HEARING	PROVIDED BY
Preschool	Speech Therapist
First year primary	
Second year primary	
Third year primary	
Fourth year primary	
Grade 5	
Grade 6	
Grade 7	
Grade 8	

ABNORMALITIES REPORTED

Any abnormalities found that need further medical evaluation shall be reported to the parents and recorded on the school health record. Referrals of students affected by health barriers shall be made, as appropriate, to family resource/youth service centers and/or support agencies for assistance.

HEALTH SERVICES REFERENCE GUIDE

District personnel shall utilize guidelines and forms provided in the Health Services Reference Guide published by the Kentucky Department of Education to address the following:

1. Pupil's cumulative health record
2. General growth and development
3. Vision screening
4. Hearing screening
5. Physical education medical information
6. Preventative health care examinations form(s) as provided by the Kentucky Department of Education

HEALTH RECORDS

Cumulative health records shall be initiated and maintained in the Principal's office or maintained electronically in the student information system.

STUDENTS

09.21 AP.2
(CONTINUED)

Health Requirements and Services

RELATED POLICIES:

03.14, 03.24

09.21, 09.211, 09.22, 09.224, 09.2241

RELATED PROCEDURES:

09.224 and 09.2241 procedures

Review/Revised:

Preventative Health Care Examination Form

All local boards of education shall require a preventative health care examination of each child first entering a Kentucky public school within a period of twelve (12) months prior to initial admission to school and within one (1) year prior to entry to sixth grade. Local school boards may extend this time not to exceed two (2) months. (702 KAR 1:160)

PLEASE COMPLETE THE IDENTIFYING INFORMATION AND RECORDS

IDENTIFYING INFORMATION

Student Name: _____ Gender: M F Grade: _____

Date of Birth: _____ Age: ____ yrs ____ months Preferred Language: _____

Parent or Guardian Name: _____

RECORD OF IMMUNIZATIONS TO BE REPORTED ON IMMUNIZATION CERTIFICATE FORM, EPID 230.

MEDICAL HISTORY

Allergies: _____

Current Prescribed Medications to be taken daily at school: _____

Significant Historical Information: _____

SCREENING RESULTS:

BP: _____ Height: _____ (ft.) _____ (inches) Weight _____ lbs. BMI _____
BMI% _____

Vision	Right 20/_____	Passed	<input type="checkbox"/>	Hearing – Right	Passed <input type="checkbox"/> Failed <input type="checkbox"/> Referred <input type="checkbox"/>
		Failed	<input type="checkbox"/>		
	Left 20/_____	Referred	<input type="checkbox"/>	Hearing - Left	Passed <input type="checkbox"/> Failed <input type="checkbox"/> Referred <input type="checkbox"/>

Optional: Hct/HGB: _____ Lead: _____ Urinalysis: _____

General appearance	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____
Gross dental (teeth and gums)	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____
Head/scalp/skin	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____
Eyes/Ears/Nose/Throat	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____
Chest/Lungs/Heart	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____
Abdomen/Genitalia	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____
Extremities/back	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____
Neuro	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Refer/Tx: _____

Preventative Health Care Examination Form

This child has the following problems that may impact the educational experience:

☐ Vision ☐ Hearing ☐ Speech/Language ☐ Physical ☐ Social/Behavioral ☐ Cognitive

Specify: _____

☐ This child has a health condition that may require emergency action at school, e.g. seizures, allergies. Specify below. _____

Recommendations (Attach additional sheet if necessary): _____

(Please Check One)

☐ This child may participate fully in school activities including physical education.

☐ This child may participate in school activities including physical education with the following restriction/adaptation.

(Specify reason and restriction) _____

ANTICIPATORY GUIDELINES

Discussed and/or handout given

☐ SCHOOL READINESS

- Establish routines
- After-school care/activities
- Friends
- Bullying
- Communicate with teachers

☐ MENTAL HEALTH

- Family time
- Anger management
- Discipline for teaching not punishment
- Limit TV, computer

☐ NUTRITION AND PHYSICAL ACTIVITY

- Healthy weight
- Well-balanced diet, including breakfast
- Fruits, vegetables, whole grains, dairy
- 60 minutes of exercise/day

Preventative Health Care Examination Form☐ ORAL HEALTH

- Regular dentist visits
- Brushing/Flossing
- Fluoride

☐ SAFETY

- Sexual safety
- Pedestrian safety
- Safety helmets
- Swimming safety
- Fire escape plan
- Smoke/carbon monoxide detectors
- Guns
- Sun
- Appropriately restrained in all vehicles

Additional comments or recommendations:

Signed: _____ Date: _____
Physician/APRN/PA/EPSTD Provide

Address: _____ Phone: _____

Review/Revised:

Authorization for Release of Information

I hereby authorize the sources listed below to release, exchange, or disclose information for the following purpose:

From ☐: Person/Agency/School: _____

To ☐: Address: _____
(Check one or both)

From ☐: Person/Agency/School: _____

To ☐: Address: _____
(Check one or both)

From ☐: Person/Agency/School: _____

To ☐: Address: _____
(Check one or both)

This information will be released from the confidential records of:

Student Name	SSN or I.D. Number	Date of Birth
_____ Dates of Treatment/Services/Enrollment		

I understand that I have a right to revoke this authorization, in writing, at any time by sending such written notification to the Kenton County Schools Board of Education. I also understand that my revocation is not effective to the extent that the persons I have authorized to use and/or disclose my protected health information have acted in reliance upon this authorization.

I understand that confidential medical and health information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer protected by federal laws and regulations regarding the privacy of my protected health information.

Any person receiving confidential student record information under the authority of the Family Educational Rights and Privacy Act of 1974 is cautioned that the Act provides that "personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student or the eligible student."

THIS SHALL SERVE AS NOTICE BY THE DISTRICT TO THIRD PARTIES OF THE 5-YEAR PENALTY FOR RE-DISCLOSING EDUCATION RECORDS WITHOUT PARENTAL CONSENT.

It is understood that this authorization for release is subject to revocation at any time, and that unless another date is specified below, this release will expire one (1) year after the date it is signed. Time limitation of release: _____

Signature of Student (If applicable)	Date
--------------------------------------	------

Signature of Custodial Parent or Guardian	Date
---	------

Witness (Signature, name, and date)	Relationship to minor**
-------------------------------------	-------------------------

**Unless parental rights have been terminated by a court of law, this release must be executed by the parent or guardian of the above named student. When more than one (1) person may fulfill the role of the parent, the KCSB will always make a reasonable attempt to locate the natural or adoptive parent prior to allowing any other person to act on their behalf.

*A signature is not required to transfer records between schools for legitimate educational purposes. (Family Educational Rights and Privacy Act, 34 C.F.R. P, Part 99 et al)

Review/Revised:

Prevention/Control of Head Lice in Schools

If a staff member feels that a student may have head lice, the student shall be sent to either the nurse or trained staff in the main office to have their hair inspected.

RESULTS OF HAIR EXAMINATION

1. **Nits only are found:** The student shall return to class and the parent/guardian shall be notified to check and treat hair after school and return the student personally to school the next day for a re-inspection of the hair. If the treatment is found to be unsatisfactory (many nits remain in hair) by nurse or staff, the student shall return home with the parent/guardian to continue the de-nitting process. This process shall continue until the student's hair is free of nits and live bugs.

NOTE: If a student has only a few nits, the nurse may de-nit the student's hair and the student may return to class. Parents shall be notified to check the student's hair carefully.

2. **Live Bugs are found:** The student shall be removed from class and the parent/guardian called to take the student home immediately for treatment with a lice treatment. They will be instructed to return the student personally to school the next day for a re-inspection of their hair. If the treatment is found to be unsatisfactory (live bugs or many nits remain in hair) by nurse or staff, the student shall return home with the parent/guardian to continue the treatment. A room check of all students in the same classroom and close contacts of the affected student shall be done.

The only time that a lice screening of a classroom will be done is when a live bug is found in a student's hair by a school staff member.

3. Students who are sent home with nits or live bugs cannot return to school by bus until rechecked by the nurse or office staff in the presence of their parent/guardian.

School procedures regarding head lice are based on research presented by American Academy of Pediatrics (ACIP), National Association of School Nurses (NASN), Centers for Disease Control (CDC), Harvard College, Kentucky School Boards Association (KSBA) and The Department of Public Health (DPH).

(No-nit policies are discouraged; students should not be excluded for nits only; classroom screenings have not been found to be effective in the control of head lice; management of head lice should not disrupt the educational process, nits cannot be transferred from head to head.)

Prevention/Control of Head Lice in Schools**NO-NIT POLICY QUESTIONS AND ANSWERS****Why do we no longer have a “no-nit” policy for Lice?**

“No-nit” policies are not supported by research and not recommended by experts.

Who has done research and/or submitted position/opinion statements?

The American Academy of Pediatrics (AAP), National Association of School Nurses (NASN), Centers for Disease Control (CDC), Harvard College, Kentucky School Boards Association (KSBA) and the Department of Public Health (DPH).

What does the research say?

AAP – Head lice screening programs have not been proven to have a significant effect on the incidence of head lice and are not cost effective; manual removal of nits is not necessary to prevent spread of head lice; no healthy child with head lice should be excluded from school; No-nit policies should be discouraged.

NASN – Management of head lice should not disrupt the educational process; students with live lice should be referred for treatment; students should not be excluded for nits only.

CDC – Most head lice are transferred from closer contact in the home (sitting close together, sleeping together, sleepovers, hugging).

Harvard – Nits only may or may not be a sign of active infestation; if nits are further than ¼ inch away from the scalp, it is not active. Lice are only spread from direct head to head contact.

KSBA – In most cases, students with live lice should not be excluded from school but parents must be notified and student treated.

Public Health – Only 18% of children with nits only convert to live lice; nits cannot be transferred to someone else.

How does a nit become a louse?

It takes 6-10 days for a nit to hatch into a nymph (immature louse). When the nymph becomes an adult louse, it must still be fertilized by another adult louse before it can lay eggs (nits). Even in the worst case scenario, if on day 10 a nit hatches at school, the nymph is still an immature louse and needs to find a second nymph and be fertilized before it can lay any eggs (nits). This is so highly unlikely as not to be a risk. So, if a student has nits only, they can remain in school.

What is the life span of a louse?

30 days. A louse can only survive 24 hours without blood when it falls from the host head.

How are lice transmitted?

Head to head contact. Lying down in an area that was recently in contact with an infected person or sharing infected clothes or combs. Lice do not fly or jump. Just sitting down next to someone with lice will not cause a spread.

Are head lice a health hazard?

They are a nuisance. They are embarrassing. They make people uncomfortable, but they do not transmit disease. The common cold is much more of a problem. Parents need to know that children can get head lice while at school but they can also contract it from other places. Schools do not have head lice...children do.

Prevention/Control of Head Lice in Schools**GUIDELINES AND RECOMMENDATIONS TO CONTROL THE SPREAD OF HEAD LICE**

- Instruct children not to share hats, combs, etc.
- Place garbage bags in “cubbies” to hold coats so they do not touch each other.
- Don’t pile coats together on playground.
- Preschool – “dress-up clothes” should not be kept in the classroom.
- Children should not lie on floor or rugs with heads together.
- Vacuum rugs daily.
- Wipe off head phones daily.
- Lice sprays are not recommended for classrooms or home. They are not effective and can be dangerous to people with chronic respiratory conditions.
- Head checks will only be done on students who have evidence of head lice (teacher referral, itching scalp).
- If a student is found to have **live** lice – parents will be contacted to pick up their child from school, treat the child for head lice and personally return them to school to be rechecked by trained school personnel. Only the class of the student with **live** lice will be screened. Letters (notification) can be sent home to the parents of the students who were in the class where the **live** lice were found at the Principal’s discretion.
- When parents find lice on their children at home they should treat and bring children in person to be rechecked by school. The classroom will only be checked if live bugs are still found by school personnel.
- Students with nits only will be returned to class, parents notified and student rechecked by trained school personnel when they are personally returned to school by their parents. No letters will be sent home for nits only. (Unless Principal requests-may use informational letter).
- Put a reminder about the possibilities of head lice in school newsletters occasionally.
- Lice prevention and treatment is a parent’s responsibility.

Review/Revised:

Exposure to Bloodborne Pathogens

The bodily fluid cleanup guidelines that are included in the Bloodborne Exposure Control Plan required by Policies 03.14/03.24 and related procedures will be followed in incidents involving students.

Review/Revised:

Request for Student Health Services and Procedures**(NON-MEDICATION NEEDS ONLY)**

The District provides health services to students so that their attendance and/or school-related program participation is not interrupted.

If your child requires a specific health service or procedure, please obtain the information below from your child's physician/health care provider and return this completed form to: _____.

Please be advised that District personnel will review the information provided for possible Section 504 or IDEA service considerations.

School _____

Phone _____ **FAX** _____

Address _____

PHYSICIAN'S ORDERS FOR ADMINISTRATION OF SPECIALIZED HEALTH CARE PROCEDURES

Date _____

Name of Student _____ **DOB** _____

Physical condition for which the specialized health services are to be performed:

Name of special procedure and special instructions:

Precautions, possible untoward reactions and interventions:

Time scheduled during school hours:

This procedure is to be continued as above until:

If appropriate, can teaching of self-care in this procedure be started?

These procedures will be performed by either the school nurse or trained, unlicensed school personnel according to the above instructions from the physician and District training protocols.

This signed form also gives permission for these treatments to be carried out on field trips or school related functions in Kentucky and/or other states. Slight variations in time may be necessary when administering treatments on field trips or school related functions also.

I hereby release the Kenton County Board of Education and its employees from any claims or liability connected with it's reliance on this permission and agree to indemnify, defend and hold them harmless from any claim or liability connected with such reliance.

Physician Signature

Date

Address

Phone

Please include the name of office contact if we have additional questions: _____

Review/Revised:

Supervision of Students**RESPONSIBILITY**

Principals shall develop and implement a plan of supervision for their schools to address the following areas:

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

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

Review/Revised:

Documentation of Reporting Required by Law**(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)**

This form shall be used to document reports listed in Policy 09.2211 that are required by KRS 158.154, KRS 158.155, and KRS 158.156. After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall report the alleged incident to the Principal for documentation.

Student(s) Involved	
School(s)	
General nature of the alleged violation	

On _____, I reported the above incident to:
Date

- ☐ Local law enforcement official; specify: _____
- ☐ Department of Kentucky State Police ☐ County Attorney
- ☐ The Superintendent, who shall report it to the Board, if required by KRS 158.156

Signature of Principal Reporting

Date

The following information about the student involved is for internal tracking purposes only					
Name		DOB		Phone	
Guardian(s)					
Address					
If the report concerns an alleged student victim, the following information applies to that student					
Victim (s) Name		DOB		Phone	
Guardian(s)					
Address					
If the report concerns an alleged student victim, the following information applies to that student					
Victim (s) Name		DOB		Phone	
Guardian(s)					
Address					

COPY TO STUDENT SUPPORT SERVICES

Documentation of Reporting Required by Law**(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)****PARENTAL NOTIFICATION**

If their child is involved in an incident related to KRS 158.156, the Principal shall notify parents/guardians in writing.

BOARD NOTIFICATION

For an incident related to KRS 158.156, the Principal shall report only the following information to the Department of Students Support Services who shall get to the Superintendent to share with

On _____, _____ students were involved in an incident	
<i>Date</i>	<i>Number</i>
reportable under KRS 158.156.	
_____	_____
<i>Name of School</i>	<i>Signature of Principal</i>

RELATED PROCEDURE:

09.438 AP.21

Review/Revised:

Physical Restraint and Seclusion Forms

*Status date	Status time
<input type="text"/>	<input type="text"/>
*Resolution D	*Resolution code
<input type="text"/>	<input type="text"/>
*Parent notified	Date parent notified
<input type="text"/>	<input type="text"/>
Method of notification	Other, specify
<input type="text"/>	<input type="text"/>
*Describe events lead to resolution	Continue events lead to resolution
<input type="text"/>	<input type="text"/>
Interventions immediately prior, check all that apply	
Present options <input type="checkbox"/>	Provide space <input type="checkbox"/>
Involve students in plan <input type="checkbox"/>	Relaxation activities <input type="checkbox"/>
Verbal redirection <input type="checkbox"/>	"I" messages <input type="checkbox"/>
Positive direction and limits <input type="checkbox"/>	Positive correction <input type="checkbox"/>
Other, specify	Problem solving <input type="checkbox"/>
<input type="text"/>	
*Describe behavior pose danger/harm	Continue, danger/harm
<input type="text"/>	<input type="text"/>
*Behavior during resolution	Continue behavior during resolution
<input type="text"/>	<input type="text"/>
Technique used for resolution Check all that apply	Seclusion <input type="checkbox"/>
Single-person extended arm <input type="checkbox"/>	Standing upper torso assist <input type="checkbox"/>
Two-person arm <input type="checkbox"/>	Shoulder assist <input type="checkbox"/>
Standing cradle assist <input type="checkbox"/>	Cradle carry <input type="checkbox"/>
Seated/kneeling cradle <input type="checkbox"/>	Hook-transport carry <input type="checkbox"/>
Crossed-arm assist <input type="checkbox"/>	Single-person extended arm escort <input type="checkbox"/>
Seated/.kneeling upper torso assist <input type="checkbox"/>	*Two-person escort <input type="checkbox"/>
Other, specify	
*Injuries to student	*Injuries to school personnel
<input type="text"/>	<input type="text"/>
Injuries to others	
<input type="text"/>	

Physical Restraint and Seclusion Forms

Describe injuries	Continue describe injuries	
*Effective de-escalating	Continue effective de-escalating	
*Describe response to behavior	Continue response to behavior	
*Planned positive intervention	Continue positive intervention	
*Student identified Section 504	*Student identified IDEA	
*Student referred Section 504	*Student referred IDEA	
Basis for declining to refer 504	Basis for declining to refer IDEA	
*Debriefing session requested	Date of request	
Student rep attending		
Family or student representative attending debriefing session		
Parent/Guardian		
Student		
Other, specify		
School Personnel attending		
School Personnel attending debriefing session		
Implementer of resolution <input type="checkbox"/>		Name
Principal <input type="checkbox"/>		Name
Regular education teacher <input type="checkbox"/>		Name
Special education teacher <input type="checkbox"/>	Name	
School Psychologist <input type="checkbox"/>	Name	
School Counselor <input type="checkbox"/>	Name	
School social worker <input type="checkbox"/>	Name	
Other, specify	Name	
Other, specify	Name	

Physical Restraint and Seclusion Forms**NOTICE TO PARENT**

ADMINISTRATIVE NOTE: AS SOON AS POSSIBLE WITHIN TWENTY-FOUR (24) HOURS FOLLOWING EACH INCIDENT INVOLVING USE OF PHYSICAL RESTRAINT OR SECLUSION, NOTICE SHALL BE PROVIDED TO THE PARENT/GUARDIAN OF A STUDENT WHO IS NOT EMANCIPATED EITHER VERBALLY OR BY EMAIL, IF EMAIL IS AVAILABLE TO THE RECIPIENT. IF THE RECIPIENT CANNOT BE REACHED WITHIN TWENTY-FOUR (24) HOURS, A WRITTEN COMMUNICATION SHALL BE MAILED VIA U. S. MAIL. IN ANY EVENT, THIS FORM SHOULD BE COMPLETED AND KEPT ON FILE TO DOCUMENT THE NOTIFICATION.

Date

Dear parent/guardian,

On _____, authorized school personnel used the following with your child:
Date☐ Seclusion☐ Physical Restraint

The following is a summary description of the measure used:

_____This occurrence took place at _____
Location and Time Frame

and was necessary due to the following behavior by your child:

Because the safety of students, school personnel and visitors is our utmost concern, we did not take this action lightly.

Please contact me directly if you have questions about this information or if you want to request a debriefing session. The District must receive such request within five (5) school days from the date you received notice of the use of physical restraint or seclusion. We will do our best to schedule a meeting as soon as practicable, but no later than five (5) school days following receipt of your request, unless we mutually agree otherwise.

I can be reached at _____.
Telephone Number

Sincerely,

Signature_____
Position

Review/Revised:

Emergency Medical Care Procedures

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

EMERGENCY INFORMATION

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

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

MEDICAL EMERGENCY PROCEDURES

The following procedures shall be used in a medical emergency:

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

Emergency Medical Care Procedures**MEDICAL EMERGENCY PROCEDURES (CONTINUED)**

11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.

SUPPLIES/PERSONNEL

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. At least **one (1)** adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
3. Any school that has a student enrolled with diabetes or seizure disorders shall have on duty at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or FDA approved seizure rescue medication as prescribed by the student's health care practitioner.

DOCUMENTATION

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

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

RELATED POLICIES:

09.224
09.2241

RELATED PROCEDURES:

09.224 AP.21 |
09.2241 AP.21
09.2241 AP.22
09.2241 AP.23

Review/Revised:

Enrollment/Emergency Information Form

This form is available at www.kenton.kyschools.us. You must be able to print the form after completing and return to school.

School: _____ Grade: _____

STUDENT INFORMATION

Legal Name of Student (First, M. Last) _____

Gender of Student: _____ Date of Birth: _____

☐ Check for 1st time enrollment in a Kentucky School Student Nickname: _____

Birth Place: (Birth Certificate or other reliable proof of birth required by KRS 158.032): _____

Ethnicity (must choose one) ☐ Hispanic/Latino ☐ Not Hispanic/Latino
(choose all that apply) ☐ White ☐ Black/African American ☐ Asian
☐ American Indian/Native Alaskan
☐ Native Hawaiian/Other Pacific Islander

Household Phone No. _____

Household Address _____ City _____ Zip _____

Household Mailing Address (if different) _____ City/Zip _____

Has your child ever been enrolled in a Ky. School? ☐ Yes ☐ No If "yes", please name the last school attended and its address. _____

To participate in Kentucky Educational Excellence Scholarship (KEES) program in high school, students' social security card MUST be on file.

LEGAL PARENTS/GUARDIANS LIVING IN SAME HOUSEHOLD AS STUDENT (STUDENT'S PRIMARY HOUSEHOLD)

Legal Name: _____	Suffix: _____	Legal Name: _____	Suffix: _____
Relationship to Student: _____	<input type="checkbox"/> Foster	Relationship to Student: _____	<input type="checkbox"/> Foster
Phone: Home () _____	Work () _____	Phone: Home () _____	Work () _____
Cell Phone: () _____	email: _____	Cell Phone: () _____	email: _____
Place of Employment: _____		Place of Employment: _____	

SCHOOL-AGED SIBLINGS LIVING IN SAME HOUSEHOLD AS STUDENT

Legal Name: _____	Age: _____	School Attending: _____	Grade: _____
Legal Name: _____	Age: _____	School Attending: _____	Grade: _____
Legal Name: _____	Age: _____	School Attending: _____	Grade: _____

LEGAL PARENTS/GUARDIANS LIVING AT A DIFFERENT ADDRESS FROM STUDENT (SECONDARY HOUSEHOLD)

Legal Name: _____	Suffix: _____	Legal Name: _____	Suffix: _____
Relationship to Student: _____	<input type="checkbox"/> Foster	Relationship to Student: _____	<input type="checkbox"/> Foster
Does this parent/guardian have joint custody? _____		Does this parent/guardian have joint custody? _____	
Address: _____		Address: _____	
City: _____	State: _____	City: _____	State: _____
Phone: Home () _____	Work () _____	Phone: Home () _____	Work () _____
Cell Phone: () _____	email: _____	Cell Phone: () _____	email: _____
Place of Employment: _____		Place of Employment: _____	
Is there a court order restricting this person's access to this student? <input type="checkbox"/> No <input type="checkbox"/> Yes (a copy of the court order order MUST be provided)		Is there a court order restricting this person's access to this student? <input type="checkbox"/> No <input type="checkbox"/> Yes (a copy of the court order order MUST be provided)	

Enrollment/Emergency Information Form**TRANSPORTATION**

- ☐ Transported one (1) mile or more to school ☐ AM & PM Transportation ☐ AM Transportation Only
☐ PM Transportation Only ☐ Not Transported by School Bus

EMERGENCY CONTACTS (PEOPLE AUTHORIZED TO PICK STUDENT UP FROM SCHOOL (UP TO 3))

Name: _____ Relation: _____ Phone 1: _____ Phone 2: _____

Name: _____ Relation: _____ Phone 1: _____ Phone 2: _____

Name: _____ Relation: _____ Phone 1: _____ Phone 2: _____

MEDICAL/PHYSICIAN INFORMATION AND INSURANCE

Doctor: _____ Phone: _____ Dentist: _____ Phone: _____

Do you have health insurance? ☐ Yes ☐ No Medicaid? ☐ Yes ☐ No KCHIP? ☐ Yes ☐ No

It is the legal parent/guardian's responsibility to send in writing, any pertinent information each year to the school nurse about serious health conditions. This information will be shared with appropriate school staff. An Administration of Medication Permission Form must be on file for any medication given to a student during the school day.

PRE-SCHOOL/KINDERGARTEN ONLY

Did your child attend daycare prior to the enrollment? ☐ Yes ☐ No

If "yes", what type of daycare did your child attend? ☐ In Home ☐ Facility

Was the daycare accredited? ☐ Yes ☐ No Have you used "4C's" for services? ☐ Yes ☐ No

MIDDLE/HIGH SCHOOL ONLY

Has this student participated in varsity sports? ☐ Yes ☐ No If "yes", this student must complete the KHSAA Transfer Form obtained through the Athletic Office.

SPECIAL SERVICES

Has this student ever been enrolled in special education? ☐ Yes ☐ No If "yes", at what grade level? _____
What school? _____

Does this student have any physical disabilities? ☐ Yes ☐ No If "yes", please describe: _____

Does this student have a 504 Plan? ☐ Yes ☐ No If "yes", please describe: _____

Has this student been formally identified as Gifted/Talented? ☐ Yes ☐ No If "yes", in what area? _____

HOME LANGUAGE SURVEY

If other than English, please complete the following 4 questions.

1. What language is most frequently spoken at home? _____
2. What language did your child learn when s/he first began to speak? _____
3. What language does your child most frequently speak at home? _____
4. In what language do you most frequently speak to your child? _____

Enrollment/Emergency Information Form**EXPULSION**

Has your child ever been adjudicated guilty or previously expelled for homicide, assault or violations relating to weapons, alcohol, or drugs? ☐ Yes ☐ No

KRS 158.155 requires that a parent/guardian report this conduct to school officials on the Kenton County School Disclosure/Compliance Form and verbally. (Please ask school administration for this form.)

Is your child currently under suspension from another school? ☐ Yes ☐ No

INTERNET ACCESS

Video tapes, photographs, and web page photos are often produced by school personnel and by outside media during the course of the school year. **Please check her ☐ if you DO NOT wish your child to be video-taped, photographed or their photo placed on a web page and a waiver will be provided.** (This waiver does not include school pictures or year books). If unchecked, **permission has been given** to display the products of this student's school related academics, athletic, musical and/or art work, **including video or photographic likenesses**, on the District/school web sites.

Do you have a computer at home? ☐ Yes ☐ No

If "yes", do you have Internet access? ☐ Yes ☐ No

If "yes" to Internet access, who is the Internet Service Provider?

☐ Cable ☐ Satellite Dish ☐ Phone (fast/high speed) ☐ Phone (slow/dial-up) ☐ Other _____

I, as legal parent/guardian, hereby state that the information contained on both sides of this form is accurate to the best of my knowledge. I am aware and I authorize the District to share pertinent medical information with any household member, emergency contact, school staff, paraprofessionals, coach volunteers and emergency personnel and to seek medical assistance for my child in an emergency. I also authorize the use of electronic sharing to communicate pertinent medical information to necessary personnel

Parent/Guardian Signature: _____ Date: _____

If you did not receive the Student Code of Acceptable Behavior and Discipline which includes Regulations for Riding School Buses, please contact the school for a copy.

The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.

"Para solicitar una copia de esta forma de inscripcion en espanol, por favor pongase en contacto con su escuela."

Review/Revised:

Health Incident Report

Student Name: _____ School: _____
 Address: _____ Date: _____ Time: _____
 _____ Phone: _____ FAX: _____
 Location: _____ Witness: _____

NATURE OF ACCIDENT		BODY PART INJURED		
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Elbow*	<input type="checkbox"/> Hand*
<input type="checkbox"/> Shock	<input type="checkbox"/> Bruise/Bump	<input type="checkbox"/> Wrist*	<input type="checkbox"/> Ankle*	<input type="checkbox"/> Eye*
<input type="checkbox"/> Possible Fracture	<input type="checkbox"/> Sprain	<input type="checkbox"/> Arm*	<input type="checkbox"/> Face	<input type="checkbox"/> Knee*
<input type="checkbox"/> Burn	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Back	<input type="checkbox"/> Finger*	<input type="checkbox"/> Leg*
<input type="checkbox"/> Cut	<input type="checkbox"/> Laceration	<input type="checkbox"/> Head	<input type="checkbox"/> Foot*	<input type="checkbox"/> Teeth
<input type="checkbox"/> Convulsion	<input type="checkbox"/> Puncture	<input type="checkbox"/> Chest		
<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____		
*Paired site – Please specify				

How did injury occur?

Treatment and disposition of student:

Notified Parent/Guardian: _____ Time: _____

Signature of Person Completing the Report

Signature of Principal/Designee

Comments:

Faxed to Central Office: ☐ Yes ☐ No Date: _____

Review/Revised:

Student Medication Guidelines

STUDENT SELF-MEDICATION

Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's physician/health care provider also is required.

ALL OTHER MEDICATIONS

1. Medication should be given at home when possible. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope and given to designated school personnel immediately upon arrival.

Medicines not in their original bottle shall be sent home with parent/guardian. DO NOT ACCEPT medication not in the original bottle or without current authorization forms. If medications are brought in incorrect containers, immediately put these medications into lock-up and contact the parent/guardian to pick them up.

2. Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.
3. School personnel authorized to give medications must be trained in accordance with KRS 156.502 and 702 KAR 1:160.
4. Except for emergency medications (including, but not limited to Diastat, Glucagon, and EpiPens) and medications approved for students to carry for self-medication purposes all medications shall be kept in a safe, locked, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.

NOTE: Staff shall keep all personal medication in a secured space and in the original labeled bottles. At no time shall any employee administer their personal prescription or over-the-counter medication to a student.

5. School personnel who administer medication shall arrange for the child to take the medication at the proper time.
6. Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.

PRESCRIPTION MEDICATIONS

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates.

Student Medication Guidelines**PRESCRIPTION MEDICATIONS (CONTINUED)**

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

NONPRESCRIPTION MEDICATIONS

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date.

DOCUMENTATION OF ADMINISTRATION

Except for medications approved for self-administration, all medication given must be documented on a medication log. Records must be kept on file in the student's cumulative folder. Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

All relevant documents (Medication Administration Forms, daily logs, parent notes, training sheets, lists of authorized medication administrators) are to be kept in accordance with the Records Retention Schedule, Public School District.

Student Medication Guidelines**DISPOSAL OF UNUSED MEDICATION**

Notice shall be mailed to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication shall then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

MEDICATION REFUSAL

If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

MEDICATION ERROR

If an error in the administration of medication is recognized, initiate the following steps:

1. Keep the student in the first-aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first-aid location.
2. Assess the student's status and document.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21

09.2241 AP.22

Review/Revised:

Administration of Medication Permission Form

School: _____ Phone: _____ FAX: _____

Dear Parent/Guardian,

If medication administration is required during the school day, whether prescription or non-prescription, **this form must be completed and signed by both a physician and parent.** For any questions, please contact the school nurse.

All medications are kept in the first aid room and must be in the original container with label affixed. For prescription medication, your student's name must be on the label and the label must match the directions on this form. The initial dose of a medication cannot be administered at school.

Pursuant to *KRS 158.834* and *KRS 158.836*, Board policy permits a responsible, trained student to carry and/or self-administer medication for asthma (inhaler), severe allergic reaction (Epi-pen), seizures (Diatat) or diabetes (Glucagon) on his/her person for immediate use in a life-threatening situation with a written physician's order, parent request, school nurse and Principal approvals. We accept the parent request and physician statement. We will permit and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

A new form is required for any changes in medication orders. This form may be faxed to the school to the number listed above.

