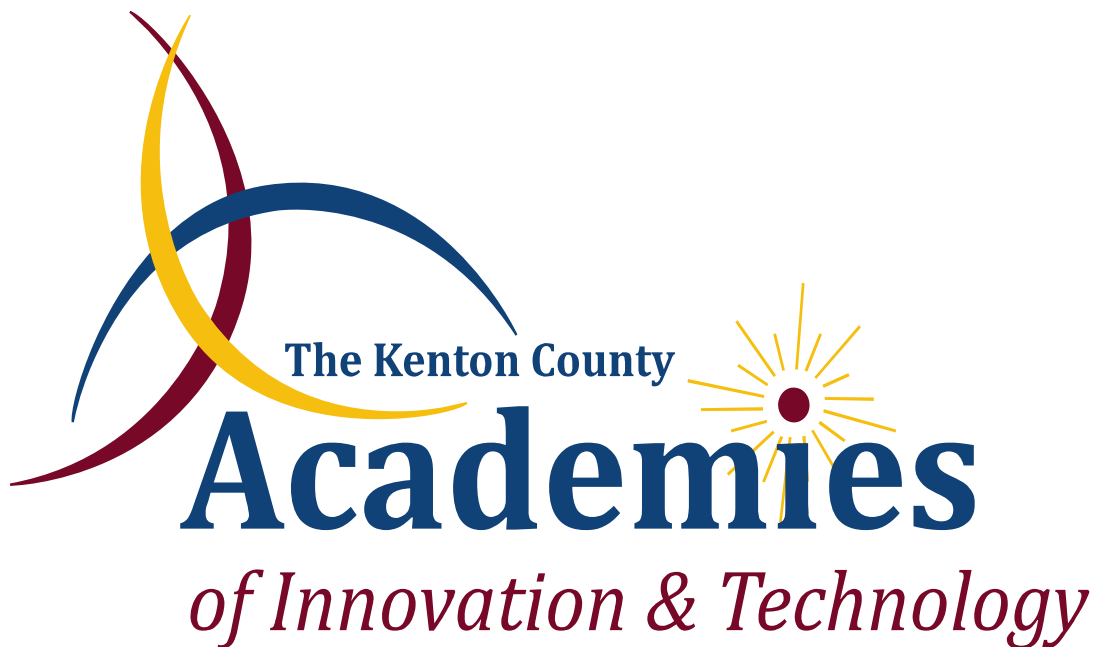
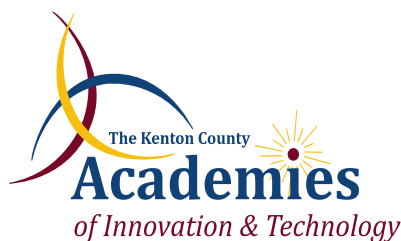


# COURSE GUIDE

## 2015-16





## General Academy Philosophy

Each academy uses an inquiry-based/performance-based method where the lines between “technical” and “academic” are deliberately blurred. All scholars will use technology to research, produce, and present across disciplines. Much of the class work will be project-based and incorporate real world application. We encourage scholars 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 English, Education, and Media Arts classes.

## 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 curricula 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. However, 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?

Scholars have nine different academies in which to apply to enroll. Each offer credits the same as their high school. Scholars will attend for half a day and the other half a day at their traditional high school. The nine career academies are: Biomedical Sciences, Green Engineering, Robotics Engineering, Structural Engineering, Media Arts, Informatics, Military Prep, Future Educator, and the Gemini College Academy.

## How are Academy classes different?

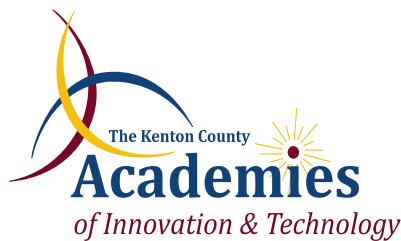
The academy philosophy is that small, personalized learning makes the high school experience motivating. Each academy consists of three highly skilled teachers collaborating to intersect their respected disciplines. Each area of concentration is equally important in the scholars’ overall educational experience. We believe in the value of authentic teaching and project-based/inquiry-based/performance-based education. This method will provide scholars 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 scholars through traditional looking grades, as we do at our traditional high schools. Parents also have the opportunity to discuss their scholars’ progress with their teachers during parent-teacher conferences. We want each scholar to work towards a “School to Career” thought process. This process requires scholars 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 in these Seven Areas of the Report Card:*