The duration of this form is for one (1) school year only. SCHOOL YEAR: _____

NAME: _____ DATE OF BIRTH: _____ GRADE: _____ ALLERGIES: _____

To be completed by <u>Physician</u> or <u>Authorized provider</u>			
1. Medication: _____	Dosage: _____	Directions: _____	
Administration Time: Lunch _____ or _____	Route: _____	Diagnosis/Condition: _____	
Possible Side Effects: _____	Duration: Start _____	Stop _____	
<p>**In the case of an inhaler, Epi-pen, Diastat or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may _____ CARRY and/or _____ SELF ADMINISTER this medication. (Physician's Initial) Yes _____</p>			
2. Medication: _____	Dosage: _____	Directions: _____	
Administration Time: Lunch _____ or _____	Route: _____	Diagnosis/Condition: _____	
Possible Side Effects: _____	Duration: Start _____	Stop _____	
<p>**In the case of an inhaler, Epi-pen, Diastat or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may _____ CARRY and/or _____ SELF ADMINISTER this medication. (Physician's Initial) Yes _____</p>			
3. Medication: _____	Dosage: _____	Directions: _____	
Administration Time: Lunch _____ or _____	Route: _____	Diagnosis/Condition: _____	
Possible Side Effects: _____	Duration: Start _____	Stop _____	
<p>**In the case of an inhaler, Epi-pen, Diastat or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may _____ CARRY and/or _____ SELF ADMINISTER this medication. (Physician's Initial) Yes _____</p>			
****PARENT/GUARDIAN AUTHORIZATION FOR SELF CARRY/SELF-ADMINISTER ONLY ****			
<p>I request that my child, named above, be permitted to: _____ carry _____ self-administer the above emergency medication. I take responsibility for this permission. I understand the medication must be in the original pharmacy container, labeled with name of student, prescribing health care provider, and medication; date of original prescription; strength and dose of medication; and directions for use.</p>			
PARENT SIGNATURE _____	DATE _____	STUDENT SIGNATURE _____	DATE _____

During school hours, I understand teachers, assistants, nurses or other trained school personnel may be administering these medications according to the specified physician's order and District policy. Schools have established individual procedures for where and when the students receive their daily medications. The student has the ultimate responsibility of reporting daily for their medication.

No medications will be sent home with students. All unused medications not picked up from the school by a parent within five (5) days will be discarded.

I give permission for the storage and administration of this medication by trained school personnel accompanying my student on a field trip or school related function in Kentucky and/or other states. In the case of field trips or school-related functions, slight variations to the time the medication is administered may also be necessary. Unless indicated otherwise, student may self-administer medication with school trained personnel supervision while on a field trip.

I hereby release the Kenton County Board of Education and its employees from any claims or liabilities connected with their reliance on this permission and agree to indemnify, defend and hold them harmless from any claim or liability connected with such reliance.

*Parent's Signature_____
Parent's Phone_____
Date_____
*Physician's Signature_____
Physician's Phone_____
Date_____
*Print Physician's Name_____
Physician's Address_____
Fax Number_____
Principal's Signature (For self-carry only)_____
School Nurse Signature_____
Date Form Rec'd in Office

Administration of Medication Permission Form

Dear Parent or Guardian,

Any medication, prescription or non-prescription, which a student requires during school hours, should be delivered by a parent/guardian and given to the school nurse or secretary. Any medication found in a student's possession, including his/her backpack or locker, could result in suspension or expulsion. All unauthorized medications will be confiscated.

Please keep in mind that school is not the best place to administer medicines. Doses can be forgotten during the busy school day. If your child's medicine can be administered at home, please do so. Remember, the initial dose of a medication cannot be administered at school.

In order for the school to administer any medication to your student, you will need the following:

- *A **Kenton County School District Administration of Medication Permission Form** completed and signed by your child's physician. This form must also be signed by the parent/guardian. This form is available in the school office or first aid room.*
 - *Notes from parents requesting medication to be administered to students will not be accepted.*
 - *We cannot accept telephone permission for medication administration from a physician. Your doctor's office may fax the signed form to the school.*
- *Medication must be in the original container. All prescription medications must have the student's name on the label with directions for administration that match the permission form.*

If the above procedures are not followed, we will not be permitted to administer medication to your student at school.

Medications containing narcotics for pain relief or sedation should not be sent to school. For their own safety, children requiring this level of medication should remain at home until this medication is no longer required during the school day.

All unused medications not picked up from school by a parent within five (5) days will be discarded. No medication will be sent home with students.

We appreciate your cooperation in this matter and hope you understand these procedures are for the safety of all of our students.

Review/Revised:

STUDENTS

STUDENT
PICTURE
HERE

09.2241 AP.22

Student Medication Logs
MEDICATION ADMINISTRATION RECORD

NAME OF STUDENT: _____ GRADE/TEAM: _____ TEACHER: _____ EXTENSION: _____

Name of Parent: _____ Phone: _____ Work Phone: _____

Prescribing Doctor: _____

Name of Medication: _____

Dosage: _____ Directions: _____ Allergies: _____

SCHOOL YEAR: _____

Record the time the medication is given and the initials of the person administering the medication.

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug																															
Sept																															
Oct																															
Nov																															
Dec																															
Jan																															
Feb																															
Mar																															
Apr																															
May																															
June																															
July																															

Documentation Codes:**(A)** Absent**(NS)** No show**(FT)** Field trip**(S)** Suspension**(R)** Refused**(NM)** No medication

If you are administering medication, please identify your initials with a signature.

_____ Initial	_____ Signature	_____ Initial	_____ Signature	_____ Initial	_____ Signature
_____ Initial	_____ Signature	_____ Initial	_____ Signature	_____ Initial	_____ Signature

Student Medication Logs

MEDICATION COUNT

MEDICATION COUNTS: _____

Medication	Date Received	Brought in By	Received By	Quantity	Initial	Notes

Date	Notes on Medications	Initials

_____ Initial	_____ Signature	_____ Initial	_____ Signature	_____ Initial	_____ Signature
_____ Initial	_____ Signature	_____ Initial	_____ Signature	_____ Initial	_____ Signature

Review/Revised:

Medication Administration Incident Report

Name of School: _____

Name of Student: _____ Date of Birth: _____

Date and Time of Incident: _____

Name of Person Administering Medication: _____

Name of Prescribed Medication, Dosage, and time(s) to be given:

Check all that apply to this error:

☐ Wrong Student received medication☐ Wrong Time medication was given☐ Wrong Dose of medication was given☐ Wrong Medication was given☐ Wrong Route of medication administrationDescribe the medication error/incident:
Immediate action taken:

Person notified and time:

Principal (signature required): _____

School Nurse: _____ Parent: _____

Coordinator of Health Services: _____

Physician (if applicable): _____

Follow up information:
What measures will be taken to prevent another error such as this from occurring?

Signature of person completing report: _____ Date: _____

Review/Revised:

Child Abuse/Neglect/Dependency**MAKING AN ORAL REPORT**

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, or abused 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).

Review/Revised:

Safety (Athletics)

School administrators and coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

PARTICIPATION AFTER INJURY

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice. If it is suspected that a student has sustained a concussion, the process set out in policy shall be followed.

Review/Revised:

Insurance

Students participating in interscholastic athletics/cheerleading and marching band shall be covered by accident insurance. Parents must certify in writing that they have adequate health and hospital coverage.

Review/Revised:

Parade Procedures and Float Entry Request**ELIGIBILITY**

School organizations are eligible to enter a float/vehicle in a parade provided the following requirements are met:

1. A member must submit the attached entry form including a drawing and description to the parade sponsor;
2. At least one (1) member of the organization constructing a float/vehicle must attend a float rules meeting; and
3. Using the approved District check list, each float/vehicle entry must pass a final inspection.

FIRE PREVENTION

Floats/vehicles shall meet the following fire prevention requirements:

1. Smoking and use of any open flame shall not be permitted on or near any float/vehicle;
2. Displays on floats/vehicles shall not use fireworks or explosives;
3. No gasoline containers or compressed gasses (such as helium or propane tanks) shall be permitted on floats/vehicles; and
4. All decorative materials must be fire retardant. (Note: bales of hay are not fire retardant.)

FLOAT PERSONNEL

The number of occupants on a float shall be determined by the size and design of the float and at the discretion of the school administration. Each float/vehicle is required to have one (1) adult supervisor walking on either side. A reasonable number of adult supervisors is required for walking groups.

DISTRIBUTION OF CANDY

No candy shall be tossed out or thrown from floats/vehicles but may be distributed by walking participants.

Float Entry Request

School: _____

Date of Parade: _____

Class Sponsor/Float/Vehicle Chairperson: _____

Description of Float/Vehicle Entry: _____

Names of Personnel who will be riding/walking with the float/vehicle: _____

Sponsor's Signature

Date

Athletic Director's Signature

Date

Float/Vehicle Checklist

1. All materials are flame retardant. Initials ____
2. Driver's Name: _____ Initials ____
 - a. Valid Driver's License
 - b. Proof of Insurance
 - c. Volunteer Criminal Record Check
3. Exhaust system not in contact with and/or extended beyond decorations. Initials ____
4. Unit has an accessible fire extinguisher. Initials ____
5. A minimum of 2 adult supervisors walking next to float. Initials ____
6. A reasonable number of adult supervisors are present for walking parade entries. Initials ____
7. No gasoline or other flammable liquids are being carried on the float/vehicle. Initials ____
8. No compressed gasses such as helium or propane are being used on the float/vehicle. Initials ____
9. No discharging of firearms, fireworks, or similar types of noise makers are being used. Initials ____

Checked By/Accepted_____
Date

Comments: _____

Review/Revised:

Fund-Raising Activities-Proposal**REQUEST FOR APPROVAL OF SCHOOL-WIDE FUND-RAISING PROJECT**

To the Superintendent:

I hereby request that you approve the following school-wide fund-raising project.

School Name: _____ Year: _____

Duration of Sales:

Starting

Month

Day

Year

Ending

Month

Day

Year

Purpose of Project: _____

Learner Outcome(s) Impacted: _____

Name/description of Product to be Sold: _____

Name and Address of Publisher or Jobber: _____

Date of Approval by School Council: _____

Principal's Signature

Date

For Board Use Only

Recommended for Approval: _____

Assistant Superintendent's Signature

Date

Board Approval: _____

Date

Reviewed by Board: _____

Superintendent's Signature

Date

Review/Revised:

Fund-Raising Activities - Approval of Schoolwide Fund-Raising Projects

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

Review/Revised:

Fund-Raising Activities - Letter to County Clerk

Date _____

Address: Office of the County Clerk

Dear _____

KRS Chapter 367 requires the Superintendent to file written approval with your office of school fund-raising projects involving the sale of printed materials through solicitation by minors and students as follows:

The written approval of the Superintendent shall identify the product or products being sold, the solicitors to be involved and the duration of sales and shall be filed with the County Court Clerk.

_____ has requested my approval of fund-raising project(s)

Name of School

listed below:

Purpose of the project _____**Name/description of product being sold** _____**Name and address of publisher or jobber** _____**Name of school club or department sponsoring the project** _____**List of solicitors, if applicable, including ☐ age, ☐ grade number/level, ☐ name of school (Attach list.)****Duration of sales**Begins _____
*Month Day Year*Ends _____
Month Day Year

I am hereby approving the project as submitted and am filing this information with your office. If further information is necessary, please let me know.

*Signature of Superintendent/Designee*_____
Date
Review/Revised:

School-Related Student Trip Forms

FIELD TRIP TIPS AND INFORMATION

<p style="text-align: center;">Teacher Planner Tips</p> <ul style="list-style-type: none"> ➤ Field trips should be educational/align with course/core content, goals ➤ Use timeline in form and follow all tips ➤ Use official field trip request form ➤ Send out complete forms once approved ➤ Confirm all volunteers are on approved list ➤ Consult with cafeteria for lunch ➤ Collect payment ➤ Copy of permission to student ➤ Ensure signatures ➤ Review orientation and procedures with chaperones ➤ Collect student lunches and make sure every student has lunch ➤ Consult with nurse about routine and emergency medications that may be needed. ➤ School personnel must have received training to administer medications ➤ Invite parents whose children require emergency and routine medications to serve as chaperones ➤ Bring emergency medical kit and all medications for students ➤ Post attendance prior to leaving ➤ All adults must know the agenda ➤ Use secondary trusted adult for safety as a secondary for you ➤ Count students off and on bus ➤ Be at head of line ➤ Assign adult at end of line ➤ Other adults spread out among students ➤ Monitor all students when safety is question ➤ Evaluate loading areas for safety ➤ Always confirm count of chaperones and students prior to leaving ➤ Be attentive 	<p style="text-align: center;">Chaperone Tips</p> <ul style="list-style-type: none"> ➤ Background check/allow time for check ➤ No siblings may participate ➤ Stay with the group at all times ➤ 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 <p style="text-align: center;">Student Tips</p> <ul style="list-style-type: none"> ➤ Purpose is learning- be focused on education purpose ➤ Listen to adults ➤ Stay with your 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/respect all ➤ Stay seated and quiet on buses ➤ Follow six pillars of expected behavior ➤ Respect responsibility, trust fairness, citizenship and caring
<p style="text-align: center;">School Principal Tips</p> <ul style="list-style-type: none"> ➤ Check to make sure that the meal plans are detailed and specific ➤ Make sure there are enough chaperones for students and verify all are on approved listing ➤ Make sure Board approval time is built in for the trip ➤ Double check that medication administration requirements are met 	

School-Level Field Trip Planning Checklist

(To be used when students are taken off campus for any school purposes)

Trip date(s): _____ Destination of Trip: _____

School: _____ Destination State: _____

6 WEEKS IN ADVANCE: (_____)

- ☐ Check the District approved field trip list to ensure this location is approved.
- ☐ Request Board approval for any trip not on the approved list, overnight, out-of-state or over fifty (50) miles from the Board Office even if already on the approved list. Use the official "Kenton County Field Trip Request Form". All trips that require Board approval must be submitted to the appropriate central office employee at least ten (10) days prior to the Board meeting. Failure to meet this deadline or incomplete forms shall be denied.
- ☐ Sponsor/coach has obtained list of any students who require daily administration of medication.
- ☐ Cost for nursing, if applicable, shall be arranged and paid by school (especially with overnights).

4 WEEKS IN ADVANCE: (_____)

- ☐ Send out student permission forms.
- ☐ Submit bus request to Transportation Department and appropriate paperwork to building bookkeeper.

2 WEEKS IN ADVANCE: (_____)

- ☐ Confirm receipt of student permission forms, authenticate signatures, and send duplicate notices as needed.
- ☐ Confirm parents requesting to chaperone are on the approved list and begin assignment of chaperones to students (adult/student ratio). Parents of students who require emergency and/or routine medications should be invited to chaperone if they are on the approved list.
- ☐ Confirm transportation arrangements with appropriate provider.
- ☐ Consult with Cafeteria Manager on lunch arrangements, including number of students out of the building, if lunch is not provided through District Food Service.
- ☐ Review permission slips with School Nurse for medications and/or specific adaptations and ensure trained medical person with backup will attend.
- ☐ *Confirm trip specifics and student numbers with Principal/designee. Secure initials of Principal/designee. (_____)

ON THE DAY OF THE TRIP, BE SURE TO:

- | | |
|--|--|
| <input type="checkbox"/> Provide chaperone orientation (video, etc.) | <input type="checkbox"/> Take student lunches |
| <input type="checkbox"/> Take a classroom emergency kit | <input type="checkbox"/> Take student medications in original labeled bottle |
| <input type="checkbox"/> Post attendance prior to leaving | <input type="checkbox"/> Take required payments |
| <input type="checkbox"/> Take student permission slips | <input type="checkbox"/> Give office copies of permission slips |

Student Trip Request Form

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

School: _____ Trip Date: _____

Destination/Location and State: _____

Type of Field Trip and Student/Team Participating: _____

Depart: _____ AM/PM Field Trip Location Contact Person/Number: _____

Return: _____ AM/PM District Contact Person/Number: _____

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

Additional Staff: _____

Cost	Transportation	Meals (check at least one – if “other”, must be listed)
Per Student: \$ _____	<input type="checkbox"/> District Bus	<input type="checkbox"/> District
Per Adult \$ _____	<input type="checkbox"/> Bid Bus Company	<input type="checkbox"/> Student Packed
*Additional \$ _____	_____ Company Name	<input type="checkbox"/> *Other
*explain: _____	<input type="checkbox"/> Other	* Please list: _____
_____		_____

* Specifics required on meals for parent letter.

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 permission form, someone must have been 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 of routine medications (if applicable): _____

Name of trained administrator of emergency medications (if applicable): _____

The following items have been completed or are in process. (Trip planner must initial):

- _____ The planner has viewed the field trip video
- _____ An anticipated Trip Itinerary is attached
- _____ Trip site has been evaluated for potential hazards/special requirements (date: _____)
- _____ Specifics on meals, lodging, etc. have been listed on the parent permission form
- _____ Funds have been secured for indigent students
- _____ Background checks for chaperone approval have been initiated
- _____ Final approved chaperones must be given to Principal at least three (3) school days prior to trip
- _____ Trained person for emergency medications is available as needed
- _____ 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 Signature: _____ Grade(s): _____ Date: _____

MUST TURN IN TO NURSE AND ADMINISTRATOR FOR SIGNATURE

Student Trip Request Form

School Nurse Signature: _____ Date: _____
(Signature of school nurse required whether on approved listing or not.)

PRINCIPAL SHALL REVIEW AND SIGN PRIOR TO SENDING TO CENTRAL OFFICE.

All areas of this form are complete (meals, medication administration, location, times, etc.) _____

Board approval shall be initiated on the field trip (check all that apply):

- ☐ More than fifty (50) miles ☐ Overnight ☐ Not on Approved List
☐ Out-of-State ☐ Request to place on approved list

Principal's Signature: _____ Date: _____

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

Final approval signature from Central Office personnel required for all extended day, out-of-state, overnight, and multiple day field trips prior to submission to the Board meeting.

Comments:

Central Office Representative's Signature: _____ Date: _____

Field Trip Parent Permission Form

My child, _____ has permission to go with his/her
class to _____ on
_____ for the purpose of _____.

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 Acceptable Behavior*.

Times		Cost	Transportation
Depart: _____		Per Student: \$ _____	District Bus: _____
Return: _____		Per Adult: \$ _____	Other: _____
		Due Date: _____	
meals	Kenton County Food Services	<input type="checkbox"/>	Packed Lunch <input type="checkbox"/>
	Restaurant/Fast Food: (Name and location of each stop)	Name and location of stops: _____	
Over Night	Date: _____	Lodging: _____	
	Date: _____	Lodging: _____	

If the Board determines that world, national, or local events pose a potential threat to student safety, field 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? _____

DUE ONE (1) WEEK IN ADVANCE IF MEDICATIONS NEEDED (OFFICE USE – NURSE INITIAL UPON RETURN _____)

Parent/Guardian Signature: _____

Failure to provide complete, signed form will exclude the student from participating. Phone permission will not be accepted.

Principal's Signature _____

Teacher's Signature _____

Review/Revised: _____

Use and Rental of School Buses

The following guidelines are for persons requesting the use or rental of District buses.

1. Any school or organization requesting the use of a District bus shall use a driver who has fulfilled all requirements established by the Board and state and federal laws.
2. A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old. However, on all cultural activity and band trips two (2) teachers/chaperones must accompany each bus. If necessary, they should position themselves in different areas of the bus in order to maintain passenger control.
3. In no instance shall the transportation of student organizations for extra-curricular activities conflict or impair the ability of the Department of Transportation to transport students to and from school.
4. When a school requests that buses be made available for long trips, it may become necessary for the Transportation Department to send additional drivers. As a result of this, transportation costs shall increase.
5. Schools and private groups located outside the boundary lines of the Kenton County School District may request and, upon approval of the Superintendent, use District buses for educational field trips.
6. Athletic teams and bands shall schedule as many events as possible in the local area. This does not apply to district, regional, or state competition or a tournament or competition of a special nature.
7. The organization sponsoring the activity is responsible for paying all tolls and/or parking fees.
8. All organizations shall be charged bus rental plus the average driver cost per hour as established annually by the Board.
9. Bus Rental:
 - A. Kenton County Public Schools
 - a. Local and Non-Local Trips
 - i. Educational, athletic and band trips \$1.15 per mile per trip with a minimum charge of \$10.00
 - ii. In the event that additional fuel is required to complete the trip, the organization participating in the event or activity is required to purchase the fuel needed to complete the trip. The Board will not reimburse the group for this expenditure.

Use and Rental of School Buses

- B. Kenton County School Related Group (i.e. Band and Athletic Booster Clubs, PTA's, etc.)
 - a. Local and Non-Local trips are \$1.15 per mile per trip.
 - b. The organization may be granted the use of school buses upon the request of the Principal to the Director of Transportation.
 - C. Parochial/Private Schools Located Inside District Boundary Lines of the Kenton County Board of Education
 - a. Local and Non-Local educational trips are \$1.15 per mile per trip.
 - D. Public/Parochial/Private Schools/Private Groups Located Outside District Boundary Lines of the Kenton County Board of Education
 - a. Local and Non-Local educational trips are \$1.15 per mile per trip.
 - b. Field trips cannot be scheduled more than thirty (30) days in advance.
10. Confirmation of all educational field trips shall be made with the Transportation Department twenty-four (24) hours prior to the date of the scheduled trip.
11. Driver's Pay:
- A. All Trips
 - i. The driver shall receive their hourly pay (minimum of two (2) hours of pay).
 - ii. The driver shall receive an additional one-half-hour compensation if the trip exceeds three (3) hours.

Use of School Buses by Outside Groups

This agreement made by and between the Kenton County Board of Education, _____
as Assistant Superintendent or designee authorized to act by direction of the Board of Education
and _____, hereinafter described. The user is a:

_____ Profit Organization

_____ Non-profit Organization

The Board does hereby agree to permit user to utilize school buses more particularly described as follows:

at the following times and dates:

subject to the following terms and conditions:

1. School buses may be used only when they are not being used for school purposes. They shall not be used at any time that may conflict with their availability for school use.
2. School buses shall only be leased or rented in exchange for reasonable and adequate compensation.
3. Groups or individuals contracting for the use of school buses shall show evidence of insurance sufficient to cover all liability and losses of all persons who might reasonably be held responsible including the members of the Board of Education and the District. The Board shall be listed as an additional insured.
4. The groups or individuals using the vehicle or vehicles shall carry adequate collision insurance to cover the value of said vehicle or vehicles. The minimum coverages are as follows:

Property Damage - \$100,000

Bodily Injury – Per Person - \$250,000

Bodily Injury – Per Accident - \$2,000,000

No-Fault Coverage Per Person - \$10,000

5. The driver must be a regular bus driver for the District.
6. Outside groups or individuals using vehicles must abide by District Policy for Field Trips. Current District Policy will be provided by the Transportation Department upon receipt of the request for use of a vehicle and may also be obtained on District Website (Administrative Resources).

Use of School Buses by Outside Groups

In witness whereof the Assistant Superintendent or designee for and on behalf of the Board of Education and the user hereunto set their hands this _____ day of _____, 20__.

By: _____
Assistant Superintendent/Designee

User

Address

City State Zip

Phone

Transportation Request Form

Kenton County School Transportation Department Madison Pk. Independence, KY 41051-9244	Transportation Request	
	School Making Request _____	
	Date Bus Requested _____	No. of Buses _____
Destination _____		
What time should bus arrive at school? _____ A.M. P.M.		
What time will bus leave from school? _____ A.M. P.M.		
What time will bus return to school? _____ A.M. P.M.		
Will students be away from the building for lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Teacher in Charge _____ Grade _____		
Comments (include all directions): 		
Buses must return to school a minimum of thirty (30) minutes before their first afternoon route. A load is approximately sixty (60) elementary or forty-eight (48) middle or high school students. All requests must be sent to the Transportation Department at least four (4) weeks before the date of field trip. Call 356.5050 the day before the requested date to confirm your reservation.		
Signature of Principal _____ Date _____		

Transportation Consent Form**HIGH SCHOOL ATHLETICS, BAND AND OTHER EXTRACURRICULAR ACTIVITIES
TRANSPORTATION CONSENT**

The Board offers a broad range of sports and extracurricular activities to students at all grade levels. This broad range of activities places constraints on the ability of the District to provide transportation for all these activities at all times. As there are events, practices, and extracurricular activities that will require the student's parent to arrange transportation, this form has been created for document purposes. All coaches and sponsors shall have a parent meeting at the start of each activity season annually and this form shall be handed out, discussed, completed and returned as a part of this meeting. All coaches and sponsors shall communicate to parents regarding any changes of schedule or cancellation of event during the season.

Name of Student: _____ Date of Birth: _____

Name of School: _____ Grade: _____

Sport/Extracurricular Activity: _____ Season: _____

The District shall provide transportation to events, games and activities in accordance with policy 09.36. In cases when the District does not provide transportation to events, games or activities, I consent to the following means of transportation for my child (check all that apply):

- ☐ Automobile driven by another person as listed below. I have provided written permission to the coach for my child to ride with this person.

List of persons my child may ride with: _____

- ☐ Students are not allowed to transport themselves or other students to games or competitions under any circumstances. However, my child is approved to transport themselves **ONLY** to any off campus practices. **Note: It is understood that students are not to transport other students under any circumstances to any off campus practice.**

- ☐ I shall be responsible for transporting my child to and from practices, scrimmages, games and activities for this sport or extracurricular activity for which the District does not provide transportation.

In consideration of the advantages to my child of participating in this sport or extracurricular activity, and to the extent allowable by law, I hereby release and hold harmless the Kenton County Board of Education, its members, employees, agents, representatives and insurers, and the School and its employees and agents, from any liability for bodily injury or death resulting from said transportation. I sign this release individually and on behalf of my student.

Signature of Parent/Guardian of the Above Named Student

Date

Review/Revised:

Bullying Incident Reporting Form

Use of information documented on this form shall comply with confidentiality requirements of applicable privacy law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

If the act of bullying is such that it must be reported as required by KRS 158.154, KRS 158.155, or KRS 158.156, see policies 09.2211, 09.438 and related procedures

If bullying is related to a federally protected harassment/discrimination area, see policy 09.42811 and related procedures.

School: _____

Date: _____ Person making report: _____

Please check one: ☐ Victim ☐ Bystander ☐ Parent ☐ Staff ☐ Other

Name(s) of Victim(s)	Name(s) of Student(s) Bullying	Name(s) of Bystanders

When did the incident happen? Include date(s) if known: _____

Where did the incident happen? Check all that apply:

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Bus (Number _____) | <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Restroom | <input type="checkbox"/> Bus Stop |
| <input type="checkbox"/> Electronic Communication | <input type="checkbox"/> School Grounds | |

What type of bullying behaviors happened? (check one)

- ☐ Physical ☐ Verbal ☐ Psychological ☐ Cyber

(check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Physical aggression (hitting, kicking, punching, etc.) | <input type="checkbox"/> Excluded |
| <input type="checkbox"/> Teasing, name-calling, making critical remarks | <input type="checkbox"/> Victim of jokes |
| <input type="checkbox"/> Getting another person to harm student | <input type="checkbox"/> Spreading rumors/gossip |
| <input type="checkbox"/> Taking or damaging possessions | <input type="checkbox"/> Racial comments |
| <input type="checkbox"/> Making rude and/or threatening gestures | <input type="checkbox"/> Sexual comments |
| <input type="checkbox"/> Other: _____ | |

Describe the details of the incident.

Bullying Incident Reporting Form

Investigation:

Investigator's Name: _____ Position: _____

Interviews:

Interviewed victim: Name _____ Date _____

Interviewed bully: Name _____ Date _____

Name _____ Date _____

Interviewed witnesses: Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Prior disciplinary incidents by the bully:

Summary of Investigation:

Incident documented as:

☐ Bullying ☐ Unsubstantiated ☐ Other Disciplinary Infraction: _____

Contacts:

Victim's Parent/guardian Date: _____ Bully's Parent/guardian Date: _____

Law Enforcement Date: _____ Other _____ Date: _____

Safety Planning: _____

Disciplinary Action: _____

Support Services: _____

Incident Follow-Up-Victim**(TO BE COMPLETED AT LEAST TWICE AFTER THE DOCUMENTED INCIDENT)**

Follow-Up Conference

Date: _____ Time: _____ Conducted by Name: _____

People Involved:

- | | | | |
|--|--|------------------------------------|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Social Worker | <input type="checkbox"/> Counselor | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Student | <input type="checkbox"/> Parent | <input type="checkbox"/> Witnesses | <input type="checkbox"/> School Psychologist |
| <input type="checkbox"/> Other _____ | | | |

According to the student victim, the situation is:

- | | | |
|---------------------------------|--------------------------------|--|
| <input type="checkbox"/> Better | <input type="checkbox"/> Worse | <input type="checkbox"/> No Difference |
|---------------------------------|--------------------------------|--|

Comments:

Parent Contact:

Date: _____ Time: _____ Person Making Contact: _____

Additional Actions/Notes:

Review/Revised:

Prohibited Substances - Violation Referral Form

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

VIOLATION(S) (i.e., offense, date, and time)

☐ Chemical evaluated ☐ Chemical not evaluated

ACTION TAKEN

☐ Family contacted Date _____

☐ Student Assistance Counselor contacted Date _____

☐ Law enforcement contacted Date _____

☐ Detention (days) _____ ☐ before school ☐ after school ☐ Saturdays

☐ Suspension (days) _____ ☐ in school ☐ out of school ☐ student activities

☐ Expulsion Term of expulsion _____

☐ Placement in alternate setting Date _____

☐ Parent Conference Date _____ Outcome _____

☐ Other, specify _____

RECOMMENDATIONS

☐ Counseling ☐ in school ☐ out-of-school

☐ Referral of student/family to Family Resource/Youth Service Center

☐ Referral to outside agency Name of Agency _____

☐ Other, explain _____

Student's Signature _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of Superintendent/designee _____ Date _____

☐ Violation/Referral Form Mailed Return Receipt Requested Date _____

Review/Revised:

Record of Removal

An employee who removes a student, or causes a student to be removed, from a classroom setting or District transportation system shall complete and submit this form to the Principal as soon as practicable following the removal.

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

CAUSE(S) FOR REMOVAL

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

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

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

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

WITNESS(ES) (*Use additional sheet(s) if necessary.*)

_____	_____
<i>Name</i>	<i>Note if student/employee/other (specify)</i>

_____	_____
<i>Name</i>	<i>Note if student/employee/other (specify)</i>

Employee's Signature

Date

Review/Revised:

Disrupting the Educational Process

The following procedures shall be used when an individual or a group is disrupting the educational process:

1. The Principal/designee shall notify the Superintendent, as appropriate.
2. The Principal and staff shall make every effort to keep the disturbance isolated and keep uninvolved students from the scene.
3. A staff member should accompany the Principal/designee to the area in which the disturbance is occurring. If the students involved do not respond to the Principal's directions, the staff member is to telephone for additional staff assistance or for the police as directed by the Principal.
4. School schedules and operations shall be maintained at a normal level.
5. Teachers shall continue normal classroom activities unless otherwise instructed.
6. Teachers shall not permit students to leave the room; however, teachers should not try to physically restrain students from leaving the room.
7. The staff shall avoid physical involvement except for self-protection or protection of students.
8. The staff shall cooperate with the Principal and shall identify those involved in the disruption.
9. Normal disciplinary action shall be administered to those involved in the disturbance.

Review/Revised:

Grievance Procedures

Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2.

CONDITIONS

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

TIME LIMITS

1. Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

Grievance Procedures**SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT**

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

BOARD OF EDUCATION'S INVOLVEMENT

1. If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

NOTES:

- Students/parents wishing to initiate a complaint about a Title I issue should refer to Procedure 08.13451 AP.1.
- Students/parents wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.S., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

RELATED PROCEDURES:

08.13451 AP.1
09.42811 AP.2

Grievance Initiation Form (Students)

This form provides the opportunity for a student to question the application of a Board policy or administrative rule or procedure and to secure at the lowest administrative level an equitable, prompt, and satisfactory solution.