1. Content – Reflects the scholar’s mastery of the course content
2. Work Ethic/Effort – Reflects the scholar’s commitment to complete assignments & attend class
3. Collaboration – Reflects the scholar’s ability to work with others
4. Critical Thinking – Reflects the scholar’s ability to analyze & synthesize information
5. Writing Mechanics – Reflects the scholar’s mastery of grammar, spelling, & literary content
6. Projects/Proposals – Reflects the scholar’s progress/completion with accompanying research
7. Presentation Skills – Reflects the scholar’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 9<sup>th</sup> grade to 12<sup>th</sup> grade. Freshmen at Dixie Heights, Simon Kenton, and Scott High Schools are able to enroll in one academy introductory course on their campus. All 10<sup>th</sup> and 11<sup>th</sup> grade scholars from the three high schools may apply to the Kenton County Academies of Innovation and Technology. Scholars entering their 12<sup>th</sup> grade year are eligible to be selected for an academic internship and/or a college dual-credit program (known as the Gemini College Academy).

### **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.

### **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 schools, we add in 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 remain in the Academies through the first six days of school as a trial period. After the trial period, if they choose, they will be permitted to reschedule into their home school classes or request placement in another Academy between August 27<sup>th</sup> and 28<sup>th</sup>. Upon rescheduling out of Academy classes, their position in that Academy 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 once 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.



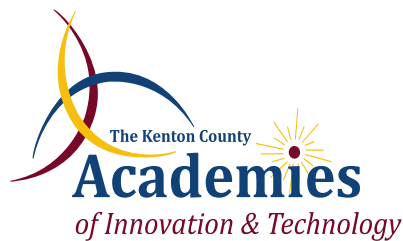
**Biomedical Sciences Scholars completing experiments**

### **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.

### **Will taking online courses affect my NCAA eligibility?**

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 scholars' Individual Learning Plans based on their needs. However, a highly qualified teacher that is certified in that content area must work closely with the scholars during at least 50% of the course for that course to be approved by the NCAA. If a scholar plans to play Division I or Division II sports in college, the scholar's transcript must reflect 16 credits of core academic courses approved by the NCAA. If you are a scholar 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 the courses taught requesting approval from the NCAA. Your school counselor will know which courses are approved at your school.



### **How can the Academies help me make connections to professionals in college and career?**

Each semester, every scholar in the Academies completes a comprehensive semester-long project on a topic that interests them in their career field. This requires the application of the knowledge scholars learn in their three classes to a real-world situation. Scholars also utilize all of the other “Seven Areas of the Report Card,” which include collaboration critical thinking, presentation, work ethic, and writing mechanics. These projects are then presented in front of a panel of professionals in the scholars’ field of interest, as well as local college and university professionals. These professionals have the opportunity to ask the scholars in-depth questions and provide feedback and guidance in the future of their project. Additionally, during a scholar’s senior year, these professionals may offer opportunities for an Academic Internship.

### **What is an Academic Internship?**

Please see description in the back of this Course Catalog.

### **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.

### **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.

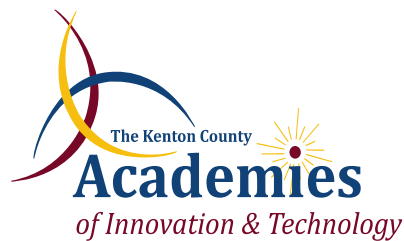
#### *If a scholar attends an Academy that is at their home high school:*

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.



**Media Arts Scholars filming and interviewing**





## What does a day in the Academies look like?

### **Morning Academy Sessions: 8:00 – 10:40am**

*Biomedical Sciences, Robotics Engineering, Informatics, Future Educators, or Gemini College*

#### *Scott and Dixie Heights Scholars Morning Academy Schedules*

Arrive at home school

- Board bus for Academy (if Academy is not located within your home school)
- Report to Academy (if Academy is located within your home school)

After arrival, instruction time for all three Academy classes (2 core content and one career class)

Board bus to return to home school (if necessary)

Return to normal home school schedule for lunch and remaining two classes

#### *Simon Kenton Morning Academy Schedules*

Arrive at home school

- Board bus for Academy (if Academy is not located within your home school)
- Report to Academy (if Academy is located within your home school)

Attend all three Academy classes (2 core content and one career class)

- Board bus to return to home school (if necessary)

Return to normal SK schedule for lunch and remaining three classes

### **Afternoon Academy Sessions: 11:35 – 2:10pm**

*Structural Engineering, Media Arts, Green Engineering, Military Preparatory*

#### *Scott and Dixie Heights Scholars Afternoon Academy Schedules*

Arrive at home school

Attend normal home school schedule for first two classes and lunch

- Board bus for Academy (if Academy is not located within your home school)
- Report to Academy (if Academy is located within your home school)

After arrival, instruction time for all three Academy classes (2 core content and one career class)

Board bus to return to home school (if necessary)

#### *Simon Kenton Scholars Afternoon Academy Schedules*

Arrive at home school

Attend normal home school schedule for first three classes and lunch

- Board bus for Academy (if Academy is not located within your home school)
- Report to Academy (if Academy is located within your home school)

After arrival, instruction time for all three Academy classes (2 core content and one career class)

- Board bus to return to home school (if necessary)



# APPLY TODAY!

## 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](http://www.kenton.kyschools.us)

**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](mailto:francis.ohara@kenton.kyschools.us)

Julie Whitis, Associate Principal

[julie.whitis@kenton.kyschools.us](mailto:julie.whitis@kenton.kyschools.us)

Alicia Rolf, Career Counselor

[alicia.rolf@kenton.kyschools.us](mailto:alicia.rolf@kenton.kyschools.us)

Teresa Nicosia, College Career Readiness Coordinator

[teresa.nicosia3@kenton.kyschools.us](mailto:teresa.nicosia3@kenton.kyschools.us)

Helen Whitley, Administrative Assistant

[helen.whitley@kenton.kyschools.us](mailto:helen.whitley@kenton.kyschools.us)



Structural Engineering Scholars reviewing their design



Green Engineering Scholars present solar panels



Robotics Engineering Scholars using 3D Printer

# THE ACADEMIES

**Future Educator Academy**

**Green Engineering Academy**

**Robotics Engineering Academy**

**Structural Engineering Academy**

**Informatics Academy**

**Media Arts Academy**

**Biomedical Sciences Academy**

**Military Prep Academy**

# FUTURE EDUCATOR ACADEMY – MORNING SESSION

*Hosted at Scott High School*

## Education Basics @ Scott High School - 9<sup>th</sup> Grade Scholars at Scott High School Only

**FRESHMAN INTRODUCTION COURSE:** The first course in the Future Educator sequence is designed to immerse scholars in the field of education by exploring careers in counseling, teaching, administration, and other support roles in the school system. Students will engage in activities designed to uncover their abilities and interests in becoming an educational professional. Students who pass the Education Basics course have the option to continue by attending the Kenton County Academies of Innovation and Technology Future Educators Academy during the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

**Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade. Scholars should schedule their English class as English I or Accelerated/Honors English I for 9<sup>th</sup> grade.**

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### Students Today @ Scott High School 10<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools

The second course in the Future Educator sequence is offered at Scott High School to sophomores from all three Kenton County High Schools. This course helps students understand how today's students learn. Topics include, but are not limited to: child psychology, lifespan and developmental psychology, multiple intelligences, and Bloom's Taxonomy. This class is only offered in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics and English course in the Academy (see below).

**Sophomore Academy Pathway:**      **Students Today**      **Honors English II**      **Honors Algebra II \***

**\*Scholars enrolling in the sophomore pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

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### The Art of Teaching @ Scott High School 11<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools

The third course in the Future Educator sequence is offered at Scott High School to juniors from all three Kenton County High Schools. This course explores teaching techniques and strategies as they apply to 21<sup>st</sup> century inquiry-based learning. This class is only offered in the Kenton County Academies of Innovation and Technology. Students must also enroll in a mathematics and English course in the Academy (see below).