STUDENT GRIEVANT

Student Name _____ Date _____

Home Address _____ Phone _____

School _____ Grade Level _____

GRIEVANCE

Identify the policy, rule, or procedure whose application is at issue. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

What results are you seeking from this grievance initiation? (Use additional sheet if necessary)

*Student's Signature*_____
*Date***LEVEL ONE: CLASSROOM TEACHER**

Name: _____

Date grievance received at this level _____

CLASSROOM TEACHER'S RESPONSE. (USE ADDITIONAL SHEET IF NECESSARY.)

*Classroom Teacher's Signature*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

Grievance Initiation Form (Students)

BOARD POLICY ALLOWS FOR APPEAL OF THE CLASSROOM TEACHER'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE CLASSROOM TEACHER IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL TWO: PRINCIPAL OR PRINCIPAL'S DESIGNEE

Name: _____

Date grievance received at this level _____

PRINCIPAL/PRINCIPAL'S DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)_____

*Principal's/Designee's Signature*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

BOARD POLICY ALLOWS BOTH FOR APPEAL OF THE PRINCIPAL/DESIGNEE'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE PRINCIPAL/DESIGNEE IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL THREE: SCHOOL COUNCIL, IF APPROPRIATE

Name: _____

Date grievance received at this level _____

RESPONSE OF SCHOOL COUNCIL (USE ADDITIONAL SHEET IF NECESSARY.)_____

*School Council Chairperson's Signature*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

BOARD POLICY ALLOWS BOTH FOR APPEAL OF THE SCHOOL COUNCIL'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE SCHOOL COUNCIL IS AN ALLEGED PARTY IN THE COMPLAINT.

Grievance Initiation Form (Students)

LEVEL FOUR: SUPERINTENDENT/DESIGNEE

Name: _____

Date grievance received at this level _____

SUPERINTENDENT/DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Superintendent's/Designee's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

THE BOARD WILL NOT HEAR ANY GRIEVANCE CONCERNING PERSONNEL ACTIONS UNLESS THE GRIEVANCE CONCERNS CONSTITUTIONAL, STATUTORY, REGULATORY, OR OTHER POLICY APPLICATION OR DEMOTION UNDER KRS 161.765.

LEVEL FIVE: BOARD OF EDUCATION

Date grievance received at this level _____

BOARD OF EDUCATION'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Board Chairperson's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT AFTER THE NEXT REGULARLY SCHEDULED BOARD MEETING.

Review/Revised:

Notice to Individuals Complaining of Harassment/Discrimination

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions:

If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact the District Title IX Coordinator.

1055 Eaton Drive, Fort Wright, KY 41017

(859) 344-8888

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by a District administrator or other individual with specific training and/or experience in this area. If you have any questions for the District's investigator, you may contact him/her at the address listed above.

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate a complaint.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board of Education.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX/Equity Coordinator and/or a District administrator.

Notice to Individuals Complaining of Harassment/Discrimination

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment/discrimination, is strictly forbidden. If you believe that any of those parties is retaliating against you in any way, please notify the Title IX/Equity Coordinator and/or a District administrator immediately. If you are not satisfied with the District's response, you have the right to file a complaint with the Office of Civil Rights at the following address:

Wanamaker Building, Suite 515
100 Penn Square East
Philadelphia, PA 19107

Review/Revised:

Harassment/Discrimination Reporting Form

This form provides the opportunity for a student or parent to report violation(s) of Board Policy 09.42811 and to secure an equitable, prompt, and satisfactory solution. This procedure shall be implemented in compliance with Board Policy 09.42811 and shall be used to document all complaints, whether addressed informally or formally.

Student's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
Student's Age _____	Date of Birth _____	Student's Phone Number _____	
School _____	Grade _____	Homeroom/Classroom _____	
Name of Parent/Guardian _____		Daytime Phone # _____	

CONFIDENTIALITY

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

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

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

Place alleged incident (s) occurred: _____

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

- ☐ sexual ☐ racial ☐ on the basis of national origin ☐ on the basis of disability
☐ other type of harassment/discrimination? If other, specify: _____

Name of person you believe is guilty of harassment or discrimination: _____

Position (if employee): _____ Grade (if student): _____ Other (specify) _____

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

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

LIST ANY WITNESSES TO THESE EVENTS: _____

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

WHAT RESULTS ARE YOU SEEKING BY FILING THIS FORM? _____

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

Signature of Student

Date

Signature of Parent/Guardian (not required)

Date

Received by

Date

Review/Revised:

Harassment/Discrimination Investigation and Appeals**(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)****STUDENT COMPLAINANT** _____*Last Name**First Name**Middle Initial***STUDENT'S SCHOOL** _____**GRADE** _____**HOMEROOM/CLASSROOM** _____

The Superintendent shall appoint an investigator who is not an alleged party in the complaint to investigate allegations of harassment/discrimination. The investigator shall be trained in this area, and her/his duties shall be assigned by the Superintendent/designee or, for contractors, set out in a contract, as appropriate. If the Superintendent is the alleged party, the Board shall designate an outside investigator and, after presentation of the final investigative report, determine when and how it is to be released. All instances involving suspected child abuse or criminal conduct shall be reported as required by law.

ALLEGED HARASSER/DISCRIMINATING PARTY: _____

Investigator: _____ Date Complaint Form is Received: _____

INFORMAL PROCEDURE

If both parties agree, prior to a formal grievance process an administrator may facilitate a conversation between the complainant and the party alleged to have harassed or discriminated against the complainant. Both the complainant and the accused party may be accompanied by a person of their choice. If both parties feel that a resolution has been achieved, no further action need be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Principal, along with a signed agreement, if one is reached. If any of the interested parties choose not to utilize the informal procedure, or feel that it has been unsuccessful, s/he may opt to proceed to the formal grievance procedure. However, any complaints directed at District employees or alleging criminal acts must be formally investigated and/or reported to state authorities as required by law.

Was this complaint resolved informally, as indicated by an agreement signed by both parties?

☐ Yes ☐ No Date: _____ Facilitator _____**FORMAL PROCEDURE**

Students should make their complaint to their Principal or other designated administrator, who shall immediately, without screening or beginning an investigation, inform the Superintendent of receipt of the complaint. Otherwise, the complaint can be filed directly with the Superintendent or, in cases involving sexual harassment/discrimination, with the Title IX/Equity Coordinator. Employees who have knowledge of alleged or observed student harassment/discrimination shall immediately notify the alleged victim's Principal. **Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.**

The Superintendent shall designate an individual to investigate the complaint. If necessary, the investigator will seek assistance from District administrators. In some instances it may be necessary to involve legal counsel, when authorized by the Superintendent, or by the Board if the Superintendent is the subject of the complaint.

TIMELINE

The investigator shall provide the complainant and the accused with a copy of the District's Policy 09.42811 and inform the complainant and the accused of required timelines that have been established for initiation and completion of an investigation.

Harassment/Discrimination Investigation and Appeals**CORRECTIVE ACTION**

If corrective action is needed, the investigator shall recommend to the Superintendent, or to the Superintendent's designee if the alleged harasser is a classified employee, and, if so instructed by the Superintendent, the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (09.42811 AP.24), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT AND THE ACCUSED (AND TO THEIR PARENTS/GUARDIANS IF STUDENT IS UNDER AGE EIGHTEEN OR IF STUDENT HAS REACHED AGE EIGHTEEN AND HAS A LEGAL GUARDIAN) WITHIN TEN (10) SCHOOL DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

Board policy allows for appeal of the investigator's decision and the opportunity to address the complaint to a higher level of authority. An appeal must be made within ten (10) school days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority? ☐ Yes ☐ No

If yes, to whom will the complaint be referred? _____ Date: _____

FIRST APPEAL LEVEL

STUDENT COMPLAINANT _____			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
STUDENT'S SCHOOL _____	GRADE _____	HOMEROOM/CLASSROOM _____	

ALLEGED HARASSER/DISCRIMINATING PARTY: _____

Superintendent/designee who will consider appeal: _____

Date appeal and related data received by Superintendent/designee: _____

In some instances it may be necessary to involve legal counsel at the appeal level, when authorized by the Superintendent or by the Board if the Superintendent is the subject of the complaint.

CORRECTIVE ACTION

If corrective action is needed, the investigator shall recommend to the Superintendent, or to the Superintendent's designee if the alleged harasser is a classified employee, and, if so instructed by the Superintendent, the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (09.42811 AP.24), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT AND THE ACCUSED (AND TO THEIR PARENTS/GUARDIANS IF THE STUDENT IS UNDER AGE EIGHTEEN OR IF STUDENT HAS REACHED AGE EIGHTEEN AND HAS A LEGAL GUARDIAN) WITHIN TEN (10) SCHOOL DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

Board policy allows for appeal of the decision made at this level and the opportunity to address the complaint to the Board of Education. An appeal must be made within ten (10) school days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority? ☐ Yes ☐ No

If yes, to whom will the complaint be referred? _____ Date: _____

Harassment/Discrimination Investigation and Appeals**SECOND APPEAL LEVEL****STUDENT COMPLAINANT** _____*Last Name**First Name**Middle Initial***STUDENT'S SCHOOL** _____ **GRADE** _____ **HOMEROOM/CLASSROOM** _____**ALLEGED HARASSER/DISCRIMINATING PARTY:** _____

Board Chairperson: _____

Date appeal and related data received by the Chairperson on behalf of the Board: _____

CORRECTIVE ACTION

If corrective action is needed, the investigator shall recommend to the Superintendent, or to the Superintendent's designee if the alleged harasser is a classified employee, and, if so instructed by the Superintendent, the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (09.42811 AP.24), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT AND THE ACCUSED (AND TO THEIR PARENTS/GUARDIANS IF STUDENT IS UNDER AGE EIGHTEEN OR IF STUDENT HAS REACHED AGE EIGHTEEN AND HAS A LEGAL GUARDIAN) WITHIN TEN (10) SCHOOL DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

GUIDELINES

1. The Board shall not hear grievances concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. In some instances it may be necessary to involve legal counsel, when authorized by the Board.
3. The Superintendent/designee shall implement corrective action as determined by the Superintendent or by the Board, as appropriate under law, after appeal rights have been exhausted. If the Superintendent is subject to corrective action, the Board shall implement the action.
4. The District is prohibited from disclosing personally identifiable information contained in student discipline records under the Federal Educational Rights and Privacy Act and corresponding state law.
5. Employee evaluation and private reprimand information generally confidential and may require consent of the employee prior to release.

RELATED POLICIES:

09.2211; 09.227

RELATED PROCEDURES:

09.227 AP.1, 09.42811 (all procedures)

Review/Revised:

Witness Disclosure Form

Witness' Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Witness' Address _____			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
Witness' Phone Number _____			
Is witness a <input type="checkbox"/> student , <input type="checkbox"/> school employee , or <input type="checkbox"/> other ? If other, specify _____			
School (if a student): _____ Grade _____ Homeroom/Classroom _____			
Witness' relationship, if any, to the complainant: _____			
Witness' relationship, if any, to the accused: _____			

On the date(s) of _____, a student has claimed to be the target of harassment or discrimination on the basis of _____. Did you observe or are you aware of such an incident? ☐ Yes ☐ No

If yes, describe the incident(s) that you witnessed as clearly as possible, including such information as the following:

- What verbal statements, if any, were made (i.e. slurs, threats, demands, other verbal or physical abuse or prohibited requests)?
- What physical contact, if any, was involved?
- What force, if any, was used?
- Did other actions occur? If so, please describe.

(Use additional sheets if necessary.) _____

LIST ANY OTHER WITNESSES TO THESE EVENTS: _____

- *I understand that Board policy prohibits retaliation against witnesses who assist or participate in an investigation.*
- *I agree that all information reported here is accurate and true to the best of my knowledge and, by my signature, agree to its release.*

Signature of Witness _____
Date

Received by _____
Date

Review/Revised:

Resolution Response

This completed form shall be provided to both the complainant and the accused party.

STUDENT COMPLAINANT	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
ACCUSED PARTY	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
SCHOOL			
COMPLAINT/APPEAL RECEIVED	<i>Date</i>	RESPONSE DELIVERED	<i>Date</i>
INVESTIGATOR'S NAME	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>

The investigation of harassment/discrimination complaint/appeal referenced above has now been completed, and the following determinations have been made:

Did the alleged incident(s) occur based on substantiated information? ☐ Yes ☐ No

If "yes", what type of resolution will be implemented by the District? (Check all that apply.)

- ☐ Personnel action
 ☐ Measures to protect the complainant
☐ Action against a visitor
 ☐ Action against a student offender

If corrective actions were necessary, have they been initiated? ☐ Yes ☐ No

Investigator's Signature *Date*

Superintendent/designee's Signature *Date*

NO ONE SHALL RETALIATE AGAINST AN EMPLOYEE OR STUDENT BECAUSE S/HE FILES A GRIEVANCE, ASSISTS OR PARTICIPATES IN AN INVESTIGATION, PROCEEDING, OR HEARING REGARDING THE CHARGE OF HARASSMENT/DISCRIMINATION OF AN INDIVIDUAL OR BECAUSE S/HE HAS OPPOSED LANGUAGE OR CONDUCT THAT VIOLATES BOARD POLICY.

Review/Revised:

Juvenile Court Records**RECEIPT BY PRINCIPAL**

When the Principal receives juvenile court records or other information as permitted by KRS 610.345, s/he shall ascertain that the student named in the confidential record is currently enrolled in his/her school.

The Principal receiving this information shall retain the information in a locked file. Records or information disclosed to the Principal pursuant to this procedure shall not be disclosed to any other person, including school personnel, except the following:

1. School administrative, transportation, and counseling personnel,
2. Any teacher to whose class the student has been assigned,
3. Any school employee with whom the student may come in contact, or
4. Others as may be permitted by law.

The Principal is required by law to release the information to employees of the school having responsibility for classroom instruction or counseling of the child.

Those persons receiving this confidential information shall sign a confidentiality statement (09.43 AP.22).

STUDENTS NOT ENROLLED IN THE SCHOOL

If the juvenile is not currently enrolled in the school, the Principal shall return the records to the court and notify the clerk that the child is not enrolled.

In addition, the Principal shall return the records to the court and notify the clerk if the juvenile is changing school assignment within the District, transferring to a school in another district, graduating, or withdrawing from school.

RELATED PROCEDURES:

09.14 AP section
09.43 AP.22

Review/Revised:

Behavior Referral Forms**ELEMENTARY BEHAVIOR REFERRAL**

Student	Teacher
Grade	Date Sent to Office
Notice to Parents: 1. The purpose of this report is to inform you of a disciplinary incident involving the student. 2. You are urged to both support the action taken by the teacher and to cooperate with the corrective action initiated today.	
Minor Incidents (3 Classroom Referrals = Office)	Major Incidents (Office Immediately)
<input type="checkbox"/> Cell phones and/or other electronic media <input type="checkbox"/> Dishonest <input type="checkbox"/> Disruptive disorderly conduct <input type="checkbox"/> Failure to bring appropriate materials to class <input type="checkbox"/> Failure to keep hands & feet to self <input type="checkbox"/> Inappropriate cafeteria/hall/recess/restroom conduct <input type="checkbox"/> Incomplete assignments <input type="checkbox"/> Refusal to comply <input type="checkbox"/> Talking in class <input type="checkbox"/> Throwing objects	<input type="checkbox"/> Bullying <input type="checkbox"/> Cheating <input type="checkbox"/> Defiance of Authority <input type="checkbox"/> Destructive disorderly conduct <input type="checkbox"/> Forgery <input type="checkbox"/> Harassment/Threatening <input type="checkbox"/> Inappropriate material <input type="checkbox"/> Possession of a dangerous instrument/other major incidents <input type="checkbox"/> Profanity/Vulgarity/Inappropriate gestures <input type="checkbox"/> Stolen property <input type="checkbox"/> Willful misconduct (fighting) <input type="checkbox"/> Other:
TEACHER BEHAVIOR PROCESS (Teacher complete) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> *Verbal Correction <input type="checkbox"/> Behavior contract <input type="checkbox"/> Withdrawal of privileges and/or rewards <input type="checkbox"/> Special Seating Assignment <input type="checkbox"/> *Required prior to office referral. </div> <div style="width: 30%;"> <input type="checkbox"/> Special assignment or duties <input type="checkbox"/> Confiscation of disruptive item <input type="checkbox"/> Referral to guidance counselor <input type="checkbox"/> *Phone call home ___/___/___ </div> <div style="width: 30%;"> <input type="checkbox"/> Held conference with student and/or parent <input type="checkbox"/> Referral to student assistance team <input type="checkbox"/> *Re-teaching of behavior expectations <input type="checkbox"/> Other: _____ </div> </div>	
INCIDENTS	ACTION LOCATION DATE/TIME
1.	
2.	
3.	
Description of major incident:	
ADMINISTRATIVE ACTION TAKEN <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Warning/student conference <input type="checkbox"/> Behavior contract <input type="checkbox"/> Loss of privilege(s) </div> <div style="width: 45%;"> <input type="checkbox"/> Alternative Assignment (AA) <input type="checkbox"/> Detention <input type="checkbox"/> Out-of-school suspension Start date: ___/___/___ End date: ___/___/___ </div> </div>	
COMMENTS: _____ _____ _____	
Administrator's Signature _____ <input type="checkbox"/> Sign and return if checked <input type="checkbox"/> Parent conference needed	Date _____ <input type="checkbox"/> Case referred to: <input type="checkbox"/> Counselor <input type="checkbox"/> SRO <input type="checkbox"/> FRC
Parent/Guardian's Signature _____	Date _____

WHITE-PARENT'S COPY

CANARY-TEACHER'S COPY

PINK-OFFICE COPY

Behavior Referral Forms

Middle School Discipline Referral Form

Student's Name _____

Date ____/____/____ Time _____

Referring Teacher _____

Location _____

Classroom-level Infraction	Administrative-level Infraction (Please address at the administrative level)
<input type="checkbox"/> Skipping class <input type="checkbox"/> Tardiness to class <input type="checkbox"/> Bullying <input type="checkbox"/> Cheating/Dishonesty <input type="checkbox"/> Technology related _____ <input type="checkbox"/> Defiance of Authority <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Dress code <input type="checkbox"/> Profanity/vulgarity <input type="checkbox"/> Public display of affection <input type="checkbox"/> Damage to property <input type="checkbox"/> Other _____	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Attendance Violation (excessive tardies, skipping class, etc.) <input type="checkbox"/> Bullying <input type="checkbox"/> Defiance of Authority <input type="checkbox"/> Destructive Disorderly Conduct <input type="checkbox"/> Disruptive Disorderly Conduct <input type="checkbox"/> Drugs/Alcohol <input type="checkbox"/> Failure to Comply with Discipline <input type="checkbox"/> Forgery _____ <input type="checkbox"/> Harassment <input type="checkbox"/> Inappropriate Materials <input type="checkbox"/> Other _____ </div> <div style="width: 48%;"> <input type="checkbox"/> Repeated Violations <input type="checkbox"/> Tobacco/Paraphernalia <input type="checkbox"/> Stealing/Receiving Stolen Property <input type="checkbox"/> Terroristic Threatening <input type="checkbox"/> Under the Influence <input type="checkbox"/> Vandalism (Criminal Mischief) <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Weapon/Other Dangerous Instrument </div> </div>

Details: _____

Classroom-level Consequences (check all that apply)	For this infraction, a parent/guardian was contacted by: (check one)
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Conference w/student <input type="checkbox"/> Written assignment <input type="checkbox"/> Change of seat <input type="checkbox"/> Withdrawal of privileges </div> <div style="width: 33%;"> <input type="checkbox"/> Demerit(s)/violation given <input type="checkbox"/> Grade of zero for cheating <input type="checkbox"/> Teacher detention <input type="checkbox"/> Temporary confiscation of item </div> <div style="width: 33%;"> <input type="checkbox"/> Hall Contract <input type="checkbox"/> Team AA/ICE <input type="checkbox"/> Clean-up duty <input type="checkbox"/> Other _____ </div> </div>	<input type="checkbox"/> Phone <input type="checkbox"/> E-MAIL <input type="checkbox"/> In person Spoke direly to parent or got a response <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____

Teacher Signature _____

Do not write below this line – For administrative purposes only

<input type="checkbox"/> Conference Date: _____ <input type="checkbox"/> Suspension Date(s): _____ <input type="checkbox"/> Referral to C. O. Date: _____ <input type="checkbox"/> Police Report Filed Date: _____	<input type="checkbox"/> Detention Date: _____ Time: _____ <input type="checkbox"/> Fri. School Date: _____ Time: _____ <input type="checkbox"/> ICE Date(s) _____ <input type="checkbox"/> Other: _____
---	---

Administrator notes: _____

Parent's Signature: _____

Student's Signature: _____

Administrator's Signature: _____

Date: _____

Original to Parent, One copy to Office, One copy to Teacher File

Behavior Referral Forms

Name, Address & Phone Number of School		Date		Grade	
Student's Name		Date of Incident		Teacher	
Reason(s) for Referral		Action Taken by Teacher Prior to Referral		Action Taken by Administrator Date:	
Defiance	Student Conference	Date:		Warning/Conference w/student	
Destruction of School Property	Parent Contact	Date:	Time:	Parent Contact	
		Who:			
Disruptive/Uncooperative	Student-Teacher Contract			ICE	Date: Time:
Dress Code Violation	Parent Conference	Date:		DT	Date: Time:
Failure to Comply with Discipline	Teacher Classroom Detention			FDT	Date: Time:
Failure to do Classwork	Consulted Counselor			Suspension	Date(s):
Fighting/Assault	Consulted Collaborative Teacher			Conference Requested	
Harassment	Special Assignment or Duties			Other	
Inappropriate Materials	Other/Comments:		Teacher's Signature:		
Rude/Discourteous			Administrator's Signature:		
Skiping School/Truancy					
Tobacco Product Use/Possession			Student's Signature:		
Unacceptable Language					
Cell Phone <input type="checkbox"/> Texting <input type="checkbox"/> Other					
Other:			Parent's Signature:		
Comments:					

Review/Revised:

Juvenile Court Records Confidentiality Statement

THIS FORM SHALL BE SIGNED ANNUALLY BY ALL SCHOOL PERSONNEL WITH WHOM JUVENILE COURT INFORMATION MAY BE SHARED.

I understand that all information related to me by the Principal or received from any other source concerning any juvenile court proceeding or records is to be held in strictest confidence and that the law prohibits me from passing such information along to any other individual.

I also understand that the law prohibits me from punishing a student in any way based upon information concerning the student's juvenile court proceedings or records, whether received from the Principal or from any other source, inside or outside the school.

I further understand that the law prohibits me from obtaining or attempting to obtain information contained in juvenile court records in this state, unless I obtain a court order to do so.

District Employee's Signature

Date

Employee is ☐ Principal ☐ Teacher ☐ Counselor ☐ Other (specify) _____.

RELATED PROCEDURE:

09.12 AP.1

Review/Revised:

Notification to Parent of Detention/Saturday School

Date

Dear Parent/Guardian:

In compliance with Policy 09.432, I have assigned _____
*Student's Name*to ☐ detention ☐ Saturday School on _____ for misconduct.
Date

This disciplinary action has been made following a referral and conference with the student. We are notifying you in advance so that transportation arrangements may be made. Your child will need to be picked up at _____. The detention/Saturday School room shall be
Time

properly supervised by school personnel.

The student's failure to serve detention or Saturday School may result in additional disciplinary measures.

If you have questions or transportation concerns, please call me at school.

Sincerely,

Principal/Designee's Signature

Review/Revised:

Notice of Suspension

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

To: _____

Name of Parent/Guardian *Date*

STATEMENT OF REASONS FOR SUSPENSION: The student named above has violated the following rule or standard of conduct and has demonstrated the behavior described below which constitutes cause for suspension. _____

Incident reported by: _____ on _____ at approximately _____ ☐ AM ☐ PM

Incident investigated by: _____ on _____ at approximately _____ ☐ AM ☐ PM

This student has a disability under ☐ Section 504 ☐ IDEA (Individuals with Disabilities Act).

School officials have determined that this offense ☐ does ☐ does not warrant a recommendation for expulsion.

SUSPENSION SHALL BE ASSIGNED AS FOLLOWS:

The suspension shall start on _____ ☐ AM ☐ PM

The suspension shall end on _____ ☐ AM ☐ PM

NOTE: If the day of suspension is not an actual school day (snow, ice, etc.), the day of suspension automatically extends to the next day school is in session. In the event a student acts in such a manner as to warrant expulsion, the Principal may suspend the student for up to the maximum number of days permitted by policy 09.434. In such cases, the Principal shall then request the Superintendent to institute expulsion proceedings and notify the parent/guardian within 24 hours of their child's suspension to be followed by this written notice. Should the Superintendent decide to pursue expulsion, s/he shall provide the student and his/her parents with written notice of the specific acts committed by the student that constitute probable cause for expulsion and citing these acts as the reasons for the suspension imposed by the Principal.

NOTE: Student shall not participate in any extra-curricular activity for the duration of the suspension.

Signature of Principal/Designee

Date

DUE PROCESS

Due process was afforded as evidenced by <input type="checkbox"/> oral <input type="checkbox"/> written notice of the charges. If the student denied the charges, s/he was given the opportunity to present his/her version and these comments <input type="checkbox"/> are <input type="checkbox"/> are not on file. The parent should call to schedule a conference which is a prerequisite to readmission.

Review/Revised:

Alternative Education Notification

STUDENT _____	AGE _____	BIRTHDATE _____
SCHOOL _____	GRADE _____	GENDER _____ RACE _____
NAME OF PARENT/GUARDIAN _____		
EMAIL ADDRESS/HOME _____	EMAIL ADDRESS/WORK _____	
MAILING ADDRESS _____	PHONE WORK _____	HOME _____

Dear Parent/Guardian,

This letter is to notify you that your son/daughter has been assigned to the District Alternative Education Program. Reason(s) for the assignment include: _____

Your child's team looks forward to meeting with you to discuss development or amendment of the individual learning plan addendum for your child, and other matters related to provision of alternative education program services. The meeting will take place on _____ (DATE) at _____ (TIME) at _____ (LOCATION). If you are unable to attend, we will mail you written notification to explain the results of the meeting.

If you have questions, please contact me. Otherwise, please contact me to let me know if you will be attending this important meeting.

Sincerely,

Signature of School Personnel

Date

Contact's Telephone: _____

Contact's Email: _____

ADMINISTRATIVE NOTE: Changes in educational placement for students identified under the IDEA or Section 504 shall be implemented consistent with applicable legal requirements.

Review/Revised:

Behavioral Contract

Name of Student: _____ Grade: _____ Age: _____

Address: _____

Home Phone: _____ Work Phone: _____

Parent/Guardian: _____

School: _____

Date Probation Begins: _____ Date Probation Ends: _____
(At discretion of Principal/designee)

This notice of probation is to officially inform you and your parent(s)/guardian(s) that there must be a significant improvement in your conduct if you are to remain at school.

The reasons for probation include: _____

The terms of probation shall include: _____

This notice is evidence that a conference has been held with you and your parent(s)/guardian(s) and you agree to the terms of the probation and that you understand that continuing disciplinary problems may result in a recommendation to the Board for expulsion.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Principal/Designee: _____ Date: _____

Copies to:

Parent/Guardian

Student

Principal

Review/Revised:

Student Expulsions

In the case of expulsions, the following procedural due process guidelines are required:

- A. Adequate notice: A student who faces a long term suspension or expulsion shall be informed of the accusations and apprised of them, with specificity, that an adequate defense can be prepared. Records of improper conduct shall be maintained.
- B. Copy of procedures: The involved student and his/her parent(s)/guardian(s) shall be provided with a copy of the Board's procedures in order to ensure that they know all their rights.
- C. Timely notice: Seventy-two (72) hours notice shall be granted the student in order to provide time to prepare an adequate defense.
- D. Names and witnesses: The names of all witnesses shall be made known to the involved students.
- E. Inspection of documents: The involved student, or his/her legal counsel, shall be entitled to inspect in advance any affidavits or other exhibits to be used against him/her by the school officials at the hearing.
- F. Legal counsel: The student may appear at the hearing with legal counsel of his/her choice.
- G. Cross-examination: To ensure thorough examination of the facts, the student, through his/her counsel, may cross-examine those witnesses who have primary knowledge of the facts.
- H. Student's story: The student may present witnesses or affidavits, or any documents desired, to insure adequacy of the presentation of his/her defense.
- I. Impartial board: The Board shall preserve neutrality until all sides have been presented.
- J. Limit the decision: The decision shall be based on the information presented.
- K. Written decision: The Board shall provide the student with a written copy of the decision including a finding of the facts and action to be taken. Rights of appeal shall be explained.
- L. Record: The Board and the student may make transcripts of proceedings.

Review/Revised:

Administrative/Expulsion Hearing Form

Student Name: _____ SP Manifest: _____

Referring School: _____

Code Violation: _____ Hearing Date: _____

Description/Pertinent Information: _____

☐ Board Violation ☐ Law Violation ☐ Charges

Parent(s) Present: _____

Phone Number(s): _____

Introductions: _____

Names of those attending

The purpose of this administrative hearing is to determine what disciplinary action, if any will be imposed upon _____, who is alleged to have violated the Student Code of Acceptable Behavior and/or some other statute or school policy to a level that includes a recommendation for expulsion. Only the Board has the authority to expel a student. Administrators and Principals do not have this authority and strictly follow Code of Acceptable Behavior Guidelines. However, the Superintendent/designees have the right to extend suspensions, reassign students to alternative placements, or other disciplinary dispositions available. A student cannot be expelled until a student, parent, or person having legal custody of the student has been given due process and had a hearing before the Board.

1. Are these rights understood? ☐ Yes ☐ No
2. I am going to ask the Principal to describe the incident. Please listen carefully. When the Principal is finished, I will ask you for your description.
3. _____ Principal – Please describe the incident and actions taken by you and your staff.
4. _____ Student – Please describe the incident in your words.
5. Student – Do you ☐ admit or ☐ deny the charge of _____.

NOTES () _____

NOTES () _____

At this time please excuse yourselves while we deliberate. When deliberations are finished, you will be called in to discuss outcomes.

Optional Data: ☐ Goal 3 ☐ Schools Attended since K _____☐ Negative ☐ Cooperative ☐ UncooperativeWilling to change: ☐ Motivated ☐ UnmotivatedParent: ☐ Supportive ☐ Unsupportive

The findings are:

☐ Move to Expulsion ☐ Not Move to Expulsion ☐ Other _____

Administrative/Expulsion Hearing Form**CONTRACT AND REQUIREMENTS (IF APPLICABLE)**

I, _____ (student) and _____ (guardian) agree to abide by and support the guidelines and components of the following contract:

School and Classes

- ☐ School _____ Date: _____ through _____
☐ Diversion _____ Date: _____ through _____
☐ Other _____ Date: _____ through _____

(Transportation for diversion is up to parents to provide as bus privileges are revoked)

Transitional Plan

- ☐ Transition to _____ School Date: _____ through _____
☐ Regular class placement _____
☐ Review _____
☐ Other _____

Extra-Curricular Activities

- ☐ Not permitted to attend school events through _____

Drug Screening

- ☐ Provide a negative drug screen at parent's expense on _____
☐ Provide a negative drug screen at parent expense at **any time based on report of a reasonable suspicion to the Superintendent/designee.**

Counseling Sessions

- ☐ Individual Counseling
☐ Attend future school-based group counseling _____
☐ Attend Intense Interventions eight (8) week counseling sessions.
 (Tuesday late afternoon/evening – You will get a call to set up)
☐ Substance Abuse
☐ Anger Management
☐ Other _____

Additional Requirements

- ☐ Intake Meeting Time _____ Date _____ Location _____ SP-ARC _____
☐ Maintain attendance consistent with District average
☐ Abide by the District Code of Acceptable Behavior Discipline
☐ Demonstrate academic effort and progress
☐ Other _____

By signing this contract, you are agreeing to all components. Failure to comply with contract could constitute a pattern of behavior and result in an additional recommendation for expulsion. A voluntary, personalized instructional path offered to parents as a choice in lieu of a Board of Education expulsion hearing. Unless otherwise noted, this contract is in effect for one (1) calendar year from today.