**Junior Academy Pathway A:**      **The Art of Teaching**      **Honors English III**      **Honors Pre-Calculus\*\***

**Junior Academy Pathway B:**      **The Art of Teaching**      **AP Language**      **Honors Pre-Calculus\*\***

**\*\*Scholars enrolling in the junior pathway for the Academy must have completed Geometry and Algebra II.**

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## Education Capstone @ Scott High School - 12<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott H.S.

**SENIOR PRACTICUM WITH CAPSTONE COURSE:** The fourth course in the Future Educator Academy is offered for scholars from all three Kenton County High Schools. This is a practicum-based course where students will practice teaching within the Kenton County School District. Students will learn about many advanced educational practices including, but not limited to: best practices, classroom management, and Kenton County specific educational programs. This course is part of the Academic Internship Program, and all scholars must apply to be selected.

## GREEN ENGINEERING ACADEMY – AFTERNOON SESSION

*Emphasis on Environmental, Chemical, Solar, Thermal, Sustainable, & Renewable Energy*

*Hosted at Scott High School*

### **Clean Energy Systems @ Scott High School - 9<sup>th</sup> Grade Scholars at Scott High School Only**

**FRESHMAN INTRODUCTION COURSE:** This course exposes scholars to three sources of renewable energy: wind, solar, and biofuels. Working with solar, thermal, chemical and mechanical sources of clean energy teaches scholars how to apply physics, geography, chemistry, biology, geometry, algebra, and engineering fundamentals. Scholars learn the most efficient and appropriate use of energy production as they explore the relevant relationships among work, power, and energy. Scholars will engage in a wide variety of hands-on projects and lab activities that both test their knowledge and illustrate the interrelationships between the various forms of clean energy. Students who pass the Clean Energy Systems course have the option to continue by attending the Kenton County Academies of Innovation and Technology Green Engineering Academy during the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. **This course is integrated with earth science and counts as the freshman science required credit.**

**Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade. Scholars should schedule their English class as English I or Accelerated/Honors English I for 9<sup>th</sup> grade.**

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### **Clean Energy Systems @ Scott High School 9<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

This course exposes scholars to three sources of renewable energy: wind, solar, and biofuels. Working with solar, thermal, chemical and mechanical sources of clean energy teaches scholars how to apply physics, geography, chemistry, biology, geometry, algebra, and engineering fundamentals. Scholars learn the most efficient and appropriate use of energy production as they explore the relevant relationships among work, power, and energy. Scholars will engage in a wide variety of hands-on projects and lab activities that both test their knowledge and illustrate the interrelationships between the various forms of clean energy. **This course is integrated with earth science and counts as the freshman science required credit.**

<b>Freshman Academy Pathway A:</b>	<b>Clean Energy Systems</b>	<b>Honors English I</b>	<b>Honors Algebra I</b>
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<b>Freshman Academy Pathway B:</b>	<b>Clean Energy Systems</b>	<b>Honors English I</b>	<b>Geometry</b>
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### **Clean Energy Applications @ Scott High School 10<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

The second course in the Clean Energy Technology Pathway Program is offered at Scott High School to sophomores from all three Kenton County High Schools. Scholars are introduced to nuclear power, steam generation, fuel cells, geothermal power, water power, AC/DC power generation, heat transfer, and the laws of thermodynamics. In addition, scholars use chemical and thermal energy principles to create, store, and use energy efficiently to power a variety of mechanical and electrical devices. Scholars will engage in a variety of hands-on design projects to demonstrate principles using advanced technology hardware and software.