Student's Signature

Parent's Signature

Date

Admin (if applicable)

Superintendent/designee Signature

Date
Review/Revised:

Student Hearing Notice

Date _____

Dear _____,
Name of Parent/Guardian

This letter is your official notice that the Board of Education has scheduled a hearing to consider expulsion of (*student's name*) _____.

The hearing will be held immediately following the Board meeting scheduled at (*time*) _____ on (*date*) _____ in the Board office at (*address*) _____. Please be present no later than (*time*) _____.

The specific charge(s) against your son/daughter is _____. Information related to the charge (s) is enclosed.

The pupil and/or his/her parents, legal guardian, or others on his/her behalf shall be given the opportunity to present oral or written testimony at the hearing. You may be represented by an attorney and present witnesses if you so desire.

Please plan to be present at this hearing.

Sincerely,

Superintendent/Designee's Signature

Review/Revised:

Administrative Hearing/Expulsion Checklist

Student		Grade and School	Dates of Suspension
Initial	Item	Specific Description/All Initialed by Principal	
	Parent Letter	Copy of letter to parent describing the incident, including suspension dates, and stating that recommendation to expel student from school has been made. _____ Copy forwarded to student services	
	Special Education	_____ Active Special Ed Student _____ In-active Special Ed Student _____ In the Process of being Evaluated _____ 504 Eligible	
	If Student is in Special Education, Manifestation needs to be scheduled before Admin Hearing. (5 days max)	If Student is/has been served in Special Education _____ If student is being/has been eligible or in the process of being evaluated for special education services, contact KCS Central Office Special Education (344-8888) to discuss situation including number of days suspended. (NA if not applicable) _____ Review Records for FBA/BIP/other necessities _____ Review Records to make sure IEP is appropriate and being implemented _____ Review discipline and attendance _____ Complete manifestation determination meeting and include results. This step must be completed prior to proceeding. (NA if not applicable)	
	Letter From Principal to Superintendent	_____ From School Principal to Superintendent _____ Listing of Suspension Dates _____ First and Last Name of Student Involved _____ Documentation of Police Involvement if Required by Code of Conduct _____ Recommendation from Principal on Length of Suspension and Expulsion	
	(May come from Assistant to Principal as detailed account)	_____ Detailed Account of Incident _____ Due Process Account _____ Names of Other Students are not to be Mentioned (refer to as student) _____ If Student admitted to offense, please state in letter _____ Lab Report or Evidence (all relevant evidence) _____ Student not in special education or manifestation hearing date with results _____ Note whether open enrollment/tuition student _____ Additional student information relevant to placement decisions	
	IC Printouts, Enrollment Sheet	_____ Discipline record (with notes and actions) _____ Detailed progress report if available _____ Attendance _____ Report card/transcript at high school _____ Copy of Front and Back of enrollment sheet _____ Due process documentation from any other source to the Principal including notes, investigation, written statements, etc.	
Hearing Administrator Signature:			
Up-to-Date Contact Numbers:			
Attending Principal:			

Administrative Hearing/Expulsion Checklist**SPECIAL EDUCATION STUDENT**

- Inform DPP's Office within forty-eight (48) hours
- Fax SUS Letter to Central Office
- Student Service's Administrative Assistant
 - Set up Manifestation Hearing (within the first 5 SUS days)
 - Parent/Guardian
 - Administrator
 - Case Manager
 - Tammy Pugh
 - DPP
 - Admin Hearing Immediately after Manifestation Hearing
 - If behavior is found NOT to be part of student's disability, the Admin Hearing will take place. If Diversion placement is in the best interest of the student, a 30 day review meeting will be set up at this time.
 - Clay Dawson/Janet Frohlich will set up all 30 review meetings for Special Ed Diversion placements.
 - Case Manager
 - Administrator
 - All results must be submitted to the DPP's office.
 - If/when a student is being released back to their home school, a Progress Report that has been signed by a certified Special Ed Teacher of how they have been educated during their time in Diversion must be submitted to the DPP's office.

If behavior is found to be part of student's disability, Admin Hearing is cancelled.

Review/Revised:

Expulsion Notice

Date _____

Dear _____,
*Name of Parent/Guardian*The Board of Education met on (*date*) _____ at which time it made the following decision:

- ☐ Because the Board found there was clear and convincing evidence that the student posed a safety threat to other students/staff of the school District, the decision was made to expel (*student's name*) _____ from all schools and school activities under the control of the District beginning _____ *Date* and ending _____ *Date*.

- ☐ The decision was made to remove the student from the regular classroom setting, but continue to provide educational services in the following setting: _____ and time period: from _____ to _____. If conditions apply in order for educational services to continue, we have attached a copy of those conditions to this letter.

We regret the necessity of this action.

Please be assured of our desire for all children to receive an education, and feel free to contact this office for assistance in school-related matters.

Sincerely,

Superintendent/Designee's Signature

Review/Revised:

Record of Student Arrest at School

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

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

LAW ENFORCEMENT AGENCY: (Check one)

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

ARRESTING OFFICER: _____

NATURE OF THE OFFENSE CHARGED: _____

ISSUING AUTHORITY OF ARREST WARRANT: _____

PLACE OF CUSTODY: _____

PARENTS NOTIFIED BY: _____ at: _____ on _____
Employee Time Date

NOTE: If a student is an alleged victim of abuse or neglect by a parent, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.

PARENT/GUARDIAN NOTIFIED: _____

Principal/Designee's Signature

Date

Review/Revised:

Reporting of Code Violations

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

Review/Revised:

Parent Notification of Code Violation_____
Date

Dear parent/guardian,

On _____, your child, _____
Date *Student's Name*was involved in a serious incident, which took place at _____.
Location

At this time, the following information has been reported to me concerning the incident:

Because student safety is our utmost concern, we take this information very seriously and have taken appropriate action.

Please contact me directly if you have questions about this information. I can be reached at

_____.
Telephone Number

Sincerely,

_____, Principal

RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

Review/Revised:

Request to Access Public Records

To request access to District records, other than student records not subject to release, use Procedure 01.6 AP.2/Request to Examine and/or Request Board Records.

Refer to Policy 09.14 and related procedures to determine access to student records.

Review/Revised:

Public Records Notice

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

RULES/REGULATIONS FOR INSPECTION

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

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

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

Kenton County School District
1055 Eaton Drive
Fort Wright, KY 41017

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

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

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

Designated Representative

Date

Review/Revised:

Commercial Advertising in/on District Facilities Agreement

This agreement made by and between the Kenton County Board of Education and _____ (hereinafter "Advertiser").

The parties agree to the following advertising, for the 20____ - 20____ School year.

_____ School agrees to the following advertising:

_____.

The advertising sign will be as follows:

Location of Sign: _____

Size of Sign: _____

Describe in detail contents of advertising.

This agreement is subject to approval by the Board through the Superintendent or designee.

(Signature)

(Date)

(Signature of School Principal)

(Date)

(Signature of Superintendent/Designee)

(Date)

Review/Revised:

Visitors to the Schools**CLASSROOM VISITATION**

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

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

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

SPECIAL INVITATION

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

Review/Revised:

Request for Activity/Program Accommodation

TO BE COMPLETED BY REQUESTING INDIVIDUAL

*Print Full Name (first, middle initial, last)**Phone Number**Address**eMail Address*I am a ☐ student ☐ employee ☐ visitorIf you marked "student," does this request also apply to programs provided within the academic school day? ☐ Yes ☐ No

I request the following accommodation(s):

☐ Effective communication Type requested: _____*Activity**Location**Date*☐ Event ticket sales/accessible seating*Activity**Location**Date*☐ Companion seating requested*Activity**Location**Date*☐ Use of power driven mobility device*Activity**Location**Date*☐ Use of service animal* Check one: ☐ Service dog ☐ Miniature horse*Activity**Location**Date*

*For animals accompanying students on the bus, during school, and/or on school trips, proof of vaccination(s) is required per KRS 258.015.

*Signature**Date*

Please attach other information explaining the reason for this request, and submit this form to the school/Central Office as soon as possible and, except for service dogs, at least ten (10) days prior to the date of the activity.

FOR SCHOOL/DISTRICT USE

Date Received: _____

Date of Response: _____

Response: _____

District/school employee who contacted applicant: _____

Review/Revised:

Draft #1 4/28/14
Draft #2 5/23/14

Coaches' Handbook

District Athletic Program



KENTON COUNTY SCHOOLS

Coaches' Handbook - District Athletic Program

Dr Terri Cox-Cruey, Superintendent
Karen Collins, Board Chairperson
Carl Wicklund, Board Vice Chairperson
William Culbertson, Board Member
Jessica Jehn, Board Member
Tamara Miano, Esq., Board Member
Kenton County Board of Education
1055 Eaton Dr.
Fort Wright, KY 41017

PHONE 859.344.8888 • FAX 859.344.1531
WEB SITE: www.kenton.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts, Girl Scouts and other designated youth groups.

Published July, 2014

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Introduction

Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Kenton County Schools that govern and affect your responsibilities as a coach.

Although this handbook is designed for high school athletics, our middle school coaches should adhere to the guidelines of this handbook as written. However, there may be exceptions that do not apply to some middle school athletics. If there are any questions you should consult with your school's athletic director.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available as part of the District's administrative procedures. **It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information.** Complete copies of those documents are available at the Central Office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/K01/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or any Central Office administrator.

This handbook is intended to be a tool to help implement local policies and procedures and guidelines established by the Kentucky High School Athletic Association (KHSAA) and other sport-specific governing bodies in the administration of student-athletics. For more detailed information about the KHSAA and the bylaws referenced in this handbook, please visit the following website:

www.khsaa.org.

District Mission

The Kenton County School District believes:

- Each student is important
- Every student can be a successful learner.
- Effort creates ability
- Self-esteem and personal dignity come from within an individual
- Each student has a right to a quality education with rigorous learning opportunities.
- Each student has a responsibility to respect others' rights to a quality education.
- Recognition and acceptance of cultural, social, physical, and economic differences creates a healthy learning community.
- Learning is a life-long process.
- Students, educators, staff, families, businesses, and the community share in the responsibility for creating an environment in which students can learn and succeed at high levels.
- Proficiency for all students is within our reach. We believe in excellence for all students.

The Kenton County Board of Education has established three main goals that serve as areas of concentration and focus for the entire school district. The goals are:

Goal 1: All students will perform at or above grade level in numeracy and literacy at each transition point.

Goal 2: All 'professional practices' will be based on a common understanding of quality instruction and best practice for every student, in every classroom, every day.

Goal 3: Beginning in the fourth grade, all students will participate in at least one activity providing a meaningful connection to school beyond the regular classroom each year.

Athletic Program Philosophy

To promote safety, fairness and good sportsmanship at all levels of the District athletic program, coaches shall implement relevant policies and procedures of the Kenton County Board of Education, the SBDM council and the Kentucky High School Athletic Association (KHSAA).

It is the intent of the Board of Education that students participate in as many athletic activities for which they are eligible and their parents wish **for them to participate**. To this end, coaches shall strongly encourage students to participate in all sanctioned sports programs offered by the school. It shall be the responsibility of all coaches to follow these guidelines:

- If student-athletes quit when faced with a possible suspension from eligibility or are removed from an activity for disciplinary reasons, they shall be ineligible to compete in another sport for the period of the disciplinary sanction imposed or for the period the sanction would have been imposed had s/he not quit.

- Student-athletes may participate in more than one (1) sport or sport activity during the same season, if both coaches are able to coordinate a student's schedule.

Cutting of Participants

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be "cut" during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that "cuts" are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them. It is recommended that coaches keep written documentation pertaining to tryout criteria for each athlete participating in team try outs.

The notification procedures used by the coaching staff should, if feasible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

Conduct of Program

All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA), or other sanctioned varsity level organizations, the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

Coaches shall abide by:

- Policies adopted by the school council relating to evaluation of the athletic program that address program equity for both male and female athletics.
- Program implementation requirements developed by Superintendent/designee to promote compliance with Title IX requirements.
- Rules and limitations established by 702 KAR 7:065 and the local Board for students participating in middle school sports and sport activities. **09.31**

STUDENTS FIRST, ATHLETES SECOND

KHSAA Imposition of Penalties

If KHSAA rules and regulations are violated, penalties may be imposed on the school or individual within the defined parameters of Bylaw 27, the KHSAA Due Process Procedures. The Principal shall be responsible for oversight of the school's athletic program to see that it remains compliant with KHSAA rules.

Please refer to KHSAA Bylaw 27.

Middle School Applicability

Beginning with the 2014-2015 school year, per 702 KAR 7:065, the KHSAA has responsibility for the regulation of athletics at the Middle School level. An Advisory Committee will set any statewide regulations, with approval from the Kentucky Board of Education and the Kentucky General Assembly through 702 KAR 7:065. This regulation sets very few statewide rules, but requires the establishment of many rules at the local level. Though there is not "membership" for middle schools in KHSAA at this time, the governance model requires local Boards of Education to ensure enforcement of a variety of restrictions, most of which are related solely to the health and safety of the student-athlete and to maintain the proper perspective for interscholastic athletics within the education model.

Future Changes

Although every effort will be made to update the handbook on a timely basis, the Kenton County Schools reserve the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
Superintendent Dr. Terri Cox-Cruey 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 terrcox.cruey@kenton.kyschools.us	859.344.1531
Deputy Superintendent Barbara Martin 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 barb.martin@kenton.kyschools.us	859.344.1531
Asst. Superintendent Dr. Kimberly Banta 1055 Eaton Dr. Fort Wright, KY 41017	859.344.8888 kim.banta@kenton.kyschools.us	859.344.1531

Person/Address	Telephone/E-mail	Fax
Asst. Superintendent Gerald Turner 1055 Eaton Dr. Fort Wright, KY 41017	859.344.8888 gerald.turner@kenton.kyschools.us	859.344.1531
Asst. Superintendent Tracy Mann 1055 Eaton Dr. Fort Wright, KY 41017	859.344.8888 tracy.mann@kenton.kyschools.us	859.344.1531
Director of Student Engagement and Title IX/Equity Coordinator Tom Arnzen 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 tom.arnzen@kenton.kyschools.us	859.344.1531
504 Coordinator Tammy Pugh 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 tammy.pugh@kenton.kyschools.us	859.344.1531
Executive Director of Support Operations Rob Haney 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 rob.haney@kenton.kyschools.us	859.344.1531
High Schools		
Dixie Heights High School Karen Hendrix, Principal 3010 Dixie Hwy. Crestview Hills, Ky. 41017	859.341.7650 karen.hendrix@kenton.kyschools.us	859.341.2531
Scott High School Dr. Brennon Sapp, Principal 5400 Old Taylor Mill Rd. Taylor Mill, Ky. 41015	859.356.3146 brennon.sapp@kenton.kyschools.us	859.356.5516
Simon Kenton High School Martha Setters, Principal 11132 Madison Pk. Independence, Ky. 41051	859.960.0100 martha.setters@kenton.kyschools.us	859.960.0360
Kenton County Academies of Innovation and Technology Dr. Francis O'Hara, Director 3234 Turkeyfoot Road Fort Mitchell, KY 41017	859-341-2266 francis.ohara@kenton.kyschools.us	859-341-6486

Middle Schools		
Summit View Middle School K.C. Ratliff Principal 5002 Madison Pk. Independence, Ky. 41051	859.363.4800 kc.ratliff@kenton.kyschools.us	859.363.4804
Turkey Foot Middle School Debra Obermeyer, Principal 3230 Turkeyfoot Rd. Edgewood, Ky. 41017	859.341.0216 debra.obermeyer@kenton.kyschools.us	859.341.7217
Twenhofel Middle School Shannon Gross, Principal 11846 Taylor Mill Rd. Independence, Ky. 41051	859.356.5559 shannon.gross@kenton.kyschools.us	859.356.1137
Woodland Middle School Tara Sides, Principal 5399 Old Taylor Mill Rd. Taylor Mill, Ky. 41015	859.356.7300 tara.sides@kenton.kyschools.us	859.356.7595
Elementary Schools		
Beechgrove Elementary School Kathy Saunders, Principal 1029 Bristow Rd. Independence, Ky. 41051	859.371.1636 kathy.saunders@kenton.kyschools.us	859.371.7958
Fort Wright Elementary School Tina Wartman, Principal 501 Farrell Dr. Fort Wright, Ky. 41011	859.331.7742 tina.wartman@kenton.kyschools.us	859.331.7763
James A. Caywood Elementary School Kelly Conner, Principal 3230 Turkeyfoot Rd. Edgewood, Ky. 41017	859.341.7062 kelly.conner@kenton.kyschools.us	859.344.3141
Kenton Elementary School Mary Beth Huss, Principal 11246 Madison Pk. Independence, Ky. 41051	859.356.3781 marybeth.huss@kenton.kyschools.us	859.356.5397
Piner Elementary School Christi Jefferds, Principal 2845 Rich Rd. Morning View, Ky. 41063	859.356.2155 christi.jefferds@kenton.kyschools.us	859.356.6203
R.C. Hinsdale Elementary School Sandra Schnatz, Principal 440 Dudley Rd. Edgewood, Ky. 41017	859.341.8226 sandra.schnatz@kenton.kyschools.us	859.341.0759

Elementary Schools		
River Ridge Elementary School Shawna Harney, Principal 2772 Amsterdam Rd. Villa Hills, Ky. 41017	859.341.5260 shawna.harney@kenton.kyschools.us	859.341.5962
Ryland Heights Elementary School , Principal 3845 Stewart Dr. Ryland Heights, Ky. 41015	859.356.9270 @kenton.kyschools.us	859.356.2846
Summit View Elementary School Lesley Smith, Principal 5006 Madison Pk. Independence, Ky. 41051	859.363.4700 lesley.smith@kenton.kyschools.us	859.363.4703
Taylor Mill Elementary School Jerraine Dailey, Principal 5907 Taylor Mill Rd. Covington, Ky. 41015	859.356.2566 jerraine.dailey@kenton.kyschools.us	859.356.5750
White's Tower Elementary School Denise Schmiade, Principal 2977 Harris Pk. Independence, Ky. 41051	859.356.9668 denise.schmiade@kenton.kyschools.us	859.356.6799

Section

1

Program Guidelines

Equal Educational and Employment Opportunities

Employment

Kenton County Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law. **03.113/03.212**

Education

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

Parents of students who have a temporary or permanent disability may request that the Principal or other District administrator to provide appropriate accommodations necessary for them to have an equal opportunity to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests. **09.13**

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact Dr. Kim Banta or Mike Tolliver at the Central Office.

PROGRAM GUIDELINES

Harassment/Discrimination

Kenton County Schools intend that employees and students have a safe and orderly work and learning environment. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or interferes with an employee's job responsibilities or student learning.

Employees or students who believe that they, or any other employee, student, or a visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or Dr. Kim Banta in the Central Office. The District will investigate any such concerns promptly and confidentially.

No employee or student will be subject to any form of reprisal or retaliation for having made a good-faith complaint under Board policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation. **03.162/03.262/09.42811**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<i>Title IX Coordinator Name</i>	Tom Amzen
<i>Telephone</i>	859.344.8888
<i>Address</i>	1055 Eaton Dr., Ft. Wright, Ky.

<i>Section 504 Coordinator Name</i>	Tammy Pugh
<i>Telephone</i>	859.344.8888
<i>Address</i>	1055 Eaton Dr., Ft. Wright, Ky.

01.1

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet.

PROGRAM GUIDELINES

Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the District's acceptable use policy, procedures and other applicable guidelines. **08.2323**

Compensation

For employees who are assigned coaching responsibilities, compensation shall be made according to a schedule approved by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures. **03.121/03.221**

No coach shall receive from any other source a salary supplement for coaching school-sponsored athletics. All coach compensation must be made through standard payroll, including applicable taxable benefits, to ensure compliance with state and federal law.

Please refer to KHSAA Bylaw 25.
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Reduction in Salary and Responsibilities

Salaries for certified personnel shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities. Reduction of coaching responsibilities for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student attendance day of the school year, or May 15, whichever is earlier. **03.1212**

Assignment of supplemental coaching duty to **any** employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties.

Section

2

Staff Responsibilities

Supervision of Coaches

Every employee is assigned an immediate supervisor. All employees shall receive a copy of their job description and responsibilities for review. (Human Resources Dept. or Principal can supply employees with a copy of their job description or the job description can be accessed on the District website). Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.11/03.21, 03.132/03.232**

The Athletic Director shall review the job description for the position with each coach upon their initial hiring,

Head coaches shall answer directly to the school Athletic Director and/or Principal/designated representative who shall be responsible for the day-to-day administration of the school's athletic program. Assistant coaches will report directly to the head coach of their sport. Although s/he may assign duties to other staff members, the Principal shall retain the responsibility for the satisfactory conduct of the athletic program. The school Athletic Director shall report regularly to the Principal/designee.

Please refer to KHSAA Bylaw 1.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

Certified Employees: All coaches in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

STAFF RESPONSIBILITIES

Professional Development

All coaches shall abide by the requirements of KHSAA Bylaw 25: Requirement for Coaches and Others Working with High School Teams regarding qualifications and continuous improvement training. This continuous improvement shall include, but not be limited to, C.P.R. and AED training along with participation in the Coaches Education Program, Sports Safety Training course, Medical Symposium Updates, and KHSAA Rules clinics.

All coaches are encouraged to grow professionally in their knowledge and understanding of their respective sport through participation in voluntary and required continuous improvement and membership in local, state, and national organizations.

Athletic Program/Sport Activity Volunteers

Athletic program/sport activity volunteers are persons who do not receive compensation for assisting in program activities and who are not directly involved with coaching or instruction of student athletes.. All volunteers shall give assistance only under the direction and supervision of the coach, Principal or other designated member of the professional administrative and teaching staff.

At no time should unpaid volunteers be left alone in charge of students without appropriate supervision as outlined above.

Age Restriction/Criminal Background Check and Testing

All coaches, assistant coaches and athletic program volunteers shall be at least twenty-one (21) years of age and must undergo a criminal history background check(s) as required by Board policy and by KRS 160.380 and KRS 161.185. **03.11/03.21, 03.6/09.31**

The District shall conduct, at either District or school expense, a Kentucky State Police criminal records check on all athletic program volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require athletic program volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

STAFF RESPONSIBILITIES

No athletic program volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check. **03.6**

Physical Examinations

Coaches

All newly employed personnel, including coaches, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or advanced practice registered nurse or by a licensed medical practitioner of the employee's choice. **03.111/03.211**

Students

Each student seeking eligibility to participate in any school athletic or sport activity at the middle or high school level must pass an annual medical examination performed and signed by a medical practitioner as required by law. Consistent with guidelines issued by KHSAA or the Kentucky Board of Education (KBE), the required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury. Physicals are valid for one calendar year from date completed. **09.311**

Please refer to KHSAA Bylaw 12.

Fund-Raising Activities

All athletic booster group fund-raising activities shall be approved in advance by the Principal. All school-wide fund-raising activities must be approved by the Board. Requests must be channeled through the Principal to the Assistant Superintendent.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be required to do door-to-door selling as part of a fund-raising event.

All booster groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District.

All funds raised for a specific purpose by athletic program booster clubs shall comply with the requirements established by the Board and shall be used for that purpose. **04.312, 09.33**

STAFF RESPONSIBILITIES

Safe Working Environment

It is the intent of the Board to provide a safe and healthful working and learning environment for all employees and students. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

Employees involved in a job-related accident or incident wherein the employee may have received an injury shall report the incident to the Superintendent or designee. The employee shall be required to fill out forms, etc., attesting to the incident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District's Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite. Disposable gloves and plastic bags are available in elementary classrooms and, in each school, the Principal's office, food service office, or the custodian's storage area.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, and Personal Protective Equipment (PPE), contact the Principal or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24, 05.4**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
 - conduct that may damage public or private property (including the property of students or staff);
 - illegal activity;
 - conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
 - conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.
- 03.1325/03.2325**

STAFF RESPONSIBILITIES

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

Employees who know or believe that students or other employees have violated the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **03.13251/03.23251/09.423**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, or District employees in sworn positions, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

STAFF RESPONSIBILITIES

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

Tobacco Products

The use of any tobacco product is prohibited in any building or vehicle owned or operated by the Board. **03.1327/03.2327**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. **09.4232**

Use of School Property

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized. The immediate supervisor shall complete an incident report and submit to the Director of Finance.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are District property.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted. **03.1321/03.2321**

Coaches shall advise individuals with disabilities who request accommodations at District athletic activities to contact the District ADA/504 Coordinator for assistance and guidance. **10.5**

STAFF RESPONSIBILITIES

Athletic Camps and Competitions

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy and procedures. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for athletic camps shall comply with school and District financial policies as described in this handbook or in the complete District policy and procedure manual.

Interscholastic athletic contests involving more than half of a normal team (i.e. six [6] or more football players, three [3] or more basketball players) may not be held in school-owned facilities outside the determined limitation of seasons.

All athletic camps should be scheduled so they do not conflict with the regular academic calendar of the Kenton County Schools nor the District's regular academic programming. No athletic camp will be permitted to be scheduled during the KHSAA-designated "Dead Period," June 25 to July 9.

Please refer to KHSAA Bylaws 23 and 24.

Inventory of Athletic Equipment

Athletic equipment shall be subject to policies and procedures concerning the District's inventory process and related reporting requirements. **04.7**

Gifts

Any gift presented to a school employee for the use of the school must have the prior approval of the Superintendent or the Board of Education. Any gift so approved and accepted on behalf of the school becomes the property of the Board. **03.1322/03.2322**

Solicitations

Unless authorized by the Superintendent or designee, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day. **10.4**

There shall be no solicitation of students while they are under the supervision of school personnel without the approval of the Superintendent. **09.33**

STAFF RESPONSIBILITIES

Employees shall not solicit for personal financial remuneration from students, parents and other staff during the school day or during school events. **03.1721/03.2721**

Alteration of School Property

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds; renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Board and appropriate state agencies. **05.11**

Advertising

No commercial advertising or distribution of materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Board through the Superintendent or designee.

Announcements, notices and signs that advertise student activities shall be acceptable at the discretion of the Superintendent. **10.4**

District Representation

Use of the school mascot, school logos, and/or school and District imagery is restricted and, as such, cannot be altered. No one shall use these logos or images without the expressed permission of the school or District administration. All logos and images that are to be used shall be approved by the Superintendent or designee and shall comply with the style guide adopted by the District.

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

STAFF RESPONSIBILITIES

Copyrighted Materials

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. **08.2321**

Search and Seizure

All searches of students must be conducted in compliance with Board Policy **09.436**.

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Principal.

However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, coaches that are responsible for the student are authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

No search of a pupil shall be conducted in the presence of other students, except for situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. No strip searches of students shall be permitted. **09.436**

Child Abuse

Per KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

STAFF RESPONSIBILITIES

Reporting telephone numbers:

Cabinet for Health and Family Services	859.292.6340
Kenton County Police	859.392.1940
Kentucky State Police	800.222.5555
Garry Edmondson, County Attorney	859.491.0600
Rob Sanders, County Commonwealth Attorney	859.292.6580

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees shall submit a written incident report to their immediate supervisor. **10.21**

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

STAFF RESPONSIBILITIES

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, **immediately** make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Please refer to KHSAA Bylaw 18.
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Section

3

Pre-Season Planning

Notifications to Students/Parents

Each coach of an athletic or sport activity is responsible for distributing the forms required by KHSAA to each prospective student athlete and parent/guardian, as well as forms required by the Board of Education.

Coach-Parent Communications

To demonstrate the District's commitment to productive school-home communications, a parent meeting is to be held before the start of each season. Also, coaches are expected to respond to requests from parents via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before a break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day.

Scheduling

Coaches shall adhere to the following scheduling guidelines, unless circumstances dictate otherwise, in which case they shall confer with the Principal.

Except as permitted by Board policy, no regularly scheduled student activities, athletic games, sport activities or practices shall take place on Sunday or on holidays observed in the school calendar. **09.3**

PRE-SEASON PLANNING

Teams may practice on Sunday's with prior approval of the Principal and Superintendent/designee and between the hours of 1:00-6:00 p.m. Such approval would be given only under special circumstances (example: post-season competition scheduled on a Monday).

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Scheduling of athletic competitions and sport activities shall be approved in advance by the Principal and meet all applicable conference, district or regional requirements in keeping with KHSAA rules and regulations. **09.31**

All athletic competitions and sports activities shall be recorded in the facility scheduling program, FSDirect (SchoolDude).

Scheduling of all middle school competitions will be completed by the school's athletic director and approved by the Principal in cooperation with the Northern Kentucky Middle School Athletic Association and District guidelines.

Please refer to KHSAA Bylaws 19-24.

To the extent possible, athletic competitions and sport activities shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games and sport activities on a date that will require loss of instructional time for travel or competition, in compliance with KDE regulations and local Board policy.

Examples of scheduling of athletic practices and sport activities which should be avoided include the following:

- a. Conflict with end of semester exams.
- b. Occur during professional development activities
- c. Coincide with religious observances and/or times of worship.
- d. Conflict with school open house events

Cancellation of Athletic or Sport Activities

The decision to cancel athletic or sport activities is made by the Superintendent or designee in consultation with the building administration and the Athletic Department. Unless travel conditions are upgraded prior to departure time, scheduled games shall be postponed or cancelled whenever school has been dismissed because of inclement weather.

PRE-SEASON PLANNING

If conditions warrant the cancellation of activities, Head Coaches will be notified by the Athletic Department. The District will also advertise all cancellations via the District website, automated calling system, and local media as conditions warrant.

If coaches are notified regarding the cancellation of an away contest, they should notify the Athletic Department immediately so the public can be notified by any and all of the methods mentioned above.

In the event of a cancellation, the activity should be re-scheduled for the earliest convenient date as long as all KHSAA and District requirements regarding scheduling are met.

Forfeits are addressed by KHSAA guidelines.

Please refer to KHSAA Bylaw 22.

Athletic Trips

All requests for transportation shall be recorded in the District's transportation scheduling program, TripDirect, (SchoolDude). Coaches may at NO time transport students to competitions or practices.

Parents are to be informed of the nature of all trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in athletic trips.

The planning process for all field trips across all grade levels shall include a statement of where meals will be provided in the event that students are not able to eat lunch at school. Planning documents will identify the location and source of each meal. For meals, each bus shall transport students to one (1) dining location at which all students on that bus must remain. Students are to be dropped off and picked up as close to the dining entrance as possible and supervised closely as they enter and exit. When multiple buses are involved, each bus may be assigned to a different location, but students may not leave the site to which their bus has been assigned.

The Superintendent shall submit for Board approval a listing of excursions designated as local trips. The Board shall consider on an individual basis requests for overnight trips and trips taken to destinations more than fifty (50) miles from school except those destinations on the approved field trip list.

For overnight, out-of-state trips, a certified administrator shall accompany the group. The staff member(s) in charge of the trip shall serve in loco parentis for the participating students and shall be responsible for monitoring the behavior of both students and chaperones.

09.36

Please refer to KHSAA Bylaw 22.

Game Officials

www.khsaa.org/handbook/

Please refer to KHSAA Bylaw 20.

Student Discipline

All students participating in the District's athletic program shall abide by school/District rules and regulations, including provisions of the code of acceptable behavior and discipline. In addition, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season and students are required to return to the coach a form signed by both the student and the parent/guardian signifying their receipt of, and agreement to abide by, the rules. Coaches shall keep these forms on file for the duration of the sports season. **09.438**

In keeping with Board policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings.

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student. **09.43**

The Principal may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation. **09.3**

Crowd Control

The school Athletic Director shall coordinate with the Principal to promote the orderly conduct and safety of students and other spectators who attend athletic events.

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel. **05.45**

Athletic Program/Sport Activity Purchasing

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the athletic program, including equipment and uniforms. All purchases using District funds shall require the prior approval of the Superintendent or the Superintendent's designee. **04.31**

PRE-SEASON PLANNING

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. **04.312**

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00. For additional assistance, coaches should contact the District Treasurer in the Central Office. **04.32**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (when District business requires an overnight stay), and lodging. Itemized receipts for lodging must accompany requests for reimbursement.

Employees must submit travel vouchers within sixty (60) days of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

Travel Budget

Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent or designee. **03.125**

Section

4

Student Oversight

Eligibility

Determination of athletic eligibility for students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. **09.313**

Please refer to KHSAA Bylaws.

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privilege of participating in the school athletic program, unless such is in conflict with KHSAA Bylaws. All other pupils shall be classified as nonresidents for school purposes. **09.12**

In accordance with school council policy, student athletes are required to attend school for at least a half-day the day of an athletic activity to be eligible to try out, practice or participate in an athletic activity.

Notification and consultation between the head coach of the receiving school and the Principal and Athletic Director of the school the student attends shall occur prior to any discussion with the student and the parents regarding the student “playing up”. Once this consultation occurs, it shall be the joint decision of the coach, parents, and Principal (or Athletic Director) of the sending school as to whether the student will “play up” to the next level.

Student Transfers

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school, while maintaining permanent residence in the United States or a United States territory following enrollment in grade nine (9) and who then transfers, shall be ineligible for interscholastic athletics at any level in any sport for one (1) year from the date of enrollment at the new school. The period of ineligibility may be waived in the event of a dissolution of marriage or properly recorded legal separation of the student's parents. See KHSAA Bylaw 6, Section 2 for Discretionary Exceptions for Waiver.

The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine (9) through twelve (12) during the previous calendar year.

Foreign students (non-domestic) attending high school in Kentucky shall be considered ineligible for the first calendar year following enrollment. Foreign students who have been ineligible for an entire calendar year after being enrolled in a high school in Kentucky become eligible to represent that school immediately following the conclusion of the one (1)-year period. The period of ineligibility may be waived if the entire family unit is relocating from a foreign country or if the members of a family from a foreign country are relocating due to a declaration of asylum or seeking refuge due to acknowledged conflict.

Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment. The period of ineligibility may be waived if the student is placed in a KHSAA member school under the auspices of approved J-1 or F-1 student exchange program that is on the approved listing of Council on Standards for International Exchange Travel (CSIET). In addition, a waiver may be made in other circumstances approved by the Board of Control within the KHSAA Due Process Procedure.

KHSAA Bylaws 6, 7, and 8 contain other specifics and questions should be referred to your Principal or Athletic Director.

Please refer to KHSAA Bylaws 6, 7, and 8.
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Recruitment Violations

A student at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics. A student enrolled at any grade level shall not be given improper benefits not available to all members of the student body to remain at a member school.

Recruiting is defined as an act on behalf of or for the benefit of a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. It also shall be defined as recruiting to provide improper benefits to an already enrolled student to influence that student to remain at a member school for the purpose of participating in athletics. A school official utilizing an intermediary including a peer, another school employee, a student, parent, or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.

Please refer to KHSAA Bylaws 11 and 16.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students.

09.221

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District as required by KRS 161.185 and a sports safety course as required by KRS 160.445, including training on how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. Follow-up training shall be provided annually. **09.311**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/09.422/ 09.42811**

STUDENT OVERSIGHT

In fulfilling their supervision responsibilities, employees are required to enforce the Student Discipline Code adopted by the Board of Education and discipline policies adopted by the school council. **09.43/09.438**

All coaches shall be provided a copy of the Student Discipline Code and appropriate training addressing proper implementation completed by the Principal or designee. Coaches shall inform parents and students they shall be required to follow the Student Discipline Code at all times while representing the school.

Board policy allows for a nonfaculty coach or nonfaculty assistant to accompany students on athletic trips as provided in statute. **09.221**

A coach or an approved designated adult is required to be present to provide direct supervision of student participants during all athletic activities, including conditioning programs, practices, travel and games. Students are not to be left unsupervised while waiting for parents to pick them up. (See also section on Athletic Program Volunteers.)

Insurance

Students participating in or trying out for interscholastic athletics shall be covered by accident insurance that is compatible with the catastrophic insurance coverage required by the Kentucky High School Athletic Association. Students must present evidence of accident insurance that meets minimum criteria established by the Superintendent. **09.312**

Please refer to KHSAA Bylaw 12.

Safety and First Aid

The safety of students shall be the first consideration in all athletic practices and events. Each interscholastic coach (head and assistant, including cheerleading) shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries. In addition, coaches should be familiar with District emergency plans for medical injuries at events as required by KRS 160.445.

Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice.

STUDENT OVERSIGHT

Concussions

A student athlete suspected by an interscholastic coach, school athletic personnel, or contest official of sustaining a concussion during an athletic practice or competition shall be removed from play at that time and shall not return to play until the athlete is evaluated as required by KRS 160.445 to determine if a concussion has occurred.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day. **09.311**

Please refer to KHSAA Bylaw 25.

Care of District Property

Coaching personnel shall be responsible for program equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property or if District property has been used for unauthorized purposes shall be reported to the employee's immediate supervisor who shall complete an incident report and submit to the District Finance Officer. **03.1321**

Athletic equipment shall be subject to policies and procedures concerning the District's inventory process and related reporting requirements. **04.7**

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Precautionary Measures

EQUIPMENT INSPECTION AND OVERSIGHT

The Head Coach of each sport, in consultation with the School Athletic Director, is responsible for developing an ongoing plan of equipment inspection, maintenance, repair or replacement. The plan shall address:

1. A timetable for inspecting athletic equipment (when, how often, by whom, etc.);
2. Factors to be considered during an inspection (appropriate type, adequate quality, proper fit, etc.);
3. Instruction that will be provided to students concerning correct use of equipment; and
4. Direction to be given to athletic staff and volunteers who will assist in oversight of equipment use.

STUDENT OVERSIGHT

Coaches should regularly inspect equipment to ensure it is in good and safe condition. The use of any equipment that is defective or in questionable condition shall be discontinued immediately. A report concerning this equipment shall be made to the School Administrator immediately so that corrective measures can be initiated. Each school shall determine a regular schedule for the cleaning and inspection of all equipment.

KEY STANDARDS

1. **Heat indices** – The Kentucky High School Athletic Association and the Kentucky Medical Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities. All coaches are required to read, understand, and follow this procedure for practices and competitions.

<http://www.khsaa.org/sportsmedicine/heat/kmaheatrecommendationscomplete.pdf>

2. **Availability of Water** – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to hydrate as often as they desire.
3. **Game/Practice Scheduling** – All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the KHSAA guidelines for limitation of seasons (Bylaw 25) when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.
4. **Severe Weather. Lightning Advisory** – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lighting.

<http://khsaa.org/sportsmedicine/lightning/nfhsguidelinesforlightning-october2010.pdf>

Please refer to KHSAA Bylaw 25.

Sportsmanship

“The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today's contest reflect mutual respect.”

It is the clear obligation of all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

STUDENT OVERSIGHT

THE KENTON COUNTY SCHOOL DISTRICT SPIRIT OF SPORTSMANSHIP CREED

The Kenton County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials will not be tolerated and may be grounds for ejection from the game and/or the facility.

Please refer to KHSAA Bylaw 15.

The following behaviors represent the types of behaviors that will not be tolerated at school/District athletic events. Those who exhibit such behaviors will be asked to leave the premises, and extreme or repeated violation may result in permanent exclusion from school/District athletic events.

- Verbally berating players, coaches, official administrators or others in attendance.
- Use of obscene language or gestures or acts of physical violence or threats of violence directed at same or at contest officials.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property. **05.45, 10.21**

Awards and Recognitions

The Board recognizes that a significant part of interscholastic athletics is the recognition of achievement by student-athletes. All teams shall hold an end-of-season recognition ceremony where student achievement is recognized. The individual sport shall establish the criteria that will be used to determine whether or not an athlete has achieved status as a varsity, junior-varsity, etc., member and whether a varsity letter will be awarded. The criteria shall be clearly defined and communicated to the team members at the beginning of the season.

Please refer to KHSAA Bylaw 10.

Section

5

Appendix

Code of Ethics for Teachers/Certified Employees

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

APPENDIX

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.

(c) To the education profession;

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in 704 KAR 20:585.

Code of Ethics for Coaches

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or the Kentucky High School Athletic Association (KHSAA).

-National Federation of High School Associations (NFHS)

Acknowledgement Form

2014-2015 School Year

I, _____, have received a copy of the

Name

Coaches' Handbook issued by the Kenton County School District, and understand and agree that I am to review this handbook in detail, familiarize myself with the requirements listed on my job description and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

I understand that as an employee of the Kenton County School District I am required to review and follow the information set forth in this handbook and rules disseminated by the Kentucky High School Athletic Association and other governing bodies specific to the sport/s I coach and I agree to do so.

Employee Name (please print)

Signature of Employee

Date

Return this signed form to the school Athletic Director who will make a copy for each coach and keep a copy on file at the school.

2014-2015 Code of Expected Behavior & Conduct
PHILOSOPHY AND RATIONALE

Our policies and procedures have been developed through the cooperative efforts of students, parents, teachers, and administrative personnel of the Kenton County School District using a variety of sources designed to improve and maintain a positive and safe learning environment. We ask that all students, staff and members of our learning community treat others as you would like to be treated. Using “Positive Behavioral Intervention Support” (PBIS), we strive to maintain a positive school through the expectations and rules for conduct for our students, staff and our learning community. This document has been developed for the following purposes:

- To outline disciplinary procedures to ensure that students ~~may~~ **can** learn in an environment conducive to learning.
- To inform all concerned parties ~~regarding~~ **of** regulations and behavioral procedures affecting the educational program as it pertains to individual rights and responsibilities.

It is with these purposes in mind that this **Code of Expected Behavior & Conduct** has been developed. ~~Pupils~~ **Students** will be subject to school discipline for any violation of this **Code of Expected Behavior & Conduct** at all school related functions including, but not limited to, buses, traveling to and from school, regular school day activities, extracurricular and curricular activities at home, school facilities, or away from school.

This **Code of Expected Behavior & Conduct** provides consistent and equitable treatment of all students in the Kenton County ~~Public Schools~~ **School District**. Students will be responsible for adherence to this code in school, at school sponsored or related activities, on school buses, and at any extra-or co-curricular activities at, or away from school.

This **Code of Expected Behavior & Conduct** provides an annual review by the school community and the Board of Education to ensure an effective document, which meets the changing needs of the total educational community.

This **Code of Expected Behavior & Conduct** provides the basic procedures which will be followed in disciplinary matters and the meanings and explanations of the procedures and the violations. The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities **and provides equal access to the Boy Scouts, Girl Scouts of the United States of America, and other designated youth groups.**

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Engagement and Due Process Coordinator
1055 Eaton Drive
Ft. Wright, KY 41017
(859)344-8888

The Kenton County School District

SPIRIT OF SPORTSMANSHIP

The Kenton County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials, will not be tolerated and may be grounds for ejection from the game and/or facility.

The Kenton County School District

Beechgrove Elementary	371-1636	Summit View Middle School	363-4800
J.A. Caywood Elementary	341-7062	Turkey Foot Middle School	341-0216
Ft. Wright Elementary	331-7742	Twenhofel Middle School	356-5559
Kenton Elementary	356-3781	Woodland Middle School	356-7300
Piner Elementary	356-2155	Dixie Heights High School	341-7650
R.C. Hinsdale Elementary	341-8226	Scott High School	356-3146
River Ridge Elementary	341-5260	Simon Kenton High School	960-0100
Ryland Heights Elementary	356-9270	KCAIT	341-2266
Summit View Elementary	363-4700	Northern Ky. Youth Development Ct	356-3091
Taylor Mill Elementary	356-2566	Transportation Department	356-5050
White's Tower Elementary	356-9668		

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EXPECTED BEHAVIOR

It is our goal for all students, parents/guardians, and staff through daily reinforcing and modeling:

- To instill positive behaviors and attitudes for a lifetime.
- To set a good example for others to look up to and admire.
- To be a good person and be respectful of others.
- To make the world a better place.
- To know the difference between right and wrong, and do what is right.

Our students, staff and parents/guardians are:

- Respectful
- Trustworthy
- Responsible
- Caring
- Fair
- Positive Citizens

THE KENTON COUNTY SCHOOL DISTRICT EXPECTED BUS BEHAVIOR

The ***privilege*** of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the Kenton County School District and under 702 KAR 5:030 Section 19-20. These behavioral expectations apply to students, drivers, and others, whether going to and from home, at the bus stop, on the buses, on our school grounds or in our school buildings.

CONDUCT ON BUS

- Students must arrive at the bus stop on time. (It is highly recommended to arrive 5 minutes before scheduled pick-up time).
- Students who must cross the roadway are required to cross in front of the bus after the driver signals them that it is safe to do so.
- Students are to obey the driver promptly.
- Students are to help the driver keep the bus clean by cleaning their feet before entering the bus and keeping wastepaper and trash off the floor and seats.
- Students are to sit in the seat assigned by the bus driver and stay seated while on the bus.
- Students are not to have matches, lighters or any open flame on the bus. Students with open flames while riding the bus will be reported to the appropriate authorities and are subject to removal from the bus under 702 KAR 5:080 section 24.
- Students should avoid unnecessary conversations with the bus driver.
- Students are not to use loud, abusive or profane language while on the bus.
- Students are not to lean out the bus windows. They must keep their arms, legs, head, and property inside the bus.
- Students need to remain seated until the bus comes to a complete stop.
- Students are to leave the bus only at their regular bus stop or at the school, unless they have written permission of a school administrator.
- Students are to respect the people they pass while on the bus. They are not to yell or make signs to those the bus passes along the road.
- Students are not to damage the bus and should report any damage to the bus driver. If they do cause damage, their parents or guardians may be held responsible for restitution.
- Students are not to interfere with the vision of the driver.
- Students are not to block the aisle of the bus or transport animals on the bus. The driver shall not permit the transport of any object that would block the bus aisle or exit in case of collision under 702 KAR 5:080 section 20.
- At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus.
- Use of electronic communication devices may be permitted providing that the device is not causing a disturbance to others and /or the volume is low enough that instructions can be heard by the driver. Picture taking and ringing cell phones are prohibited. The ride to and from school are considered school hours and the applicable board policy will apply. For more information refer to the Violations/Definitions section of this document under Communication Devices/Cell Phones.

The bus driver will assist the principal or school administrator in seeing that the above rules and procedures are followed. If any student persists in violating these procedures, the bus driver shall notify the principal. In addition, the principal/school administrator may suspend bus-riding privileges if the student continues to disobey the rules and procedures. If this action becomes necessary, the principal shall notify the parents in writing and send a copy of the notice to the superintendent and director of transportation. The principal has the responsibility of maintaining discipline on all school buses servicing his or her school. The principal is authorized to suspend immediately, as a disciplinary measure, bus riding privileges for any student who is reported to him by the bus driver.

NOTE: These directives reflect minimum standards. When a student is found to be in violation of the School Bus Policy as outlined in The Kenton County Code of Acceptable Behavior and Conduct, additional disciplinary consequences may be levied at the principal's discretion as the situation warrants.

Drivers will report unusual or repeated behavior problems to the principal and parents by using a Bus Conduct Report. For permanent suspension of bus riding privileges, the parents must first be notified and given the reasons why this action is necessary. Parents should be encouraged to solve the problem before this privilege is revoked. If, after consultation with the parents, the problem persists, then parents should be notified in writing of the suspension of bus riding privileges with proper documentation justifying this action.

~~Drivers shall be aware that the principals are responsible for discipline and drivers shall refrain from publicly offering critical comments regarding disciplinary actions.~~ Students who lose their riding privileges shall not be eligible to transfer to another bus while privileges are suspended. Parents are responsible to arrange transportation for their children to and from school. (In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.) After complying with the above procedures, the superintendent or principal is authorized to exclude a student from transportation services.

Bus Seating, Passes, and Issues – Similar to classrooms, bus drivers have the right to assign students to seats and limit items brought on the bus. No students will be transported on a bus other than his/her own without a pass that has been signed by the school official. Depending on bus route size, passes may be limited by the school or the transportation department. If there are problems on the bus, please contact the transportation department for The Kenton County School District.

STOP BULLYING BEHAVIORS!

(KRS 158.154, 158.155, 158.156)

Treat others as you would like to be treated.

What is Bullying and/or Cyber-Bullying?

Bullying and/or Cyber-Bullying is defined as any intentional, written, electronic (i.e. Internet, Youtube, social networks, e-mail, text messages, picture phones and other) verbal or physical act(s) or actions against another person that a reasonable person knows will have the effect of:

- Placing a person in reasonable fear of harm to his or her emotional or physical well-being **or**
- Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power imbalance between the bully and the target **or**
- Interfering with a student having a safe school environment that is necessary for successful educational performance, opportunities or benefits **or**
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

What distinguishes bullying from other behaviors?

Bullying refers to:

- Intentional actions that harm, intimidate or humiliate another person physically, emotionally and/or socially.
- Repeated behaviors over time
- Actions which occur within the context of an imbalance of power between the bully and the victim.

Because we believe every student deserves a safe learning environment, the Kenton County School District is committed to dealing with bullying behaviors in our schools. To help the student who is the target of bullying behaviors:

- We strive to identify the student who is using bullying behaviors, administer consequences for bullying behavior and help our students learn new ways of relating to others.
- We educate our school community of the serious impact of bullying behaviors in order to respond consistently to all instances of bullying.
- *We report incidents to law enforcement as required by state statutes.*

What do bullying behaviors look like?*

- | | |
|--|--|
| • Inappropriate physical contact, including hitting, kicking, shoving, pushing | • Excluding from the group |
| • Intimidating and threatening comments either verbal, written or electronic | • Spreading rumors or hurtful gossip |
| • Name calling or put-downs | • Stalking |
| • Malicious manipulation of others to do things they don't want to do | • Hurtful teasing or making fun of someone |
| • Setting someone up to be bullied | • Cyberbullying |
| | • Hiding or destroying someone's belongings |
| | • Standing by and watching bullying behavior |

**Examples may include but may not be limited to the list above.*

Do you know of an Unsafe Situation for a student or in a school which may include Bullying?

CALL OR TEXT 859-903-HELP (4357)

BULLYING PREVENTION TIPS

Are you being bullied?	Do you bully others?	Do you witness bullying?
<ol style="list-style-type: none">1. Tell a trusted adult what is happening (like your parents, teacher, principal, bus driver or guidance counselor)2. Stay in a group so you won't be an easy target and so others can help.3. Try to stand up to the person who is bullying you. Tell him/her you do not like it, what he/she is doing is wrong, and you want it stopped.4. Make a joke. Sometimes humor can make a bad situation more manageable.5. Remember it's not your fault; no one deserves bullying.	<ol style="list-style-type: none">1. Think about what you are doing and how it makes others feel. Think about their feelings, and then don't do it!2. Hurting others and making them feel bad is never cool. Think how you feel when you're hurt.3. Talk to an adult if you are not sure why you bully others or how to stop, you need to talk about it. A trusted parent, teacher or counselor can help you change.4. Treat others as you would like to be treated.	<ol style="list-style-type: none">1. Support someone who is being bullied. Spend time and include him in activities or just talk to show you care.2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy, but it works. When a bully sees that other kids don't think bullying is cool, he's more likely to stop.3. Report bullying to an adult. Kids who are bullied may fear things will just get worse if they talk about it; kids who know they can't get away with bullying may stop.

Specific steps to reporting bullying behavior:

If you or someone you know is being bullied or know of any unsafe conditions please report to any Kenton County Employee (teacher, counselor, advisor, principal, secretary).

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. Bullying reports should be made in person, orally over the phone, or in writing to school administrators.

In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the office of the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the District's harassment/discrimination policies covering federally protected areas.

If your child is involved in an incident related to **KRS 158.156**, the Principal shall notify parents/guardians in writing and create an incident report with police if required.

ATTENDANCE POLICIES

COMPULSORY ATTENDANCE	KRS 159.010 - requires parents, guardians or custodians to send their child/children to school except as provided in KRS 159.030 . Each parent, guardian, or other person residing in the state and having custody, guardianship, or in charge of any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) shall send their child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the Board of Education of the district makes provision for the child to attend. <u>159.150 Definition of Truancy</u> – Any child who has been absent from school without a valid excuse for (3) or more days, or tardy on (3) or more days is a truant regardless of the number of minutes tardy. <u>Any child who has been reported as a truant (2) or more times is Habitual Truant.</u> KRS 159.150 defines <u>Habitually Truant students as those with six (6) or more unexcused absences.</u>
ATTENDANCE EVENT	An Attendance Event includes any/all absences, tardies, late arrivals and/or early dismissals. Attendance calculations are as follows: Tardy Events equal 35% or less of the school day. Half Day Events equal 36% - 83% of the school day. Whole Day Events equal 84% or greater of the school day.
KENTON COUNTY ATTENDANCE POLICY	An attendance policy has been developed in an attempt to comply with the state law, to emphasize the importance of attendance to a student's education and the responsibility of the student and parent. Every effort has been made to provide consistency, fairness and due process in its development. The Kenton County Attendance Policy allows for a limited number of excused attendance events, providing the responsible student and parent some flexibility, but also providing consequences for unexcused attendance events. Excessive unexcused attendance events, including absences, tardies, late arrivals and/or early dismissals, may contribute to the loss of credits for the semester or retention for the school year. While all attendance events negatively affect student learning and performance, students with attendance events exceeding 10% of the school year do not meet school attendance policies, which may impact credits, promotion, retention and graduation. Disciplinary action for skipping school or truancy (#5 Code of Conduct) may include a referral to Juvenile Court for Habitual Truancy or Educational Neglect.
EXCUSED ATTENDANCE EVENTS	Excused attendance events include including illness, physician visits, funeral/death of immediate family, and court appearances must meet established criteria. Parent notes are accepted for up to a maximum of nine (9) events per school year. Additional attendance events in a school year may be deemed unexcused without a certified doctor's statement indicating that the student was seen by the doctor and unable to attend school. Documentation including, but not limited to, physician statements (<u>must</u> state the date(s) the student was unable to attend school), court subpoenas, and other proof may be required to excuse an attendance event in a case other than personal illness. After the tenth (10) regular medical excuse note (doctor's note), the parent/guardian must have a Medical Excuse Form completed by the physician. Students with a chronic/critical condition, as determined by a qualified professional, will be addressed on an individual basis. (Note: 1 doctor's note that covers 3 days will equal 3 doctor's notes to cover 3 attendance events). Students and parents are responsible for all notes which are due upon return to school.
UNEXCUSED ATTENDANCE EVENTS	Unexcused attendance events include skipping school, suspension, organized skip day, and attendance events not accompanied by a note or attendance events not meeting excused guidelines. Students with unexcused attendance events may not receive credit or make up work during time missed and are not permitted to attend school functions on unexcused absence days. Family vacations are considered avoidable and may be classified by the principal as unexcused.
LATE ARRIVALS TO SCHOOL	Late arrivals to school include any student who does not arrive to school on time. Schools have the discretion to assign consequences for students with unexcused late arrivals following the code of acceptable behavior guidelines. Chronic late arrivals will be treated as truant. <i>According to 702 KAR 7:125, Section 7 (3), the State Law requires the legal parent/guardian sign in their elementary student.</i>
TARDIES	Students who are not in their classroom before the tardy bell rings are considered tardy. Schools have the discretion to assign consequences for students with unexcused tardies following the code of acceptable behavior guidelines.
EARLY DISMISSALS	Any student who leaves school before the end of the school day is considered to have an early dismissal. Schools have the discretion to assign consequences for students with unexcused early dismissals following the code of acceptable behavior guidelines. Chronic early dismissals may be treated as truancy. <i>Depending on the time of the early dismissal, this attendance event may be coded as a tardy in the school's computer system.</i>
MAKE-UP POLICY	Makeup work is the sole responsibility of the student missing school. Students with excused attendance events should see their teachers the day they return to begin the make-up process. For excused attendance events, it is recommended that school's SBDM policies for make-up work be applied or students should be given one day for each absence in order to complete makeup work. Work not made up in time will be graded according to the school's policy for late work.
NO PASS – NO DRIVE	No Pass/No Drive Law (KRS 159.051) pairs the responsibility of maintaining good grades and attendance in the classroom with the privilege of driving. The No Pass/No Drive law states that a student will be denied his or her driver's learning permit/license or have his or her license revoked for 1) academic deficiency, 2) dropping out of school as a result of unexcused absences or 3) traditional drop out. A student shall be considered academically deficient when he or she has not received passing grades in at least four courses, or the equivalent of four courses (66%). If a sixteen or seventeen year-old student (with a driver's permit or license) accumulates nine or more unexcused absence events, does not meet the academic requirements, or if they drop out of school, attendance requirements, the school will report the student as noncompliant. <u>Any absences due to suspension shall be deemed as unexcused absence events.</u> At minimum, the student needs to be in compliance for an entire semester/trimester prior to reinstatement.

Medical Excuse Form

The Kenton County School District

1055 Eaton Drive, Ft. Wright KY 41017

Phone 859-344-8888/see next page for appropriate school's fax number

(This form **is** required after 10 regular medically excused absences)

Student Name _____ Date of Birth _____

I hereby authorize this health care provider to release the information requested on this form for my child listed above. _____

Parent or Guardian signature

Date of Appointment _____ Total number of absences _____

Time of Appointment _____ Time In _____ Time Out _____

Reason for Appointment (i.e. routine office visit, follow up visit, orthodontist, dentist, emergency, tests)

Was it medically necessary for this student to be absent on date of appointment?

Yes ____ No ____ Comments _____

If no, would student have missed all day due to office location, etc.? Yes ____ No ____

Will this student need to be absent more than one day? Yes ____ No ____

If yes, how long? _____

(If this student will be out for five days or longer, please complete a homebound application.)

This student may return to school on _____ Date

Health Care Provider Name _____

Address _____

Phone _____ Fax _____

Signature of Physician/ARNP _____

Date _____

Note: Students in The Kenton County School District will be allowed up to nine (9) absence events to be excused with a written parent note for the entire year. Kenton County Schools will excuse up to ten (10) absence events with doctor/medical excuse/note. Any absence event due to medical reason in excess of ten (10) will require the presentation of The Kenton County Schools' Medical Excuse Form before the absence will be excused. The form will be available at each school, central office and some medical facilities upon parent request.

THE KENTON COUNTY SCHOOL DISTRICT 2013-2014
DR. TERRI COX-CRUEY, SUPERINTENDENT
1055 EATON DRIVE FT WRIGHT, KY 41017
859-344-8888 (FAX) 859-344-1531

Beechgrove Elementary
Kathy Saunders, Principal
Tonya Brummer, Heather
Rabe, Asst. Principal
1029 Bristow Road
Independence, KY 41051
371-1636 (Fax 371-7958)

Caywood Elementary
Kelly Conner,
Principal Kim Mott,
Asst. Principal
3300 Turkeyfoot Road
Edgewood, KY 41017
341-7062 (Fax 344-3151)

Ft. Wright Elementary
Tina Wartman, Principal
Dan Schacherer, Asst. Principal
501 Farrell Drive
Ft. Wright, KY 41011
331-7742 (Fax 331-7763)

Hinsdale Elementary
Sandy Schnatz, Principal
Sharon Kleymeyer, Suzanne
Smith, Asst. Principal
440 Dudley Road
Edgewood, KY 41017
341-8226 (Fax 341-0759)

Kenton Elementary
Mary Beth Huss, Principal
Marge Nabzdyk, Mindy
Coleman, Asst. Principal
11246 Madison Pike
Independence, KY 41051
356-3781 (Fax 356-5397)

Piner Elementary
Christi Jefferds, Principal
Dwight Smith, Kelly
Smith, Asst. Principal
2845 Piner Ridge Rd.
Morningview, KY 41063
356-2155 (Fax 356-6203)

River Ridge Elementary
Shawna Harney,
Principal Kathy Ritchie,
Asst. Principal Jena
Smiddy, Asst. Principal
2772 Amsterdam Road
Villa Hills, KY 41017

341-5260 (Fax 341-5962)

Ryland Heights
Elementary
Cathy Barwell, Sara
Callahan, Principal
Tammy Harris, Asst.
Principal

3845 Stewart Road
Ryland Heights, KY 41015
356-9270 (Fax 356-2846)

Summit View Elementary
Lesley Smith, Principal
Sara Callahan, Andrea
Krumpelman, Asst. Principal
5006 Madison Pike
Independence, KY 41051
363-4700 (Fax 363-4703)

Taylor Mill Elementary
Jerraine Dailey, Principal
Natalie Carpenter, Asst.
Principal
5907 Taylor Mill Rd.
Taylor Mill, KY 41015
356-2566 (Fax 356-5750)

White's Tower Elementary
Denise Schmiade, Principal
Michelle Cobb, Asst.
Principal
2977 Harris Pike
Independence, KY 41051
356-9668 (Fax 356-6799)

Summit View Middle School
K.C. Ratliff, Principal
Kathleen Gutzwiller, Julie
Pouncy, Asst. Principal
5002 Madison Pike
Independence, KY 41051
363-4800 (Fax 363-4804)

Turkey Foot Middle School
Debbie Obermeyer, Principal
Jerry Cline, Asst. Principal
Holly Spritzky, Assoc. Principal
3230 Turkeyfoot Road
Edgewood, KY 41017
341-0216 (Fax 341-7217)

Twenhofel Middle School
Shannon Gross, Principal

Travis Caudill, Denise
Schmiade, Asst. Principal
11846 Taylor Mill Road
Independence, KY 41051
356-5559 (Fax 356-1137)

Woodland Middle School
Tara Sides, Principal
Dave Campbell, Asst. Principal
5399 Old Taylor Mill Road
Taylor Mill, KY 41015
356-7300 (Fax 356-7595)

Dixie Heights High School
Karen Hendrix, Principal
Tom Spritzky, Asst. Principal
Matt Moore, Asst. Principal
Lafon Benton, Assoc.
Principal
3010 Dixie Highway
Crestview Hills, KY 41017
341-7650 (Fax 341-2531)

Scott High School
Dr. Brennon Sapp, Principal
Shane Rogers, Asst. Principal
Carolyn Stewart, Asst.
Principal
5400 Old Taylor Mill Road
Taylor Mill, KY 41015
356-3146 (Fax 356-5516)

Simon Kenton High School
Martha Setters, Principal
Georgina Campbell, Asst.
Principal
John Popham, Asst. Principal
Trent Steiner, Assoc. Principal
Michelle Hickey, Assoc.
Principal
11132 Madison Pike
Independence, KY 41051
960-0100 (Fax 960-0360)

Kenton County
Academies of Innovation
& Technology
Dr. Francis O'Hara,
Director
Julie Whitis, Associate Principal
3234 Turkeyfoot Road
Edgewood, Ky 41017
341-2266 (Fax 341-6486)

GENERAL GUIDELINES FOR CLASSROOM MANAGED DISCIPLINE CONSEQUENCES

Just like all classroom learning, the purpose behind general guidelines for discipline consequences is to teach and instruct discipline. When used correctly discipline should be administered in a positive and proactive way in order to improve the learning environment for all students.

General Guidelines for Discipline Consequences: When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Steps of due process should be followed.
2. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order in the learning environment.
3. Students shall be treated fairly and equitably. Consequences will be administered after a careful assessment of the circumstances of each case. Factors to consider shall include:
 - Threat to the safety of all
 - Seriousness of the offense
 - Student's age
 - Frequency of misconduct
 - Student's attitude
 - Potential effect of the misconduct on the school environment.
4. All types of disciplinary infractions may not be included within this document. For these classroom managed items and for any items not included, the principal may use his/her own discretion on the consequences.

Classroom Managed Incidents

- | | |
|---|--|
| • Tardiness to class | • Radios, CD players, cameras, games in class or at functions, MP3 players or similar devices. |
| • Failure to bring appropriate materials to the classroom | • Inappropriate cafeteria conduct |
| • Refusal to participate in classroom activities | • Inappropriate hall conduct |
| • Talking in class | • Poor sportsmanship in classroom activities |
| • Sleeping in class | • Throwing objects (spitballs, paper, airplanes, etc.) |
| • Cheating/dishonesty | • Public display of affection |
| • Eating, drinking or chewing gum in the classroom | |

Possible Classroom Managed Consequences

- | | |
|---|--|
| • Student conference | • Referral to School Guidance Counselors |
| • Student teacher contract | • Sending the student to the office or other assigned areas |
| • Special assignment or duties | • Providing outside agency information for parent personal use |
| • Parent contact | |
| • A grade of zero for cheating | |
| • Rewards or demerit system for behavior | |
| • Verbal correction | |
| • Cooling off or time out | |
| • Special seating assignment in classroom | |
| • Reteaching Expected Behavior | |
| • Teacher level probationary agreement | |
| • Teacher assigned detention | |
| • Parent teacher conferences | |
| • Temporary confiscation of items that disrupt the educational process | |
| • Withdrawal of classroom privileges | |
| • Conferencing with teachers, special services, or administrative personnel | |

**REPETITION AND SEVERITY IN THIS CATEGORY MAY RESULT IN MORE SERIOUS DISCIPLINE INCLUDING
SUSPENSION THROUGH THE PRINCIPAL'S OFFICE.**

The Kenton County School District Violations & Procedures

Disciplinary actions are utilized by the Kenton County School District to maintain the educational environment and protect each student's right to a free and appropriate education. This code of conduct pertains to all of the Kenton County School District events including those on school grounds, buses, and activities sponsored by the school. Definitions of the violations and procedures are contained in the pages following this chart. Specific procedures for events are determined by school administrators based on the threat to the safety of all, the seriousness of the offense, the student's age, the frequency of the misconduct and the potential effect of the misconduct on the school environment.

VIOLATIONS	BOARD VIOLATION PROCEDURE	LAW VIOLATION PROCEDURE
Aggressive to School Employee	D-G*	
Arson (to the level of law violation)		D-G*
Assault: 1 st , 2 nd , 3 rd , 4 th degree (to the level of law violation)		D-G*
Attendance: Late Arrivals to School	A-C	
Attendance: Skipping School/Leaving School Grounds	A-C	
Attendance: Tardy to Class	A-C	
Attendance: Truancy	A-C	
Beyond Control of School		H
Bullying	A-D	D-G*
Burglary/Larceny/Theft/Robbery/Stolen Property (to the level of law violation)		D-G*
Bus Disturbance	A-E	
Cheating/Plagiarism/Dishonesty	A-F	
Communication Device/Cell Phone	A-D	
Defiance of Authority	A-D	
Destructive Behavior	A-F	
Disorderly Conduct (to the level of law violation)		D-F*
Disruptive Behavior	A-G	
Dress Code	A-C	
Drug/Alcohol Distribution/Possession		F-G* (M)
Failure to Complete Assignments	A-C	
Failure to Comply with Disciplinary Actions	A-D	
Falsifying Notes/Forgery/Counterfeiting	A-D	
Fraud (to the level of law violation)		D-G
Gangs, Gang Related/Gang-Like Activity	A-D	D-G*
Harassment	A-D	D-G*
Inappropriate Computer Use/Violation of AUP	A-F	
Inappropriate Materials	A-D	
Libel/Slander Toward Any Employee (to the level of law violation)		D-G*
Marketing/Buying and/or Selling Items	A-D	
Menacing/Improper Driving (to the level of law violation)		E-G*
Profanity/Vulgarity	A-D	
Public Display of Affection (PDA)	A-D	
Sexual Misconduct (to the level of law violation)		G*
Smoking/Chewing/Smoking Paraphernalia/Tobacco	B-D	
Stealing	A-D	
Terroristic Threatening/Bomb Threat (to the level of law violation)	D-G	E-G*
Under the Influence		F-G* (M)
Vandalism (Criminal Mischief)	A-D	D-G*
Verbal Abuse	A-D	
Violating Security Procedures	C-F	
Weapon: Firearm Only (to the level of law violation)		F-G*
Weapon: Other/Dangerous Instrument	B-E	F-G*
Willful Misconduct (Fighting)	B-F	

A — Warning/Probation/Contract/Student Conference

B — In-School Suspension/Detention/Zero for Cheating

C — Friday/Saturday School/Suspend Bus 1-5 days

D — Suspend School 1-5 days/Suspend Bus 6-10 days

E — Suspend School 6-10 days/ Suspend Bus minimum 10 days up to recommendation for the rest of the school year

F — Out of School Suspension 1-10 days pending District Administrative Hearing

G — Recommendation for Expulsion

(M) 8 week Counseling Program with no extracurricular activities during that time, drug screening (at parent/guardian expense), behavior contract, and school/district level administrative hearing.

*Notify proper law enforcement officials as necessary (KRS 158). All felonies must be reported to principal following school board procedures and reported to the Central Office Designee and proper law enforcement. In applicable cases, employees must report harassment and/or discrimination to appropriate law enforcement authorities in accordance with the law.

The Kenton County School District Violations & Consequences

Disciplinary actions are utilized by the Kenton County School District to maintain the educational environment and protect each student's right to a free and appropriate education. This code of conduct pertains to all of the Kenton County School District events including those on school grounds, buses, and activities sponsored by the school. Definitions of the violations and consequences are contained in the pages following this chart. Specific consequences and procedures for events are determined by school administrators based on the threat to the safety of all, the seriousness of the offense, the student's age, and frequency of the misconduct and the potential effect of the misconduct on the school environment.

LEVEL I

DEFINITION	Acts of minor misbehavior which impede orderly classroom procedures and/or interfere with the orderly operation of the school, and require immediate intervention by the staff member who is supervising the student and/or who observes the violation. This could include: classroom disturbance, classroom tardiness, inappropriate language, non-defiant failure to complete assignments or carry out direction, disrespect, inappropriate dress and/or any other violations which are expressly listed in the written school rules and related procedures that fall within this category and are usually managed by the classroom teacher.
DISCIPLINARY PROCEDURES	There is immediate intervention as outlined in the school-wide disciplinary framework by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference, a conference with the counselor and/or a conference with an administrator. The staff member maintains a proper and accurate record of the offenses and disciplinary action.
RESPONSE OPTIONS	Include but not limited to: Verbal reprimand, a behavioral contract, counseling, withdrawal of privileges, alternate supervision, teacher assigned detention, referral to student intervention/assistance team and behavior intervention plan.

LEVEL II

DEFINITION	<p>Acts of misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school and are managed by a teacher and/or administrator. These infractions, which are documented on office discipline referrals, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation.</p> <p>Some of these misbehaviors are repeated violations of Level I offenses. Other Level II offenses include: missing class without a valid excuse, habitual truant behavior, using forged notes or excuses, disruptive classroom behavior, cutting class, trespassing, disrespectful behavior including use of profanity and/or obscenities, gestures or “back talking” towards another person, failure to follow the procedure for prescribed and over the counter medication, possession and/or displaying of obscene materials.</p>
DISCIPLINARY PROCEDURES	<p>The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and determines the most appropriate response. The teacher is informed of the administrator’s action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parental conference may be held.</p>
RESPONSE OPTIONS	<p>Include but not limited to: Referral to student intervention/assistance team, behavior intervention plan, social probation, referral to an outside agency, in-school suspension program, Friday/Saturday Detention, strict supervised study, extra assignment, detention; denial of bus privileges, suspension.</p>

LEVEL III

DEFINITION	Acts against persons or property whose consequences indirectly endanger the health of safety or others in the school cannot be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Examples of Level III misbehaviors are: repeated violations of Level I and/or II offenses, fighting, vandalism, defacing or disfiguring school property, school related trespassing, unlawful entry, criminal mischief, burglary or larceny, interfering with school or personnel impeding their ability to carry out their responsibilities, possessing and/or using a lighter, matches, or tobacco products at school, stealing, assaulting or threatening to assault another person, threatening to inflict significant physical or emotional damage to another person, encouraging or inciting discord or civil disturbance, gambling, computer hacking, sexual contact, sexual harassment, extorting, blackmail or coercing another student, speeding or reckless driving and improper use of a motor vehicle while on school property.
DISCIPLINARY PROCEDURES	The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator initiates disciplinary action by investigating the infraction. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary actions. Any person(s) who harasses, bullies, or assaults another person(s) by striking, shoving, kicking or subjecting that person to physical or emotional damage shall be subject to disciplinary action and/or legal action.
RESPONSE OPTIONS	Include but not limited to: Temporary removal from class, referral to student intervention/assistance team; behavior plan, referrals to outside agencies, in school suspension program, Friday/Saturday Detention, out of school suspension, and/or denial of bus privileges.

LEVEL IV

DEFINITION	These are acts against a person(s) or property which may indirectly endanger the health or safety of others. These violations require administrative action, notification of appropriate law enforcement authorities, and result in the student's immediate removal from school. A request for a hearing with the Superintendent of Schools or his/her designee is mandatory with Level IV behaviors that are federal and state offenses such as: arson, the intentional setting of fire, assault resulting in significant physical injury to a person or written physical threat to life or violence directed towards persons; sale, exchanging, possession of related drug paraphernalia and/or possession or under the influence of alcohol or drugs or any substance purported to be alcohol or drugs or synthetic compound/substance; unlawful interference with school personnel by force or violence; possession, use or transfer of dangerous weapons.
DISCIPLINARY PROCEDURES	The administrator verifies the offense, confers with those involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School official must then contact law enforcement agency if needed and assist in prosecuting the offender. A complete and accurate report is submitted to the superintendent. An administrative hearing is held with the superintendent or his/her designee to determine appropriate consequences.
RESPONSE OPTIONS	These are serious violations, which require administrative actions and notification of law enforcement authorities when appropriate. These violations result in the immediate removal of the student from the school. A request for a recommendation for an administrative hearing with the Superintendent of Schools or his/her designee is mandatory with a Level IV violation. Level IV behaviors may be recommended for an expulsion hearing before the board of education.

OFFENSES

Teachers and/or administrators have the responsibility to administer discipline fairly and equitably following the code of conduct, but also using his/her judgment. This chart is an attempt to provide teachers/administrators with a range of consequences they may apply at their discretion.											
Level I Consequences Teacher/Administrator Interventions											
Student Conference	X	X	X	X	X	X	X	X	X	X	X
Parent contact	X	X	X	X	X	X	X	X	X	X	X
Verbal Warning/Correction	X	X	X	X	X	X	X	X	X	X	X
Code of Expected Behavior and Conduct	X	X	X	X	X	X	X	X	X	X	X
Teacher after school detention	X	X	X	X	X		X	X	X	X	X
Special seating assignment in classroom	X	X	X	X	X						
Parent/teacher conference	X	X	X	X	X		X	X	X	X	X
Teacher level probationary agreement	X	X	X	X	X		X	X	X		X
Special assignment or duties	X	X	X	X	X	X	X	X	X		X
Withdrawal of Privileges	X	X	X	X	X	X	X	X	X		X
A grade of zero for cheating		X									
Refer to school counselor		X		X	X	X				X	X
Cooling off or time-out				X	X			X			
Rewards or demerit system for behavior	X	X	X	X	X	X	X	X	X		
Confiscation of disruptive item(s) (to be turned into the office for legal parent/guardian pick-up)			X		X				X		
Re-teaching the Code of Expected Behavior & Conduct	X	X	X	X	X	X	X	X	X	X	X
Conferencing with teachers, special services or administrative personnel	X	X	X	X	X	X	X	X	X	X	X
Refer to the office or other assigned areas	X	X	X	X	X	X	X	X	X	X	X

After 5 offenses, all Level I offenses will fall under misbehaviors under Level II

OFFENSES

Teachers and/or administrators have the responsibility to administer discipline fairly and equitably following the code of conduct, but also using his/her judgment. This chart is an attempt to provide teachers/administrators with a range of consequences they may apply at their discretion.	Unacceptable Communication Device *	Use and or Possession of Smoking/Chewing/Smoking Paraphernalia/Tobacco	Verbal Abuse of a School Employee	Willful Misconduct (Fighting)	Stealing	Profanity/Vulgarity *	Inappropriate Materials *	Inappropriate Computer Use/Violation of AUP *	Bus Disturbance *	Tuancy *	Skipping School/Leaving School Grounds *	Late Arrival to School *	Destructive Behavior	Persistent Level I Misbehaviors
Level II Consequences Teacher/Administrator Interventions														
Student Conference	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Parent Contact	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Verbal Warning	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Student call parent/guardian	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Restitution of damages	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Withdrawal of Privileges	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Special Seating Assignment in Classroom								X						
Lunch detention	X	X	X	X	X	X	X	X	X	X	X	X	X	X
After school detention	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Friday/Saturday detention	X	X	X	X	X	X	X	X	X	X	X	X	X	X
In school suspension	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bus suspension	X	X						X	X					X
Revoke Bus Privileges for Repeat Offenders								X						
Out of school suspension 1-5 days	X	X	X	X				X	X					X
Out of school suspension 6-10 days	X	X	X	X				X	X					X
Conferencing with teachers, special services or administrative personnel	X	X	X	X	X	X	X	X	X					X
Refer to the office or other assigned areas	X	X	X	X	X	X	X	X	X					X
Suspension of technology privileges	X	X	X	X	X	X	X	X	X					X
Banned from campus except for classes during the school day	X	X	X	X	X	X	X	X	X					X

After 10 cumulative offenses, all Level I and Level II offenses will fall under misbehaviors under Level III

* Denotes Board Violation

** Denotes Law Violation

OFFENSES

Teachers and/or administrators have the responsibility to administer discipline fairly and equitably following the code of conduct, but also using his/her judgment. This chart is an attempt to provide teachers/administrators with a range of consequences they may apply at their discretion.	Weapon Other/Dangerous Instrument* (To level of law see level IV)	Vandalism (Criminal Mischief) * (To level of law see level IV)	Violation of Security Procedures	Sexual Misconduct **	Menacing/Improper Driving **	Marketing/Buying and/or Selling Items	Severe Willful Misconduct (Fighting)	Libel/Slander Toward Any Employee **	Harassment * (To level of law see level IV)	Gangs, Gang Related/Gang Like Activity* (To level of law see level IV)	Fraud **	Burglary/Larceny/Theft/Robbery/ Stolen Property **	Bullying *	Beyond Control of School **	Assault 2 nd , 3 rd , 4 th degree **	Arson **	Persistent Level I and II misbehaviors
Level III Consequences Teacher/Administrator Interventions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Student Conference	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Parent Contact	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Temporary/emergency removal	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Verbal Warning	X						X	X	X	X							
After school detention						X	X	X	X	X		X	X				X
Restitution of damages	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Friday/Saturday detention																	
Bus suspension	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Revoke Bus Privileges for Repeat Offenders	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
In school suspension	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Out of school suspension 1-5 days	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Out of school suspension 6-10 days	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Conferencing with teachers, special services or administrative personnel	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Refer to the office or other assigned areas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Suspension of technology privileges	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Banned from campus except for classes during the school day	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Contact law enforcement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

After 15 cumulative offenses, all Level I, II and III offenses will fall under misbehaviors under Level IV misbehaviors.

*Denotes Board Violations ** Law Violations

OFFENSES

Teachers and/or administrators have the responsibility to administer discipline fairly and equitably following the code of conduct, but also using his/her judgment. This chart is an attempt to provide teachers/administrators with a range of consequences they may apply at their discretion.	Failure to Meet Diversion Contract	Assault (1 st Degree)**	Aggressive to School Employee (Physical Abuse)	Disorderly Conduct**	Weapon Other/Dangerous Instrument**	Vandalism (Criminal Mischief) **	Harassment* *	Gangs, Gang Related/Gang Like Activity**	Weapon: Firearm Only **	Under the Influence	Terroristic Threatening/Bomb Threat **	Drug/Alcohol Distribution/Possession	Persistent Level I, II and III misbehaviors
Level IV Consequences Administrator Interventions													
Restitution of Damages	X	X	X	X	X	X	X	X	X	X	X	X	X
Out of school Suspension 10 days	X	X	X	X	X	X	X	X	X	X	X	X	X
Contact law Enforcement	X	X	X	X	X	X	X	X	X	X	X	X	X
Admin Hearing	X	X	X	X	X	X	X	X	X	X	X	X	X
Expulsion Hearing	X	X	X	X	X	X	X	X	X	X	X	X	X
Diversion to Expulsion	X	X	X	X	X	X	X	X	X	X	X	X	X
School Reassignment	X	X	X	X	X	X	X	X	X	X	X	X	X

*Denotes Board Violation ** Denotes Law Violation

Failure to meet Diversion contract will result in an immediate recommendation for an Expulsion hearing.

Only the Board of Education has the authority to expel a student. Administrators and Principals do not have this authority and strictly follow code of acceptable behavior guidelines. However, the Superintendent and designees have the right to extend suspensions, reassign students to alternative placements, or other disciplinary dispositions available. A student cannot be expelled until a student, parent, or person having legal custody of the student has been given due process and a hearing before the Board.

PROCEDURE INFORMATION AND DEFINITIONS

BUS SUSPENSION	Not permitting a student to ride the school bus to or from school for full or partial day (s) following appropriate due process procedures. While suspended, it will be the legal parent/guardians responsibility to transport their child to/from school. Transportation is a privilege, not a right.
DETENTION	Detaining a student after school, before school, or during the student's free time (e.g. lunch) with advance notice to the parent and/or student as appropriate.
DISTRICT ADMINISTRATIVE HEARING	For any extremely serious offense that may warrant more than a 10 day suspension, a District Administrative Hearing will be held. Outcomes of this hearing could include any/all disciplinary action outlined in the "Code of Acceptable Behavior and Discipline and/or agreed upon by school and student/guardian.
DIVERSION TO EXPULSION PROGRAM	A voluntary, personalized instructional path offered to parents as a choice in lieu of a of Board Education expulsion hearing.
EXPULSION	Removal of student's right to attend school for a period of time over 10 days not to exceed one calendar year. Following guidelines of the code of conduct, the principal may recommend expulsion in writing to the superintendent. The Board of Education has the authority to expel a student. Also, see school reassignment below.
FRIDAY/SATURDAY DETENTION	Extended length detention after school on Friday or on a Saturday (may be used as an alternative to suspension at the principal's discretion).
IN-SCHOOL SUSPENSION	Students are removed from their regular classes to an isolated environment. Students will be in a restricted classroom with very restricted guidelines. Students will not be able to socialize with the student body and will eat lunch in a restricted classroom. Restroom breaks will be limited and closely supervised. Students in ISS will be allowed and expected to complete school work to be included as part of final grade.
REPORT TO AUTHORITIES	Any Kenton County employee who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense as specified in KRS Chapter 508 (assault, wanton endangerment, stalking, menacing, terroristic threatening) committed by another student while on school premises, on school sponsored transportation, or at a school sponsored event must immediately make a report to the principal of the school the student attends. The principal will contact the student's legal parent/guardian and make a report to the local school board and local law enforcement agency. A report may coincide with any of the steps above.
SCHOOL REASSIGNMENT	The superintendent or his/her designee has the right to reassign a student to a different placement within his/her school or to another school within the district following a recommendation for expulsion from the school. This placement may be for up to one calendar year.
STUDENT CONFERENCE	Conference (informal or formal) held between the student and a member of the school administrative team.
SUSPENSION	Not permitting a student to attend school for full or partial day(s) following appropriate due process procedures. While suspended, students do not receive credit for daily assignments, but are allowed to make up major tests, quizzes and projects. While suspended, students are not permitted to attend school-sponsored events.
WARNING/PROBATION/CONTRACT	A contract between the student, parents, and the school to reinforce good behavior.

VIOLATIONS/DEFINITIONS

AGGRESSIVE TO SCHOOL EMPLOYEES	Verbal abuse, threats, physical contact, or threat of physical contact by student(s) toward school employee(s). Student conduct toward staff may be grounds for legal charges for Abuse of Teacher and/or other statutes. *Example(s): Profanity towards staff member hitting, kicking, or shoving a staff member.
ARSON (or attempted arson) (To Level of Law Violation)	Starting a fire within the school, on buses, or on the school grounds, for any purpose that results in destruction or disruption.
ASSAULT (To Level of Law Violation) <ul style="list-style-type: none"> • 4TH DEGREE – one intentionally or wantonly causes physical injury to another person by means of a deadly weapon or dangerous instrument. • 3RD DEGREE – one recklessly or intentionally attempts to cause physical injury to any school employee. • 2ND DEGREE – one causes physical injury to another person or intentionally causes physical injury to another person by means of a deadly weapon or dangerous instrument. • 1ST DEGREE – one who uses a deadly weapon, dangerous instrument or other means to cause serious physical injury to another. This is the most serious and is reserved for situations when the intent of the offender is to cause death or serious injury. The victim has to incur potential life-threatening injury, serious disfigurement, or prolonged loss of the use of a body part from the incident. 	Intentionally causing harm to other(s). According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. <u>It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult Student Support Services who will work with local law enforcement or the school board attorney regarding how to code assault incidents.</u> *Example(s): Fighting or attacking another person with a weapon to cause serious physical harm that could cause serious physical injury or risk of death. Fighting or attacking another person with or without a weapon to cause physical injury.
ATTENDANCE/LATE ARRIVAL TO SCHOOL	A student who does not arrive to school on time.
ATTENDANCE TARDY TO CLASS	A student who does not get to class before the tardy bell rings.
ATTENDANCE SKIPPING SCHOOL/LEAVING SCHOOL/GROUNDS	Skipping school, class, or leaving school or school grounds without permission.
ATTENDANCE TRUANCY	Any child who has been absent from school without a valid excuse for (3) or more days, or tardy on (3) or more days is a truant regardless of the number of minutes tardy. <u>Any child who has (6) or more unexcused attendance events is Habitual Truant.</u> Habitual Truancy is a status offense and may result in a mandatory court appearance by the student and parent.
BEYOND CONTROL	Demonstrating chronic non-compliant behavior (nine or more documented discipline referrals in a school year, three or more separate incidents of out of school suspension in a school year or one single issue that is of a very serious nature). These actions may result in a mandatory court appearance by the student and parent.
BULLYING/HAZING (PLEASE SEE PAGES 5-6 OF THIS DOCUMENT FOR MORE INFORMATION ON BULLYING)	When someone and/or a group uses POWER or INTIMIDATION to hurt or scare another person. Including but not limited to means of intentional written, electronic, verbal or physical act or actions against another person(s). Any act which endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or which destroys or removes public/private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership, in a group, organization/team. The expressed or implied consent of the alleged person against whom the actions have been taken will not be a defense. Students being bullied or who know of someone being bullied must report this to a school official. All school employees have an obligation to report harassing or bullying to school administration and/or to law enforcement officials. School officials have a duty to investigate all allegations of bullying or harassing behavior. Students who violate this policy shall be subject to appropriate disciplinary action, including but not limited to suspension and expulsion. Students who believe they are victims of bullying, cyberbullying and/or hazing or who have observed other students being bullied or hazed shall, as soon as reasonably practicable, report it and be provided with a process to enable them to report such incidents to District personnel for

	<p>appropriate action.</p> <p>Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.</p> <p>Alleged instances of bullying or hazing shall be made to the school principal. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior. In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the District's harassment/discrimination policies covering federally protected areas.</p>
<p>BURGLARY/LARCENY/THEFT/ROBBERY/STOLEN PROPERTY (Receiving) (To Level of Law Violation)</p> <ul style="list-style-type: none"> • STEALING- take something unlawfully; to take something that belongs to somebody else, illegally or without the owner's permission • PETTY THEFT - Petty theft is classified as theft of an item or items with a total monetary value under the amount of \$500. Anything more than \$500 is considered grand theft, in which case the charges will be significantly more serious. 	<p>A person is guilty of burglary when, with the intent to commit a crime, he knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, school, school grounds, bus, or other vehicle where any person lives or where people assemble for purposes of business, government, education, religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be counted as burglary. The taking or attempting to take anything of value from the care, custody, or control of another person or persons by force or threat of force and/or putting the victim in fear. The intentional taking of the property of another person(s) in addition to buying, receiving or having possession of stolen property.</p>
BUS DISTURBANCE (Includes behavior on bus or conduct at bus stop)	Conduct on the bus which makes for an unsafe condition for students, driver and other motorists or others.
CHEATING/PLAGIARISM/DISHONESTY	<p>Doing something unfair or dishonest in order to gain something for oneself or another. Stealing the work of another in order to use it as one's own work. Intentionally misrepresenting the truth.</p> <p>*Example(s): Turning in another student's paper as your own, paying someone to do your schoolwork for you, giving your work to others to use or copy, looking at another student's work in class, and then copying similar items.</p>
COMMUNICATION DEVICES/CELL PHONES/OTHER DEVICES	<p>Personal Telecommunications Device means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a media device, a smart phone, a tablet, a camera, a recorder, a paging device or a cellular telephone.</p> <p>Students and staff have a right to an expectation of privacy while on school grounds. Due to this, unauthorized taping, duplication, picture taking, audio, video, or other means or methods are strictly prohibited. <u>By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES/OTHER DEVICES to school, parents/legal guardians agree and support the following:</u></p> <ul style="list-style-type: none"> • Schools may require students to register cell phones and numbers in order to carry them on campus. • The restrictions below shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. • When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. • <u>The contents of cell phones may be searched by school administration.</u> In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. CONFISCATION MAY INCLUDE THE CELL PHONE, DEVICE, SIM CARD AND/OR MEMORY CARD. • KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy) VIOLATIONS. <u>Consequences may include removing computer privileges as well as</u>

	<p>additional consequences A-F of The Kenton County School District Violations and Procedures.</p> <ul style="list-style-type: none"> • Devices shall not be used in a manner that disrupts the educational process, including but not limited to those which: <ul style="list-style-type: none"> ➢ Creates noise or distractions ➢ Poses a threat to academic integrity, such as cheating ➢ Violates confidentiality or privacy rights of another individual ➢ Is profane, indecent, obscene and/or offensive to other individuals ➢ Constitutes or promotes sending, sharing or possessing sexually explicit messages photographs, or images using any electronic device. <p>The use of cell phones and other electronic media usage may be directed by teachers through school assignments. Schools may require phones to be turned off as appropriate. Additional policies on phone or other electronic media use may be added or enhanced by the School SBDM. At no time should a phone or other electronic media device interrupt classroom instruction. Students with phones that ring or vibrate interrupting instruction may face consequences for this disruptive conduct.</p> <p>*Example(s): Students taking pictures of other students on their phones, modifying it and sending it to others. Students taking pictures/texting about other students and spreading rumors about the student in the messages. Students taking pictures of themselves or others, sending it around, for personal gain. Additionally, students using applications and/or social websites to intimidate, humiliate, or annoy another person may fall into this category.</p>
DEFIANCE OF AUTHORITY	<p>Refusal to comply with reasonable request of school personnel.</p> <p>*Example(s): Anything that could be rational and law abiding students are asked to do and they refuse. If a teacher says to stop!, Stop!</p>
DESTRUCTIVE BEHAVIOR	<p>Dangerous or destructive conduct while also being disorderly at school or on buses including, but not limited to, throwing harmful objects, scuffling or lack of control of voice, language or limbs. This type of conduct does create a danger to self or others. (Recommendation for a Risk Assessment may be required before a student can return to school if suspended).</p> <p>*Example(s): Anything dangerous to self and/or others, whether it causes damage or not.</p>
DISORDERLY CONDUCT (To Level of Law Violation)	<p>Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof. <u>It should be noted that these are not legal definitions. Due to the ramifications of coding errors for disorderly conduct, please consult Student Support Services who will work with local law enforcement or the school board attorney regarding how to code disorderly conduct incidents.</u></p> <p>*Example(s): Making unreasonable noise such as yelling out in class, hallways, cafeteria etc. Refusing to obey a staff member during an emergency situation such as a fire or fire drill etc. Fighting and refusing to stop. Dramatic behavior that serves no legitimate purpose.</p>
DISRUPTIVE BEHAVIOR	<p>Disrupting the orderly educational environment at school or on buses including, but not limited to, throwing objects, horseplay, any unauthorized editing or use of media and/or audio that disrupts the educational environment/atmosphere is prohibited. This includes posting comments, video and/or audio to the Internet that is disruptive to the learning environment.</p> <p>*Example(s): Screaming out in class, common student spaces (hallways, bathrooms, commons, lunchroom, gym), causing a scene with dramatic behaviors or noise. Touching, hugging, kissing, texting, sending photos with questionable items in them, slapping each other as play, pulling desks out from under students and inappropriate comments are all examples.</p>
DRESS CODE	<p>DRESS-Work-place environments have expectations for dress. School SBDM Councils may enhance expectations for student dress. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment. For safety reasons shoes must be worn at all times. We strongly encourage that shoes be secure through fit or strapping.</p>
DRUGS/ALCOHOL (Prescription/ Dietary Supplements/Herbals, Others, Any alcohol/alcoholic items) (To Level of Law Violation)	<p><u>Use, Possession or Under the Influence, Sale, Solicitation, Transfer or Distribution</u> of a drug, look-a-like drug, synthetic drug, prescription medication, over-the-counter medicine, or drug paraphernalia (pipes, roach clips, hemostats, rolling papers, etc.) Drugs are defined as prescription (must be taken in accordance with school policy requiring a written pre-approved medical form completed by a physician) or any substance that has a harmful or unnatural effect on the person using them. This includes possession, use or under the influence on school property or at a school-sponsored function. Possession includes items found on school property or at a school sponsored function. (To include, but not limited to locker assigned to student, vehicles driven by the students, any other place deposited by student including purse, backpack, garbage container, etc.).</p>
FAILURE TO COMPLETE	<p>Includes failure to complete assignments and or bring materials for class. It is expected that,</p>

ASSIGNMENTS	prior to any referral of this nature, the teacher must provide documentation of parent contact and teacher interventions.
FAILURE TO COMPLY WITH DISCIPLINE	Failure to follow discipline given by the school including detention, Friday/Saturday school detention , and bus suspension. This may include students suspended or expelled from school being on school property or school sponsored events.
FAILURE TO MEET DIVERSION CONTRACT	Does not fulfill the requirements of agreed-upon and signed diversion contract.
FALSIFYING/FORGERY/ COUNTERFEITING	Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument (e.g., checks, transcripts, official identification, currency). *Example(s): Forged notes of any kind including absent absence notes, forged signature on permission slips or items being returned to school for any reason, false notes from doctors or others.
FRAUD (To Level of Law Violation)	A deception deliberately practiced in order to secure unfair or unlawful gain and/or A piece of trickery; a trick.
GANGS, GANG-RELATED AND GANG-LIKE ACTIVITIES	The presence of, or student involvement in, gangs, gang-related, or gang-like activities on school property or at school-related events. Gang related items include but are not limited to the display of gang symbols, drawings, paraphernalia or apparel (bandanas, hats/caps, or any item that may interfere with the process of maintaining a safe school environment)
HARASSMENT (To Level of Law Violation)	Operates with intent to intimidate, harass, annoy, or alarm another person. Harassment is prohibited at all times on school property and off schools grounds during school-sponsored activities. Furthermore, it is unlawful to discriminate or harass others based on the race, color, national origin, age, religion, sex, genetic information or disability of any individual involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice. All school employees have an obligation to report harassing or bullying to school administration and/or to law enforcement officials. School officials have a duty to investigate all allegations of bullying or harassing behavior (see bullying section of this document). Students who violate this policy shall be subject to appropriate disciplinary action, including but not limited to suspension and expulsion. Students who believe they are victims of harassment/discrimination or who have observed other students being harassed or discriminated against shall, as soon as reasonably practicable, report it and be provided with a process to enable them to report such incidents to District personnel for appropriate action. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination. Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. *Example(s): Making prank phone calls, inappropriate text messaging, verbal abuse, spreading rumors, writing notes etc. to hurt, intimidate, humiliate or embarrass another person or people.
INAPPROPRIATE COMPUTER USE/VIOLETION OF AUP	Modifying the network or computer hardware and/or software to accomplish a goal outside of the district's original intent. Students have a right to an expectation of privacy while on school grounds. Due to this, unauthorized taping, duplication, audio, video, or other means or methods are strictly prohibited. This may include posting unauthorized materials online.
INAPPROPRIATE MATERIALS	Possession, handling, transmitting, or using inappropriate materials including, but not limited to, those that degrade, attack or endorse an ethnic background, religion and race, health, safety, sexually explicit, pornographic, and libelous items.
LIBEL/SLANDER TOWARD ANY EMPLOYEE (To Level of Law Violation)	Any statement or portrayal (written/verbal/posted, etc.) on the Internet or any other communication that falsely disparages anyone's professional competence and/or reputation. NOTE: In addition to school level consequences, our employee(s) and/or the District have the right to file criminal charges and/or civil litigation.
MARKETING OR BUYING AND/OR SELLING OF ITEMS	Marketing, buying and/or selling of items not previously approved by the building principal.
MENACING/IMPROPER DRIVING (To Level of Law Violation)	Intentionally placing self or other person(s) in harm's way or endangering the safety, health and/or welfare of self or others on school property or at school sponsored events, including but not limited to recklessly operating a motor vehicle. *Example(s): Threatening to beat another student up, threatening to harm another person out

	of anger without following through with the threat, speeding or unsafe reckless driving in school parking lot, acting as if you are going to run over another person. Throwing lit fire crackers out bus window at people or motor vehicles.
PROFANITY/VULGARITY	Spoken or written words that are recognized as swear or curse words. Some words while profane or vulgar may be deemed for grounds of other classification according to the code of conduct. The school principal makes the final decision to what constitutes word(s) as profanity/vulgar or other violation.
PUBLIC DISPLAY OF AFFECTION (PDA)	Inappropriate embracing, touching, kissing and/or activities that others see or witness to include viewing through security cameras.
SEXUAL MISCONDUCT (To Level of Law Violation)	Subjecting another person(s) to sexual contact by forcible compulsion; or Participant(s) subjecting another person to sexual contact who is incapable of consent because he/she: is physically helpless; less than sixteen (16) years old; or is mentally incapacitated including willing participant(s). This includes any type of Sexual Activity, Misconduct or Exposure at school, on the school bus or at any school sponsored event for any age student including (sexting) the act of sending sexually explicit messages or photos, videos, audio or visual files electronically, primarily between cell phones or other electronic media.
SMOKING/CHEWING/SMOKING PARAPHERNALIA/TOBACCO OTHER	Use, possession, sale or transfer of tobacco products or possession of smoking paraphernalia (lighters, matches, tobacco packs, electronic cigarettes, alternative nicotine product or vapor product etc.) Violation of this section (KRS 438.311) may also result in a fine and/or community service work assigned by the court.
TERRORISTIC THREATENING – BOMB THREAT (To Level of Law Violation)	He/she threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. Bomb Threats will NOT be tolerated. *Example(s): Pulling fire alarms, threatening to kill another person. Calling school to say there is a bomb in the building.
UNDER THE INFLUENCE (To Level of Law Violation)	Includes all offenses of intoxication with the exception of driving under the influence. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance, a synthetic substance, or other intoxicating substance.
VANDALISM (Criminal Mischief) (To Level of Law Violation)	The intentional destruction, injury, disfigurement, or defacement of any public or private property without consent of the owner or person having custody or control (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth). Loss of \$500.00 or more requires a police report.
VERBAL ABUSE	To insult by means of words.
VIOLATING SECURITY	Compromising district and/or school security procedures or putting others at risk. *Example(s): Trespassing, failure to follow lock down, opening of exterior doors other than single monitored entrance, tampering of security cameras, telephone and/or fire alarm system, remaining on school grounds after posted hours without prior permission from school officials, use of fireworks, noxious substances, and intentionally reporting false tips to administrators, teachers, other sources, etc.
WEAPON (FIREARM ONLY) (To Level of Law Violation)	<u>Use, Possession, Sale, Transfer or Distribution</u> – A firearm is any weapon that will expel a projectile by the action of an explosive. This offense encompasses manufacture, sale, or possession of firearms on school property or at a school function. (KRS 527.070).
WEAPON OTHER/DANGEROUS INSTRUMENT	<u>Use, Possession, Sale, Transfer or Distribution</u> – of any object determined by the principal with the intent to be dangerous and/or capable of being readily used by one person to inflict severe bodily injury upon another person; examples include but not are limited to air guns, knives, artificial knuckles, club, baton, nunchaku karate sticks. (KRS 527.070)
WILLFUL MISCONDUCT (Fighting) • SEVERE - Persistent engagement by either party with no regard to given directivities, may be considered severe willful misconduct.	Willingly engaging in physical contact for the purpose of inflicting harm on the other person. Any provocation (verbal/physical) may be considered a mitigation of the charge. A student who finds himself/herself the victim of an attack should make every effort to get out of the situation including blocking, running, and calling for help

*Examples may include but are not limited to the list included.

ADDITIONAL INFORMATION FOR STUDENTS AND GUARDIANS

Rights and Responsibilities	<ul style="list-style-type: none"> • Students have many rights, which include access to a system of public education that meets the needs of the individual student in an educational environment that is safe and stable. • Student responsibilities include being accountable for their own conduct and for consideration for the rights and property of others. Parent's rights include sending their child to a school with a safe, stable environment where learning is valued. Parents have a number of responsibilities that include instilling in their children the value of an education, a sense of responsibility and respect. • Teachers have the right to a stable, safe work environment where they can teach skills and concepts while caring for the overall developmental needs of the whole child. Teacher's responsibilities include presenting subject matter and experiences to students and to inform parents and students of positive academic achievements as well as problematic performance or behaviors. • Administrators and other staff are critical parts of the school community. Rights and responsibilities for Principals and bus drivers have also been developed. • The previous passage is an abridged overview of the full series of "Rights and Responsibilities." The full version can be found in the Kenton County Board of Education "Policies and Procedures" Manual.
Due Process	<p>In all discipline cases, school personnel will follow appropriate due process procedures. Ordinarily, a student shall not be suspended before being given oral or written notice of charges constituting suspension, an explanation of the evidence, and an opportunity to present their version of the facts. Whenever a suspension is being given as a consequence, the school will make every effort to contact parents and to share the specifics related to the case. Immediate suspension will only be used if it is essential for safety reasons or to avoid disruption of the educational environment. In these cases, due process guidelines should occur by phone or by written statement within three school days following the suspension.</p>
Family Education Rights and Privacy Act (School Records)	<ul style="list-style-type: none"> • In accordance with the Family Education Rights and Privacy Act, parents may review all education records relating to their child. This right is extended to students at age eighteen. Students have a right to an expectation of privacy while on school grounds. Due to this, unauthorized taping, duplication, audio, video, or other means or methods are strictly prohibited. Parents also have the right to file complaints if the district does not comply with this act. Parents of graduated students enrolled in a program for exceptional children, or of students who have otherwise left school, may request the destruction of any personally identifiable information, which was used for the identification, evaluation, or placement of the exceptional child. Such requests must be in writing to the Special Education Director. • In accordance with federal regulations concerning the transfer of educational records, this district will forward records on request to a school in which students seek to enroll. Upon written request, parents can obtain copies of these records and discuss these records if necessary. • Parents may request information from the school regarding the professional qualifications of their child's classroom teacher. <p><i>Note: All student records are confidential and are only released with proper authorization.</i></p>
Grievance Procedures	<p>Parents questioning actions taken by the school may do the following:</p> <ol style="list-style-type: none"> 1. In classroom matters, contact the teacher to discuss the problem. 2. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the principal. 3. If the problem is not classroom related, the parents may contact the principal. 4. If none of the above procedures are satisfactory, parents may appeal the school decision and request a conference with the superintendent or designee after discussion with principal. 5. During this conference either party may have present individuals relative to factors involved. The other party will be notified in advance if such persons are present. 6. The Superintendent or designee will advise parents in writing of the decision regarding the grievance within fourteen days after the conference of the appeal conference.
Law Violations	<p>In areas where students violate state or federal laws, charges and consequences in addition to those of the school code may follow through the court system (e.g. theft, vandalism, weapons, tobacco violations, etc.).</p>

Maintaining a Safe and Drug Free School Setting	The Kenton County Board of Education is committed to providing a safe and drug free school environment. To maintain this positive learning climate, security cameras, drug dogs, safety sweeps, and other security measures may be used. To meet this goal, the administration may conduct random or systematic administrative searches of lockers, desks, parking lots, and other facilities, which are the exclusive property of the Kenton County Board of Education. This also extends to school sponsored events. In addition and under the requirement of the Fourth Amendment, when there is reasonable suspicion pointing to a specific student that a school rule or criminal statute has been broken, that student and his property may be searched by school officials following reasonable suspicion, but need not be supported by search warrant or probable cause. If you feel your child has a problem with illegal substances or alcohol, we encourage you to contact your child's school for resources including individual counseling, group counseling, and contacts for professional help.
Student Searches	Although students have the right to freedom from unreasonable search and seizure, school officials have the right, under the law, to search students or their property whenever there is a reasonable suspicion that they have something that violates school rules or endangers others. Students may be searched to maintain the ongoing educational process, maintain order, and/or protect people and property. Searches may include the student and his or her locker, desk, automobile, or personal belongings. Police Canine Teams may conduct random and unannounced searches of general school areas, including school lockers and parking lots. Hand-held metal detectors may be used on students when there is reasonable suspicion that the student is in possession of a weapon.
Notification of Police and Removing Students in accordance with KRS 158.150 & 158.154	The Kenton County School District has adopted policies mandating that when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the principal shall immediately report the act to appropriate local law enforcement. Also, school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a school building setting or from a district transportation system pending any further disciplinary action that may occur.
Medication Guidelines and Health Requirements for School Entry Medical Exams/ Dental Screening/Exams Kentucky	<p>School Law KRS 156.160(i) requires the following information from students: a current Kentucky Immunization Certificate, a medical examination within twelve months prior to initial school admission, a second medical examination when students enter sixth grade, an eye exam for first time enrollees and a certified birth certificate for first time enrollees. Parents are responsible for providing and updating these records prior to the start of school. Students will be excluded from school if they do not have the proper health records. If you have any questions, contact your child's school. Requirements now include a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner, or physician assistant is required. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.</p> <p>Kentucky Revised Statutes and Kentucky Administrative Regulations require the following information on students enrolled:</p> <ul style="list-style-type: none"> • A certified birth certificate • Preventative Health Care Examination upon first entry and entering grade 6. This exam may be completed up to one year prior to entry and be on file within 30 days of the child's enrollment. (702 KAR 1:160) • A current and valid immunization certificate on file within two weeks of the child's enrollment. (KRS 214.034) • Proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, nurse practitioner, or physician assistant to be presented, to the school no later than January 1 of the first year that a 5 or 6 year old child's enrollment. (KRS 156.160 (j)) • Proof of a vision examination by an optometrist or ophthalmologist to be presented to the school no later than January 1 of the first year that a 3, 4, 5, or 6 year old child's enrollment. (KRS 156.160 (1)(i)) <p>Parents are responsible for providing and updating these records prior to the start of school. Students will be excluded from school if they do not have the proper health records. If you have any questions, contact your child's school.</p> <p>Any medication, prescription or non-prescription, which a student requires during school hours, should be delivered by a parent/guardian and given to the school nurse or secretary. Any medication</p>

	<p>found in a student's possession, including his/her backpack or locker, could result in suspension or expulsion. All unauthorized medications will be confiscated.</p> <p>A Kenton County School District Administration of Medication Permission Form must be completed and on file for students receiving any medication at school. Medication must be in the original container and have a label that matches the information on the permission form. The KCSD reserves the right to request the initial dose of medication is given outside of the school setting before permission is granted.</p> <p>Medications containing narcotics for pain relief or sedation should not be sent to school. For their own safety, children requiring this level of medication should remain at home until this medication is no longer required during the school day. If this type of medication is required for a chronic condition, additional consideration may be made.</p>
Kenton County School District Code of Expected Behavior and Conduct	Each student is given a copy of the Kenton County School District Code of Expected Behavior and Conduct. Our District Enrollment form which is completed by a legal parent/guardian states "If you did not receive the Kenton County School District Code of Expected Behavior and Conduct which includes Regulations for Riding School Buses, please contact the school for a copy or request a copy in another language".
Abuse of Teacher	Malicious conduct toward a staff member may be subject to legal charges for Abuse of Teacher and/or other statutes. (State Law – 161.190 Abuse of teacher prohibited.) – Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.
Possession	The word possession includes items found in locker assigned to student, vehicles, and any other place where items have been deposited by student (Purse, backpack, garbage container, etc., but are not limited to).
SBDM Policies	This Code of Acceptable Behavior is seen as a minimum requirement for students of The Kenton County School District. School Based Decision-Making (SBDM) councils may strengthen individual rules of this code of conduct with review and/or approval of the Kenton County Board of Education. Schools will publish all areas where school policy is stronger than the Code of Conduct (e.g. school-based dress code).
Miscellaneous	Following 703 KAR 5:200, grades earned on required high school end-of-course exams shall count as a percentage of a student's final course grade as established by board policy 8.221.

UNIVERSAL EMERGENCY PROCEDURES

Universal Emergency Procedures are standard, clear directives that may be implemented across a variety of emergency situations. The principal as incident Commander, or designee, will activate appropriate emergency procedures, based on the situation. There are six basic procedures which can be utilized in responding to various emergencies. Each is outlined below.

EVACUATION

(For use when conditions outside are safer than inside.)

- Evacuate when you hear the fire alarm or an announcement is made.
- Take the closest and safest way out as posted.
- Be aware of primary and alternate evacuation routes.
- Encourage others to leave in an orderly manner.
- Assist those needing special assistance.
- Take the class roster and emergency kit with you.
- Do not stop for student/staff belongings.
- Go to designated assembly area.
- Check for injuries.
- Take attendance to ensure all students are accounted for.
- If all students are accounted for, display a green paper.
- If a student(s) are missing, display a red paper to indicate you need assistance.
- Note on roster any students who are released to their parent.
- Wait for further instructions.

SECURE IN PLACE

Secure in Place can be used in situations where conditions outside the school may require the exterior of the school being secured. (Ex: police activity) It could also be used in other circumstances as necessary by a school administrator or designee (Ex: animal loose in building, medical emergency, etc.)

- An announcement should be made in plain language stating the need to "Secure in Place" and the circumstance.
- Remain calm and stay with your students.
- Keep students away from windows and doors.
- All outside activities are cancelled until further notified by the Principal or designee.
- No unauthorized persons are allowed in the building.
- Exterior doors should all remain closed and locked.
- Ignore fire alarms unless you see or smell smoke (Follow A.L.I.C.E. guidelines).
- Instruction may continue as is reasonable.
- The "Secure in Place" will remain in effect until cancelled by a school administrator or designee.



KENTON COUNTY SCHOOLS EMERGENCY MANAGEMENT & RECOVERY

REVERSE EVACUATION

(For use when conditions are safer inside than outside.)

- When the announcement is made, move students and staff inside as quickly as possible.
- Encourage others to move in a safe manner.
- Assist those who need special assistance.
- Report to classroom.
- Take attendance to ensure all students are accounted for.
- Report according to standard student accounting procedures.
- Wait for further instructions.

EMERGENCY LOCKDOWN/A.L.I.C.E.

ALICE procedures should be used in situations involving a violent intruder. Remember that survival is the main objective. Use available options to increase the likelihood of safety. Encourage students to listen to the direction of teachers and staff.

- Deal with the known threat.
- Ignore the fire alarm unless you see fire/smoke.
- Help those needing special assistance.

ALERT - This is the first indication that something is wrong. You could hear an announcement. You may just hear screams or gunshots, or you may observe the perpetrator.

LOCKDOWN - Lock the door and barricade the entrance. Gather items that could be used as weapons if the barricade is breached. Look for an alternative escape route, such as windows.

INFORM - Provide information and updates to 911 (Who, What, When, Where, How). Inform others in a safe manner.

COUNTER - This is only done as a last resort when in immediate danger. Be dynamic. Scream, yell, and throw things at the intruder while moving toward an exit. If age appropriate, (Grades 6+) and willing, you can attack and swarm. Take perpetrator to the floor and control arms and head. Do not pick up the weapon. Police could mistake you for the perpetrator. Secure the weapon under a trash can or other appropriate area. Assist wounded individuals.

EVACUATE - Decide if you can safely evacuate. A window may provide a safer exit opportunity. Break windows in the upper corners. Run from area in a zigzag pattern with fingers spread open. Listen to police commands. Run to a rally point.

TEACHER'S RESPONSIBILITIES

In an emergency, teachers are responsible for the supervision of students in their care, and shall remain with students until directed otherwise. They shall:

- Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Emergency Management Protocols.
- Direct students in their charge according to established Universal Emergency Procedures (to Assembly Area, Severe Weather Safe Area, etc.)
- Teachers on planning period should report to office.
- Render first aid if necessary.

TORNADO/SEVERE WEATHER SAFE AREA

(For use in severe weather emergencies.)

- When an announcement is made or alarm sounded, take the closest and safest route to shelter in the designated safe area.
- Use a secondary route if the primary route is blocked or dangerous.
- Occupants in portable classrooms shall move to the main building and go to the designated safe area.
- Assist those needing special assistance.
- Take the class roster for student accounting.
- Report according to standard student accounting procedures.
- Do not stop for student/staff belongings.
- Close all doors.
- Remain in safe area until "all clear" is given.
- Wait for further instructions.

SHELTER IN PLACE

(For use in an external gas or chemical release scenario situation.)

When the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location.
- Assist those needing special assistance.
- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release.)
- Take attendance; report according to Student Accounting and Release procedures.
- Do not allow anyone to leave the classroom.
- Stay away from all doors and windows.
- Wait for further instructions.
- Turn off all HVAC systems.

Kenton County School District

Emergency Management Quick Reference Guide



Dr. Terri Cox-Cruey, Superintendent

Fourth Edition June 2014

The Kenton County School District endorses the following strategic assumptions related to Emergency Management in our schools and community.

Building Safety and Security:

- All employees have “shared authority and shared responsibility” relating to Emergency Management.
- All students share responsibility in self monitoring their behavior and reporting risks.
- An anonymous reporting telephone system is available countywide.
- All schools shall have single monitored secured entry during school hours.
- All schools shall have greeting procedures and visitor protocols to include I.D. badges for all visitors.
- All schools shall have annual assessments of equipment, buildings and supervision checklists.

Ongoing Preventative Interventions:

- Each school shall have an active group to oversee all components of safety.
- Disciplinary activity shall accentuate personal accountability, emergency management, appropriate consequence and long term behavior improvement.
- Parents shall continue to be involved early and often in all issues related to safety and student behavior.
- Each school shall ensure the ongoing, regular practices of emergency response to fire, tornado, earthquake, bus evaluations etc.

Instruction/Training:

- All students, K-12, shall receive structured, regular, age appropriate and ongoing classroom instruction related to emergency management.
- The Administrator or person in charge will assess the situation to determine if law enforcement should be notified. However, in a dangerous emergency, anyone can call 911. Notify the Administrator as soon as possible.

Crisis Response:

- The District shall publish a Crisis Response Manual.
- Each school shall annually update and use their school level Emergency Management and Recovery Guide.
- Each employee shall be given an Emergency Management Quick Reference Guide for his/her personal use in responding to an emergency situation.
- The County Crisis Response Team shall be available to respond to schools for crisis management, crisis resolution and crisis recover.

EMERGENCY NUMBERS

Fire Department 911

Police 911

Ambulance 911

Children's Hospital Drug and Poison Hotline 513-558-5111

Suicide Prevention (Talbert House 24 hr Crisis Hotline) 513-281-2273

North Key Mental Health 859-331-3292

North Key Access Line 859-331-3292

Kenton County Dispatch Center 859-356-3191

Sheriff 859-392-1800

Kentucky State Police (24 hr hotline) 1-800-222-5555

St Elizabeth Medical Center North 859-292-4353 South 859-344-2250

Kenton County Health Center 859-431-3345

Northern Kentucky Independent District Health Department 859-363-2060

Social Services Kenton County Child Abuse 859-292-6340

Duke Energy

- Gas Trouble 513-651-4466/1-800-634-4300

- Electric Trouble 1-800-543-5599

Crisis Team Director 859-344-8888

Superintendent's Office 859-344-8888

District Safety Officer 859-957-2648

Assault

Active (Physical/Verbal)

- Evaluate the situation.
- Do NOT panic or overreact.
- Call for assistance.
- Provide safety for students and staff.
- De-escalate the situation if possible.
- Notify Administrator.
- Notify law enforcement if warranted.
- Render aid and/or summon medical attention if warranted.
- Secure the area.
- Complete an incident report and document actions taken.
- Resume normal classroom duties as appropriate.

Inactive (Physical/Verbal) – Assailant has recently left the area.

- Provide safety for students and staff.
- Notify Administrator.
- Provide first aid or summon medical attention for victim(s) as needed.
- Notify law enforcement if warranted.
- Provide a description of the assailant.
- Provide other pertinent information such as vehicle description, license plate, and direction of travel.
- Complete an incident report and document actions taken.

Bomb Threat – Phone Call

(In the event of a Bomb Threat to the school or facility)

Staff Actions:

The person receiving the threat should:

- Prolong the conversation as much as possible.
- Complete the “Bomb Threat Check List- Phone Call” (see below)
- Identify background noises, voice characteristics and any other pertinent details.
- Engage the caller to give description of bomb, where it is, and when it is due to explode.
- Determine the caller’s knowledge of the facility.
- AVOID HANGING UP THE PHONE (Use another phone to call authorities.)
- Alert Administrator or person in charge (without hanging up.)
- Complete written documentation of incident and submit to Administrator.

Bomb Threat Check List- Phone Call

- The person receiving the call shall immediately alert Administrator.
- Ask:
 - What time is it set for?
 - Where is it?
 - What does it look like?
 - Why are you doing this?
 - Where are you calling from?
 - Who are you?
- Is the voice on the phone:
 - Man, Woman, Child
 - Intoxicated, speech Impediment, Accent, Other
- Is there background noise?
 - Music, Children, Talk, Airplane, Traffic, Typing, Machines, Other
- Date: _____ Time of Call: _____
- Write down everything the caller says.
- Call received by: _____

Bomb Threat – Note/Written Threat

(In the event of a Bomb Threat to the school or facility)

The person receiving the threat should notify Administrator.

Administrator Actions:

- Assess the seriousness of the threat.
- Determine if an evacuation is necessary. If an evacuation response is initiated, modify evacuation routes based on possible location of bomb.
- Call 911, if indicated.
- Notify Central Office personnel
- Consult with local police as necessary.
- If what appears to be a bomb is found: DO NOT TOUCH IT; the police department will take charge.
- Turn off cell phones and DO NOT transmit with radios.
- Leave the immediate environment as it is.
- Avoid altering any electrical items or systems (DO NOT turn on or off lights, DO NOT change thermostat, etc.)
- Avoid opening and closing doors.
- Evacuate personnel at least 300 feet from the building; during inclement weather and a possible prolonged search, move student/victims to an Alternate Building Location.
- Follow standard student accounting and reporting procedures.
- After an “all clear” is given return to class.

Threat Levels

As a general rule, the more specific the threat is, the higher the level of the threat.

Low Level Threats

- The threat is vague.
- The information suggests the threatener is unlikely to carry it out.
 - Administrator will notify Safety Director who will assess the threat.

Medium Level Threats

- The threat includes a specific statement meant to show that the threat is not empty. “I am serious about this.”
- The threatener references the availability of weapons.
- The threat suggests the threatener has given thought to how the act will be carried out.

High Level Threats

- The threat appears to pose an imminent and serious danger.
- The threat is specific. “I have had it with that coach picking on my son. There’s a bomb in the locker room.”
- The threat indicates the threatener has obtained a weapon and has the intended victim under surveillance.

Chemical/Hazardous Material Spill

Chemical accidents may originate inside or outside building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

Accidents originating OUTSIDE the building:

- Staff will notify Administrator.
- Administrator will call 911 and notify Central Office.
- Move student/victims away from immediate vicinity of danger (if outside, reverse evacuation.)
- Observe wind direction by observing flags or leaves and move student/victims appropriately.
- Initiate Shelter in Place, shut off HVAC units.
- Do not leave the building unless instructed to do so. If you must evacuate building or grounds, take care to avoid fumes.

Accidents originating INSIDE the building:

- Staff will notify Administrator.
- Administrator will call 911 and notify Central Office.
- Move student/victims away from immediate vicinity of danger.
- Check the Material Safety Data Sheet (MSDS) to determine the urgency of situation and the necessary medical attention if declared appropriate.
- Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present.
- Do not attempt to move or relocate the chemical waste.
- Restrict the exit path for all occupants directly affected by the chemical release to the shortest distance to safety.

GAS LEAK

All school personnel, including cafeteria managers and custodians, shall immediately report any suspected gas leak to Administrator. **DO NOT pull fire alarm for evacuation for a gas leak.** This could cause spark/electrical arc that could cause an explosion. Implement evacuation procedures.

- Staff will notify Administrator
- Administrator will call 911 and notify Central Office.
- Move students from immediate vicinity of danger.
- If the gas leak is internal, implement evacuation procedures.
- Notify the gas company.
- Determine whether to move to Alternate Building Location.
- If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses.
- Do not re-enter building until being given the “all clear” to do so.

Earthquake

(For use in an earthquake or any other imminent danger to the building or immediate surroundings)

Initiate Drop, Cover and Hold

- DROP – to the floor, take cover under a nearby desk or table and face away from the windows.
- COVER – your eyes by leaning your face against your arms.
- HOLD – onto the table or desk legs, and maintain present location/position.
- Assist those needing special assistance.
- People using wheelchairs should lock wheels and cover head and neck with their arms until building stops shaking. If possible, get near an interior wall. Avoid areas that may have items that could fall from shelves.
- If outside, move quickly away from building and overhead electrical wires.

Emergency Lockdown/A.L.I.C.E.

A.L.I.C.E. procedures should be used in situations involving a violent intruder. Remember that survival is the main objective. Use available options to increase the likelihood of safety. Encourage students to listen to the direction of teachers and staff.

- ❖ Deal with the known threat.
- ❖ Ignore the fire alarm unless you see fire/smoke.
- ❖ Help those needing special assistance.

- **ALERT** - This is the first indication that something is wrong. You could hear an announcement. You may just hear screams or gunshots. Or you may observe the perpetrator.
- **LOCKDOWN** - Lock the door and barricade the entrance. Gather items that could be used as weapons if the barricade is breached. Look for an alternative escape route such as windows.
- **INFORM** – Provide information and updates to 911 (Who, What, When, Where, How) Inform others in a safe manner.
- **COUNTER** – This is only done as a last resort when in immediate danger. Be dynamic. Scream, yell, and throw things at the intruder while moving toward an exit. If age appropriate, (Grades 6+) and willing, you can attack and swarm. Take perpetrator to the floor and control arms and head. Do not pick up the weapon. Police could mistake you for the perpetrator. Secure the weapon in a trash can or other appropriate area. Assist wounded individuals.
- **EVACUATE** – Decide if you can safely evacuate. A window may provide a safer exit opportunity. Break windows in the upper corners. Run from area in a zigzag pattern with fingers spread open. Listen to police commands. Run to a rally point.

Evacuation

(For use when conditions outside are safer than inside)

- Evacuate when you hear the fire alarm or an announcement to evacuate is made.
- Take the closest and safest way out as posted.
- Be aware of primary and alternate evacuation routes.
- Encourage others to leave in an orderly manner.
- Assist those needing special assistance.
- Take class roster and emergency kit with you.
- Do not stop for student/staff belongings.
- Go to designated assembly area.
- Check for injuries.
- Take attendance to ensure all students are accounted for.
- If all students are accounted for, display a green paper.
- If a student(s) are missing, display a red paper to indicate you need assistance.
- Note on roster any students that are released to their parent.
- Wait for further instructions.

Reverse Evacuation

(For use when conditions are safer inside than outside)

- When the announcement is made, move students and staff inside as quickly as possible.
- Encourage others to move in safe manner.
- Assist those that need special assistance.
- Report to classroom.
- Take attendance to ensure all students are accounted for.
- Report according to standard student accounting procedures.
- Wait for further instructions.

Secure In Place

Secure In Place can be used in situations where conditions outside the school may require the exterior of the school being secured. (Ex: police activity.) It could also be used in other circumstances as necessary by a school administrator or designee (Ex: animal loose in building, medical emergency, etc.)

- An announcement should be made in plain language stating the need to Secure In Place and the circumstance.
- Remain calm and stay with your students.
- Keep students away from windows and doors.
- All outside activities shall be cancelled until further notified by a school administrator or designee.
- No unauthorized persons shall be allowed in the building.
- Exterior doors should all remain closed and locked.
- Ignore fire alarms unless you see or smell smoke (A.L.I.C.E. guidelines).
- Instruction may continue as is reasonable.
- The Secure In Place shall remain in effect until cancelled by a school administrator or designee.

Shelter In Place

(For use in external gas or chemical release scenarios)

When the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location.
- Assist those needing special assistance.
- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release.)
- Take attendance; report according to Student Accounting and Release procedures.
- Do not allow anyone to leave the classroom.
- Stay away from all doors and windows.
- Turn off all HVAC systems.
- Wait for further instructions.

Tornado/Severe Weather Safe Area

(For use in severe weather emergencies)

- When an announcement is made or alarm sounded, take the closest and safest route to shelter in the designated safe area.
 - Each room will have a designated safe area assigned to them and it will be posted in each room.
- Use a secondary route if the primary route is blocked or dangerous.
- Occupants in portable classrooms shall move to the main building and go to the designated safe area.
- Assist those needing special assistance.
- Take the class roster for student accounting.
- Report according to standard student accounting procedures.
- Do not stop for student/staff belongings.
- Close all doors.
- Remain in safe area until all clear is given.
- Wait for further instructions.

Visitor Procedures

(During School Hours)

- Visitors shall enter through a single secured monitored main entrance.
- All other exterior doors shall be locked at all times.
- Visitors are required to register at the main office.
- Designated staff shall inquire about the nature of the visit.
- Approved visitors are issued a pass that is to be prominently displayed.
- Visitors must remain in approved areas only.
- Visitors must act in a manner that is safe and appropriate.
- Individuals who are disruptive or uncooperative will be required to leave.
- Visitors must sign out when leaving the school.
- Staff members are responsible to query individuals that do not have a visitor pass.

Trespasser

- Staff will notify Administrator.
- Administrator will call 911
- Notify Central Office personnel.
- Give description and location of subject.
- Determine whether to initiate lockdown procedures.
- Attempt to keep subject in view until police or law enforcement arrives while maintaining a safe distance.
- Take measures to keep subject away from students and building.
- If safe to do so, advise subject to leave the school property immediately.

Weapons

- If danger exists, proceed to Emergency Lockdown/A.L.I.C.E. Protocol.
- If weapon is in a locker or backpack, prevent access to that area.
- Notify Administrator.
- Administrator will call 911
- Notify Central Office personnel.
- Await further instruction.

Accidents at School

- Notify Administrator.
- Administrator will call 911.
- Notify Central Office personnel.
- Notify the school/district nurse.
- Provide for immediate medical attention until trained emergency personnel arrives.
- Contact parent or legal guardian.
- If transportation to a medical facility is needed, school personnel must accompany child to the facility and stay until parent/family member arrives.
- Prepare appropriate documentation of the incident.

Allergic Reaction

Observe the student/victim for symptoms of allergic reaction.
Follow Individual Emergency Action Plan if available.

- If reaction is potentially life threatening:
 - Assist with or give student/victim the prescribed medication.
 - Do not hesitate to administer Epi Pen.
 - EpiPens will be with the victim or in the nurse's office.
 - If Epi Pen administered, **911** will be called and provided with pertinent information.
 - Give used Epi Pen to emergency personnel.
 - Stay with the student/victim.
 - Attempt to have person trained in CPR to also stay with the student/victim.
 - Report to legal parent/guardian or emergency contact person.
 - Call the school nurse or Health Services Director at Central Office.
- If reaction is not life threatening:
 - Accompany the student/victim to the nurse's office for evaluation and treatment if indicated.
 - Notify the legal parent/guardian or emergency contact person.

Asthma

Asthma symptoms vary from person to person. Symptoms range from minor wheezing to life-threatening asthma episodes.

An acute asthma episode is a medical emergency that should be treated promptly and effectively.

Immediate Danger Signs:

- Struggling to breath – may be hunched over or leaning forward when sitting.
- Abnormal breath sounds – absent/decreased/wheezing.
- Retractions- Muscles pulling in on neck or between ribs.
- Nasal flaring.
- Bluish discoloration around lips or nailbeds.
- Fast heart rate, rapid shallow breathing, or exhaling with pursed lips.
- Difficulty walking.
- Difficulty carrying on a conversation.
- Little relief from bronchodilator – not responding to medication.
- Severely restless.
- Decreased level of consciousness.
- Symptoms worsening.
- Implement Emergency Action Plan if available.
- Observe for symptoms and allow person to use prescribed asthma medication.
 - If medication not immediately available, ask for the medication to be brought to student/victim, or if able send the student/victim to nurse's office accompanied.
- If no improvement or condition worsens, seek immediate emergency care – CALL 911 IMMEDIATELY.
- Begin CPR if indicated.
- Notify legal parent/guardian or emergency contact person.
- Complete appropriate documentation, written statement of incident.

Bleeding/Shock

Emergency Action Steps

- Assess scene – If scene is unsafe or at any time becomes unsafe GET OUT.
- Assess Victim – Tap shoulder shout name. Not moving? No response?
- Call for help...school nurse...911.
- Attend to any life-threatening problems.

Apply Direct Pressure

- Move, rip or cut away the clothing so the wound can be seen.
- Place an absorbent pad directly over the wound.
- Victim can assist if they are able.

Apply Pressure Bandage

- Wrap a conforming bandage securely over the pad to maintain pressure and hold the gauze in place.
- Should be loose enough so a finger can be slipped under the bandage.

If Bleeding Continues...

- As the first dressings become soaked with blood, apply more pads, dressings and maintain direct pressure.
- Do not remove the first dressings (see shock if indicated.)

Shock

- Ensure an open airway and adequate breathing.
- Monitor pulse, if needed start CPR (see CPR Tab.)
- Call 911...send for help...get AED.
- If at all possible, do not move the victim of a spinal injury or a seriously injured person.
 - If it is necessary to move the victim, see How to Move an Injured Person.
- Keep the bleeding under control. (See Bleeding.)
- Prevent chilling or overheating.
- It is best to leave the victim lying flat (see below.)
- Splint fracture if visibly present.
- Elevate legs approximately 12 inches unless they are fractured.
 - If raising the legs causes pain or further injury, keep victim flat and still.
- If victim vomits, turn head to the side to protect airway.
- Do not give victim anything to eat or drink.
- Continue to monitor breathing and pulse until professional help arrives.
- Notify legal parent/guardian.
- Complete appropriate documentation, written documentation of incident.

Burns/Heat

In all situations, call for help...school nurse...911.

- Put out the fire on the victim by wetting him/her down or by rolling victim on ground.
- Check breathing or pulse. Give CPR if needed and call for help. (See CPR Tab)
- Keep victim warm and treat for shock.

Minor Burns

- General (skin not broken)
 - Rapidly immerse burn in cold water. This not only helps stop the pain but it also stops destruction of tissue. There is correlation between how fast the area is cooled and how fast it heals.
 - Wash gently but thoroughly with antiseptic soap, pat dry with sterile pad.
 - Avoid Vaseline, butter, antibiotic or other greasy ointments.
 - Avoid tight, air-excluding bandages.
 - Check date of latest tetanus booster.
 - Notify legal parent/guardian.
 - Complete appropriate documentation, written report of incident.
- Superficial (begins with pain/redness...sunburn no blisters...later slight to no peeling of skin.)
 - Cool compress or submerge in cold water (not ice).
 - No further treatment necessary.
- Partial-Thickness Burns (Blisters that aren't very deep.)
 - Cool compress.
 - Wash gently with antiseptic soap and dry.
 - Do NOT break blister.
 - Apply non-sticking dressing that does not exclude air.
- Full-Thickness Burns (Blisters that maybe white, red, or black with little or no pain due to nerve involvement.)
 - Cover with clean or sterile dressing or sheet.
 - Evacuate to emergency room.
- Chemical Burn
 - Flush with large amounts of cool water for 15 minutes.

- Chemical or Electrical Burns – Refer in all cases for further medical treatment. (Refer all facial burns for a medical evaluation.)

Adult/Child Choking

Responsive

- Quickly ask “Are you choking?”
- If the victim nods yes or is unable to speak or cough – act quickly.
- Stand behind victim.
- Make a fist. Place the thumb side against the victim’s abdomen, just above the navel and below the ribs. Grasp fist with other hand.
- Quickly thrust inward and upward into the abdomen.
- Repeat thrusts until object is expelled or victim becomes unresponsive.

Unresponsive

- Carefully get victim to the ground and Call for help...school nurse...911.
- Begin CPR. Each time airway is opened for rescue breaths, look for an object in victim’s throat. If seen, remove it.
- Continue CPR until an AED arrives...Help arrives or victim shows signs of life.

CPR & AED

Perform these steps quickly – in a minute or less!

Emergency Action Steps

- **Assess Scene** – If the scene is unsafe or at any time becomes unsafe GET OUT.
- **Assess Victim** – Tap shoulder, shout name. Not moving? No response?
- **Alert** – Have someone alert EMS and get an AED. If alone, do this yourself.
- **Assess Breathing** – Occasional gasps are not capable of supplying enough oxygen to support life. If no breathing or no normal breathing- perform CPR.
 - If victim is breathing rub your knuckles briskly against the victim's sternum.
 - If the victim does not wake, call 911.

Circulation – Perform 30 Chest Compressions

- Place heels of both hands, one on top of the other, in center of the chest slightly above the lower half of the breastbone above where the ribs meet.
- Push hard; at least 2 inches (5 centimeters) in depth, and push fast; at least 100 times per minute.
- Allow chest to fully recoil at the top of each compression. Minimize any interruptions.

If you are not trained in CPR, continue to do chest compressions until help or the AED arrives or the victim wakes up- Hands only CPR.

If you have been trained in CPR, give breaths after 30 compressions.

Airway – Open Airway

- Tilt the head, lift the chin.
- Pinch the victim's nose and make a seal over the victim's mouth with yours.
- Use a CPR mask if available.

Breathing – Give 2 Rescue Breaths

- Give rescue breaths that make the chest visibly raise.
- Provide continuous cycles of 30 compressions and 2 rescue breaths until and AED is ready, another provider or EMS takes over, or victim clearly shows signs of life.
- Repeat 30 compressions and 2 breathes until AED or EMS arrives.
- After 2 minutes or 5 cycles check for breathing.

Defibrillation – Use an AED if Available (most AEDs are kept near the gym and main office.)

- Turn on AED, listen to and follow voice prompts.
- Attach pads to victim's bare chest (may need to use razor or scissors to shave.) and allow AED to analyze heart rhythm.
- If shock advised, CLEAR victim and deliver shock.
- Immediately resume CPR. Listen to and follow AED voice prompts.

Diabetics

A diabetic emergency is a life-threatening condition and can be the result of low blood sugar, hypoglycemia.

Signs and Symptoms:

Mild	Moderate	Severe
<ul style="list-style-type: none">• Blurred vision• Difficulty concentrating• Headache, hungry• Irritable• Nausea and/or vomiting• Shaky, stomach ache,• Sweaty and/or pale• Fruity breath	<ul style="list-style-type: none">• Disoriented• Confusion• Poor coordination• Restlessness• Mood changes (aggression, crying, bizarre behavior)	<ul style="list-style-type: none">• Inability to swallow• Seizures• Unconscious• Permanent brain damage can result if reaction is prolonged.

Hypoglycemia Management/Treatment

- Follow student's Emergency Action Plan (EAP)
- If possible, check blood sugar and follow EAP, immediately giving 15 gm fast acting carbohydrate.
- If student/victim is exhibiting symptoms and it is not possible to check blood sugar, proceed with 15 gm of fast acting carbohydrate .
 - Recheck blood glucose level 10-15 minutes after treatment.
 - If blood glucose level is still below target range, repeat treatment.
 - If student/victim becomes unconscious, has a seizure, comma or is unable to swallow, administer glucagon IM per licensed healthcare provider's order. Do NOT put anything in their mouth if they are unconscious.
 - Call 911 if glucagon is administered; position student/victim on side as vomiting is a side effect of glucagon. Give emergency personnel glucagon.
 - Stay with student/victim until help arrives.
 - Notify legal parent or guardian.

Injury or Illness

- Quickly evaluate the situation.
- If the injury or illness requires immediate medical attention, call 911...school nurse.
- Notify Administrator and obtain assistance of the school nurse or a certified first aid/CPR person in the building.
- Administrator will notify Central Office personnel.
- If at all possible, do not move a seriously injured person.
- If it is necessary to move the victim. (See How to Move an Injured Person)
- Notify legal parent/guardian.
- Complete appropriate documentation, written documentation of incident.

How to Move an Injured Person

In a Life Threatening Emergency or Disaster there may not be time to wait for professional help. In those types of situations, it may be necessary to perform an emergency move by dragging the victim.

- Drag the victim in the direction of the long axis of the body to protect the spine as best as possible. Never pull the victim sideways or pull the head away from the neck and shoulders.
- Always use good lifting techniques to protect yourself from injury.
 - Use your legs...not your back...keep the weight close to your body as possible.
 - Lift without twisting.
 - Consider victim's weight.
 - Know your physical ability and respect your limitations.

Seizures

There are various types of seizures. Involvement is individualized and ranges from generalized or localized muscle contractions of varying degrees, brief periods of muscle cessation, or absent staring.

Most seizures are not considered medical emergencies.

When to seek immediate medical attention and call 911:

- First time seizure.
- Repeated seizures without regaining consciousness between seizures.
- Seizure in the water.
- Injury occurs during seizure.
- If victim has history of diabetes, pregnancy, head injury, or for heat exhaustion.
- Respiratory distress occurs.
- Seizure lasting more than 5 minutes unless otherwise instructed by physician.

First aid for seizure-refer to Emergency Action Plan if available:

- Time seizure, ensure safety of the victim gently lowering person to the floor, positioning on side, and removing sharp objects from immediate vicinity.
- Stay with person and protect their privacy. Person may lose control of bowel &/or bladder. Remove unnecessary people from the immediate area.
- Do not hold the person down or try to stop movements, loosen clothing at neck and waist.
- Do not put any objects into the mouth.
- If emergency medication is available, a person trained to administer medication will proceed in administering in the timeframe instructed by the physician.
 - Call 911 if medication given.
 - Give medication to emergency personnel.
- Reassure person as consciousness returns.
- Notify legal parent/guardian.
- Complete appropriate documentation, written statement of the incident.

Miscellaneous Injuries

For all injuries notify parent/guardian or family member and complete necessary documentation.

Dental Emergency - knocked out tooth

- Do not try to clean tooth. At most gently rinse off debris with warm water.
- Do NOT touch the root of the tooth.
- If possible, gently put tooth back in socket or place the tooth between the cheek and gum if person is old enough to ensure the tooth will not be swallowed.
- If too young, wrap tooth in gauze and immerse in cold milk for transport.

Fractured Jaw

- Immobilize jaw placing a scarf, tie or towel under the chin and tying the ends on top of the head.
- Apply ice to reduce swelling.

Puncture Wounds

- Do not remove embedded object.
- Seek immediate medical care.

Foreign Body

- **Eye**
 - Never remove a foreign body from the eye if the history indicates there was a projectile object involved. Refer immediately to ophthalmologist.
 - Pull down lower lid and if object is seen remove with a moistened cotton-tipped applicator.
 - If not successful in 1-2 attempts refer to medical provider.
 - For minor irritation, flush affected eye with large amounts of water.
- **Nose**
 - Try having person blow forcibly while holding the unaffected nostril shut.
 - Do not attempt to move object unless it can be seen and grasped with forceps.
 - While removing object press the nose above the object so it doesn't go further up.

Fracture-broken bone presenting in asymmetry, deformity, swelling, or discoloration.

- Do not move until assessment is complete unless situation is unsafe. (see How to Move an Injured Person)
- Calm person watching for signs of shock. (See Shock)
- Check for pulses near injury; if skin color is white/pale or pulse is absent, gently reposition only until circulation improves.
 - If limb resists movement, stop.
- Immobilize above and below joint.
- Cover exposed bone with sterile/clean bandage. Do **Not** wash or probe.
- Call for emergency personnel if indicated.

Heat Related Illness

- Move person to a cool place or shaded area.
- Stop activity, loosen clothing, and watch for shock. (see Shock Tab)
- Give sips of fluids (4oz. every 15 minutes) – do not give liquids with caffeine & stop if vomiting occurs.
- Apply cool, wet clothes to neck, armpits, and groin.
- If person does not improve, is unresponsive or unconscious call emergency personnel-911.

Fidelity (Performance) Bond

KRS 160.560 requires purchase of an annual performance/security bond for the Board's Treasurer. Accordingly, a security bond covering \$1,200,000 has been purchased through the Ohio Casualty Insurance Company. The annual bond premium for the period July 1, 2014 – June 30, 2015 is \$ 1,369.21.

Recommendation: It is recommended the Board approve the Fidelity (Performance) Bond.

Fidelity (Performance) Bond of Treasurer Form

Of the Kenton County Board of Education
We, Susan Margaret Bentle, (Treasurer, Finance Officer or Other), and the
The Ohio Casualty Insurance Company, (Surety Company), do hereby
acknowledge ourselves jointly and severally indebted to the Commonwealth of Kentucky in the
penal sum of \$ 1,200,000.00, that Susan Margaret Bentle, with the
Board of Education, shall discharge the duties of said office according to law, account for, to the
proper authorities, and pay over to all parties legally entitled thereto, on the proper vouchers
only, any and all funds that may come into his/her hands as the Treasurer
(Treasurer, Finance Officer or Other) of the Board of Education aforesaid, beginning
7 \ 1 \ 20 14; and to be renewed 6 \ 30 \ 20 15 on an annual basis or until his/her
successor is duly appointed and qualified. This bond can be terminated by the surety, upon
written notice to the Department of Education and school district given by registered mail sixty
(60) days in advance.

This joint agreement was WITNESSED on the 1st day of July, 20 14.

Witnessed by: _____ Title _____

SURETY COMPANY: The Ohio Casualty Insurance Company

Witnessed by: [Signature] Title Attorney-in-Fact

Number of Bond 82C009415 Annual Premium of Bond \$ 1,345.00

Approved _____, 20____

By the _____ Board of Education

Chairperson _____ Secretary _____

TO BE RETAINED AT THE LOCAL SCHOOL BOARD OFFICE

Dated 5/6/13

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 6504983

American Fire and Casualty Company
The Ohio Casualty Insurance Company

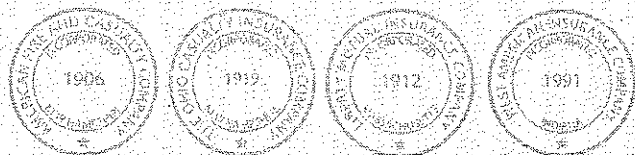
Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Christopher Parrish; David Morgan; Joyce Mattingly; Judy Harvey; Katie Stevens; Paul Chapman; Tom Thompson

all of the city of Louisville, state of KY each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 28th day of March, 2014.



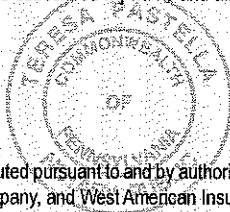
American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY

On this 28th day of March, 2014, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 26, 2017
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

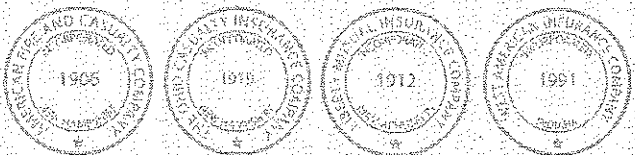
ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 1st day of July, 2014.



By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 004	OWNER: <input checked="" type="checkbox"/>
Twenhofel South Bus Lot	DATE: June 13, 2014	ARCHITECT: <input checked="" type="checkbox"/>
Twenhofel Middle School		CONTRACTOR: <input checked="" type="checkbox"/>
11846 Taylor Mill Road		FIELD: <input type="checkbox"/>
Independence, KY 41051		OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: TBL13	
Len Riegler Blacktop, Inc.	CONTRACT DATE: September 09, 2013	
19 Lendale Drive	CONTRACT FOR: General Construction	
Florence, Kentucky 41041		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Providing 28 new block heater receptacle pedestals and branch circuiting to panelboard.

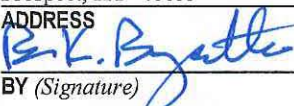
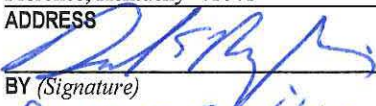
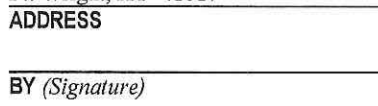
The original Contract Sum was	\$	489,800.00
The net change by previously authorized Change Orders	\$	-19,326.25
The Contract Sum prior to this Change Order was	\$	470,473.75
The Contract Sum will be increased by this Change Order in the amount of	\$	39,200.00
The new Contract Sum including this Change Order will be	\$	509,673.75

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is July 31, 2014

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

CMTA, Inc.	Len Riegler Blacktop, Inc.	Kenton County Board of Education
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
10411 Meeting Street	19 Lendale Drive	10555 Eaton Drive
Prospect, KY 40059	Florence, Kentucky 41041	Ft. Wright, KY 41017
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Brian K. Baumgartle, P.E.	Daniel E. Riegler	Rob Haney
(Typed name)	(Typed name)	(Typed name)
6/13/14	Da June 13, 2014	
DATE	DATE	DATE

BG #: 14-040 Change Order No.: 04
District: Kenton County District Code: 291 Facility Name: Twenhofel MS School Code: 901
Project: South Bus Lot Time Extension Required: ☐ Yes ☒ No If yes, by day(s)
Date of Change Order: 5/22/14 Change Order Amount: ☒ Increase ☐ Decrease ☐ Unchanged

Contractor / Vendor Name: Len Riegler Blacktop, Inc Bid Package No.:

1. This Requested Change Order Amount + / -	\$	39,200.00
2. Remaining Construction Contingency Balance: (including line 1 above)	\$	1,126.25
3. Change in A/E Fee for this Change Order +/-	\$	+603.68
4. Change in CM Fee for this Change Order +/-	\$	

Note: Change Orders equal to or greater than \$25,000 shall be submitted to KDE with detail cost breakdown.
Attach additional pages if necessary.

Contract change requested by: ☒ Local Board of Education ☐ General Contractor ☐ Architect/Engineer
☐ Construction Manager ☐ Code Enforcement Official ☐ Other:

Contract change reason code: ☐ Reduction of Scope ☐ Expansion of Scope ☒ Improved Plans/Specs
☐ Found Condition ☐ Code Compliance ☐ Other:

Change Order Description and Justification:	Cost Benefit to Owner:
Providing 28 new block heater receptacle pedestals and branch circuiting to panelboard.	Complete work during project construction.

Have contract unit prices been utilized to support the cost associated with this change order?
☒ Yes ☐ No If no, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Cost Breakdown:

Total Change Order Amt.:	Labor	Materials	Profit & Overhead*	Bond & Insurance
\$39,200.00	\$10,584.00	\$22,736.00	\$5,880.00	N/A
% of Total Change Order Amt.:				
%	27%	58%	15%	

*Profit & Overhead shall not exceed 15% of net cost of change order

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☒ Yes ☐ No If no, explain why:

Reh Nancy
Board of Education Designee's
Signature

6-16-14
Date

[Signature]
Architect's Signature

6/13/14
Date

Finance Officer's Signature

Date

Construction Manager's Signature

Date



AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 014	OWNER: <input checked="" type="checkbox"/>
Scott High School - Phase 2B	DATE: 2014.05.27	ARCHITECT: <input checked="" type="checkbox"/>
5400 Old Taylor Mill Road		CONTRACTOR: <input checked="" type="checkbox"/>
Taylor Mill, KY 41015	ARCHITECT'S PROJECT NUMBER: 2010-097	FIELD: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address):	CONTRACT DATE: April 02, 2013	KDE: <input checked="" type="checkbox"/>
Morel Construction Co., LLC	CONTRACT FOR: General Construction	
2801 Alexandria Way		
Highland Heights, KY 41076		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Item No. 014-001

1. Furnish and install additional trim and transformer for F-Type Track Lighting at the East end of Corridor 1400 where a bulkhead interferes with the design as shown on the contract documents.

Reason: Necessary to install F-Type Track Lighting.

ADD: \$786.00

The original Contract Sum was	\$	6,602,387.00
The net change by previously authorized Change Orders	\$	44,584.13
The Contract Sum prior to this Change Order was	\$	6,646,971.13
The Contract Sum will be increased by this Change Order in the amount of	\$	786.00
The new Contract Sum including this Change Order will be	\$	6,647,757.13

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is as listed in the Project Manual and as modified by Addendum(s) and previous Change Orders.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PCA Architecture, PSC	Morel Construction Co., LLC	Kenton County Board of Education
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
14 East Eighth Street	Morel Construction Co., LLC	1055 Eaton Drive
Covington, KY 41011	2801 Alexandria Way	Ft. Wright, KY 41017
	Highland Heights, KY 41076	
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Ralph Cooper	Adolph Zell	
(Typed name)	(Typed name)	(Typed name)
2014.05.27	5/27/14	
DATE	DATE	DATE

KENTUCKY DEPARTMENT OF EDUCATION
702 KAR 4:160

CHANGE ORDER SUPPLEMENTAL
INFORMATION FORM

BG #: 11-096 Change Order No.: 014

District: Kenton County District Code: 291 Facility Name: Scott High School School Code: 120

Project: Phase IIB – Class Add Time Extension Required: ☐ Yes ☒ No If yes, by 0 day(s)

Date of Change Order: 2014.05.27 Change Order Amount: ☒ Increase ☐ Decrease ☐ Unchanged

Contractor / Vendor Name: Morel Construction Co. LLC Bid Package No.: N/A

1. This Requested Change Order Amount + / -	\$	786.00
2. Remaining Construction Contingency Balance: (including line 1 above)	\$	462,215.87

3. Change in A/E Fee for this Change Order +/-	\$	0.00
4. Change in CM Fee for this Change Order +/-	\$	0.00

Note: Change Orders equal to or greater than \$25,000 shall be submitted to KDE with detail cost breakdown.
Attach additional pages if necessary.

Contract change requested by: ☐ Local Board of Education ☒ General Contractor ☐ Architect/Engineer
☐ Construction Manager ☐ Code Enforcement Official ☐ Other: _____

Contract change reason code: ☐ Reduction of Scope ☒ Expansion of Scope ☐ Improved Plans/Specs
☐ Found Condition ☐ Code Compliance ☐ Other: _____

Change Order Description and Justification:	Cost Benefit to Owner:
Morel Change Order Request No. 31 ADD: \$825.00 Furnish and install additional trim and transformer for F-Type Track Lighting at the East end of Corridor 1400 where a bulkhead interferes with the design as shown on the contract documents.	Permitted installation of light fixture.

Have contract unit prices been utilized to support the cost associated with this change order?
☐ Yes ☒ No If no, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Cost Breakdown:

Total Change Order Amt.: Change Order Request No. 31	Labor	Materials	Profit & Overhead*	Bond & Insurance
\$ 786.00	\$ 109.83	\$ 571.11	\$ 105.06	\$ 0.00
% of Total Change Order Amt.:	22.63 %	72.66 %	13.37 %	%

*Profit & Overhead shall not exceed 15% of net cost of change order

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No If no, explain why Work performed by project electrician

Board of Education Designee's Signature _____ Date _____

[Signature] 2014.05.27
Architect's Signature _____ Date _____

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Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 015	OWNER: <input checked="" type="checkbox"/>
Scott High School - Phase 2B 5400 Old Taylor Mill Road Taylor Mill, KY 41015	DATE: 2014.06.16	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 2010-097	CONTRACTOR: <input checked="" type="checkbox"/>
Morel Construction Co., LLC 2801 Alexandria Way Highland Heights, KY 41076	CONTRACT DATE: April 02, 2013	FIELD: <input checked="" type="checkbox"/>
	CONTRACT FOR: General Construction	KDE: <input checked="" type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Item No. 015-01

Delete the large monument sign and two smaller site signs and replace with one larger site sign as detailed in ASI No. 09 and further revised by Danny Mann.
DEDUCT: \$8,245.00

The original Contract Sum was	\$	6,602,387.00
The net change by previously authorized Change Orders	\$	45,370.13
The Contract Sum prior to this Change Order was	\$	6,647,757.13
The Contract Sum will be decreased by this Change Order in the amount of	\$	8,245.00
The new Contract Sum including this Change Order will be	\$	6,639,512.13

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is as listed in the Project Manual and as modified by Addendum(s) and previous Change Orders.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PCA Architecture, PSC ARCHITECT (Firm name)	Morel Construction Co., LLC CONTRACTOR (Firm name)	Kenton County Board of Education OWNER (Firm name)
14 East Eighth Street Covington, KY 41011	Morel Construction Co., LLC 2801 Alexandria Way Highland Heights, KY 41076	1055 Eaton Drive Ft. Wright, KY 41017
ADDRESS	ADDRESS	ADDRESS
BY (Signature)	BY (Signature)	BY (Signature)
Ralph Cooper (Typed name)	Adolph Zell (Typed name)	
2014.06.16 DATE	6/17/14 DATE	

KENTUCKY DEPARTMENT OF EDUCATION
702 KAR 4:160

CHANGE ORDER SUPPLEMENTAL
INFORMATION FORM

BG #: 11-096 Change Order No.: 015

District: Kenton County District Code: 291 Facility Name: Scott High School School Code: 120

Project: Phase IIB – Class Add Time Extension Required: ☐ Yes ☒ No If yes, by 0 day(s)

Date of Change Order: 2014.06.16 Change Order Amount: ☐ Increase ☒ Decrease ☐ Unchanged

Contractor / Vendor Name: Morel Construction Co. LLC Bid Package No.: N/A

1. This Requested Change Order Amount +/-	\$	-8,245.00
2. Remaining Construction Contingency Balance: (including line 1 above)	\$	470,460.87

3. Change in A/E Fee for this Change Order +/-	\$	0.00
4. Change in CM Fee for this Change Order +/-	\$	0.00

Note: Change Orders equal to or greater than \$25,000 shall be submitted to KDE with detail cost breakdown.
Attach additional pages if necessary.

Contract change requested by: ☒ Local Board of Education ☐ General Contractor ☐ Architect/Engineer
☐ Construction Manager ☐ Code Enforcement Official ☐ Other: _____

Contract change reason code: ☒ Reduction of Scope ☐ Expansion of Scope ☐ Improved Plans/Specs
☐ Found Condition ☐ Code Compliance ☐ Other: _____

Change Order Description and Justification:	Cost Benefit to Owner:
Item No. 015-01 Delete the large monument sign and two smaller site signs and replace with one larger site sign as detailed in ASI No. 09 and further revised by Danny Mann. DEDUCT: \$8,245.00	Savings for work not performed.

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No If no, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Cost Breakdown:

Total Change Order Amt.: Change Order Request No. 31	Labor	Materials	Profit & Overhead*	Bond & Insurance
\$ -8,245.00	\$ -7,110.00	\$ -1,135.00	\$ 0.00	\$ 0.00
% of Total Change Order Amt.:	86.23 %	13.77 %	0.00 %	%

*Profit & Overhead shall not exceed 15% of net cost of change order

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No If no, explain why Work was deleted from the project

Board of Education Designee's Signature _____ Date _____

Architect's Signature

2014.06.16
Date

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 016	OWNER: <input checked="" type="checkbox"/>
Scott High School - Phase 2B 5400 Old Taylor Mill Road Taylor Mill, KY 41015	DATE: 2014.06.16	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 2010-097	CONTRACTOR: <input checked="" type="checkbox"/>
Morel Construction Co., LLC 2801 Alexandria Way Highland Heights, KY 41076	CONTRACT DATE: April 02, 2013	FIELD: <input checked="" type="checkbox"/>
	CONTRACT FOR: General Construction	KDE: <input checked="" type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Item No. 016-01

1. Furnish work at Temporary Media Center to include demolition, masonry patching, door hardware revisions, floor patching, and plumbing. Work does not include any painting, ceiling tile, grid removal or replacement and final cleaning. Work does not include any floor patching other than that noted on the drawings. Patching of the floor and walls at demolished plumbing is included, however, if additional areas need to be patched that are unforeseen, no monies have been included for those areas.
ADD: \$19,557.00

The original Contract Sum was	\$	6,602,387.00
The net change by previously authorized Change Orders	\$	37,125.13
The Contract Sum prior to this Change Order was	\$	6,639,512.13
The Contract Sum will be increased by this Change Order in the amount of	\$	19,557.00
The new Contract Sum including this Change Order will be	\$	6,659,069.13

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is as listed in the Project Manual and as modified by Addendum(s) and previous Change Orders.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PCA Architecture, PSC ARCHITECT (Firm name)	Morel Construction Co., Inc. CONTRACTOR (Firm name)	Kenton County Board of Education OWNER (Firm name)
14 East Eighth Street Covington, KY 41011	Morel Construction Co., LLC 2801 Alexandria Way Highland Heights, KY 41076	1055 Eaton Drive Ft. Wright, KY 41017
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Ralph Cooper	Adolph Zell	
(Typed name)	(Typed name)	(Typed name)
2014.06.16	6/17/14	
DATE	DATE	DATE

BG #: 11-096

Change Order No.: 016

District: Kenton County

District
Code: 291

Facility
Name: Scott High School

School
Code: 120

Project: Phase IIB – Class Add Time Extension Required: ☐ Yes ☒ No If yes, by 0 day(s)

Date of Change Order: 2014.06.16 Change Order Amount: ☒ Increase ☐ Decrease ☐ Unchanged

Contractor / Vendor Name: Morel Construction Co. LLC Bid Package No.: N/A

1. This Requested Change Order Amount + / -	\$	19,557.00
2. Remaining Construction Contingency Balance: (including line 1 above)	\$	450,903.87
3. Change in A/E Fee for this Change Order +/-	\$	0.00
4. Change in CM Fee for this Change Order +/-	\$	0.00

Note: Change Orders equal to or greater than \$25,000 shall be submitted to KDE with detail cost breakdown.
Attach additional pages if necessary.

Contract change requested by: ☒ Local Board of Education ☐ General Contractor ☐ Architect/Engineer
☐ Construction Manager ☐ Code Enforcement Official ☐ Other: _____

Contract change reason code: ☐ Reduction of Scope ☒ Expansion of Scope ☐ Improved Plans/Specs
☐ Found Condition ☐ Code Compliance ☐ Other: _____

Change Order Description and Justification:	Cost Benefit to Owner:
Item No. 016-01 1. Furnish work at Temporary Media Center to include demolition, masonry patching, door hardware revisions, floor patching, and plumbing. Work does not include any painting, ceiling tile, grid removal or replacement and final cleaning. Work does not include any floor patching other than that noted on the drawings. Patching of the floor and walls at demolished plumbing is included, however, if additional areas need to be patched that are unforeseen, no monies have been included for those areas. ADD: \$19,557.00	Construction of a temporary Media Center to facilitate the next phase.

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No If no, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Cost Breakdown:

Total Change Order Amt.: Change Order Request No. 31	Labor	Materials	Profit & Overhead*	Bond & Insurance
\$ 19,557.00	\$ 11,638.60	\$ 5,998.15	\$ 1,920.00	\$ 0.00
% of Total Change Order Amt.:	59.51 %	30.67 %	9.82 %	%

*Profit & Overhead shall not exceed 15% of net cost of change order

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?