<b>Sophomore Academy Pathway:</b>	<b>Clean Energy Applications</b>	<b>Honors English II</b>	<b>Honors Algebra II *</b>
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**\*Scholars enrolling in the sophomore pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

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### **Clean Energy Innovation @ Scott High School - 12<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott**

**SENIOR ACADEMIC INTERNSHIP WITH CAPSTONE COURSE:** The innovations course is the fourth and final course in the Clean Energy Technology Pathway Program. This course will provide scholars the opportunity to work independently with open-ended, problem-solving scenarios to create an original solution in the area of clean energy entrepreneurship or clean energy research and development. Scholars will collaborate with a mentor to conduct applied research around a defined research problem, develop solutions, collect and analyze relevant data, evaluate their solutions, and present their findings in public venues and competitions. This course is part of the Academic Internship Program, and all scholars must apply to be selected.

# ROBOTICS ENGINEERING ACADEMY – MORNING SESSION

*Emphasis on Automation, Modern Manufacturing, & Robotics*

*Hosted at Simon Kenton High School*

## **Introduction to Engineering Design™ - PLTW - 9<sup>th</sup> Grade Scholars at Simon Kenton High School Only**

**FRESHMAN INTRODUCTION COURSE:** 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 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. Scholars 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 Robotics Engineering Academy during the 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grades.

**Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade. Scholars should schedule their English class as English I or Accelerated/Honors English I for 9<sup>th</sup> grade.**

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## **Principles of Engineering™ - PLTW @ Simon Kenton High School 10<sup>th</sup> Grade Scholars 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 scholars understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help scholars 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. Scholars must also enroll in a mathematics course and English course in the Academy (see below).

**Sophomore Pathway:**      **Principles of Engineering**      **Honors English II**      **Honors Algebra II \***

**\*Scholars enrolling in the sophomore pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

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## **Computer Integrated Manufacturing™ - PLTW @ Simon Kenton Campus 11<sup>th</sup> 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 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. Students must also enroll in a mathematics course and English course in the academy (see below).

**Junior Pathway A:**      **Computer Integrated Manufacturing**      **Honors English III**      **Honors Algebra II**

**Junior Pathway B:**      **Computer Integrated Manufacturing**      **Honors English III**      **Honors Pre-Calculus\*\***

**\*\*Scholars enrolling in the junior pathway for the Academy must have completed Geometry and Algebra II.**

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## **Engineering Design & Development @ Simon Kenton High School 12<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

**SENIOR ACADEMIC INTERNSHIP WITH CAPSTONE COURSE:** The knowledge and skills students acquire throughout the PLTW sequence of engineering studies come together in EDD as they identify an issue and then research, design, and test a solution, ultimately presenting their solution to a panel of engineers. Students apply the professional skills they have developed to document a design process to standards, and completing EDD ready to take on any post-secondary program or career. This course is part of the Academic Internship Program and all scholars must apply to be selected.



# STRUCTURAL ENGINEERING ACADEMY – AFTERNOON SESSION

*Emphasis on Mechanical, Electrical, Civil, & Architectural*

*Hosted at Simon Kenton High School*

## **Introduction to Engineering Design™ - PLTW - 9<sup>th</sup> Grade Scholars at Simon Kenton High School Only**

**FRESHMAN INTRODUCTION COURSE:** 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 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. Scholars 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 Structural Engineering Academy during the 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> grades.

**Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade.**  
**Scholars should schedule their English class as English I or Accelerated/Honors English I for 9<sup>th</sup> grade.**

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## **Women's Engineering Academy - PLTW @ Simon Kenton High School 9<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

The Women's Engineering Academy (WEA) is an accelerated program for girls who want to excel in the STEM areas. (See separate course booklet on Academy website for additional information)

**WEA Pathway:**    **Intro to Engineering Design & Civil/Architectural Engineering**    **Honors English I**    **Honors Algebra II \***

**\*Scholars enrolling in the WEA pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

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## **Principles of Engineering™ - PLTW @ Simon Kenton High School 10<sup>th</sup> Grade Scholars 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 scholars understand various fields of engineering/engineering technology. Exploring various technology systems and manufacturing processes help scholars 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. Scholars must also enroll in a mathematics course and English course in the Academy (see below).

**Sophomore Pathway:**    **Principles of Engineering**    **Honors English II**    **Honors Algebra II\*\***

**\*\*Scholars enrolling in the sophomore pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

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## **Civil Engineering & Architecture™ - PLTW @ Simon Kenton High School 11<sup>th</sup> Grade Scholars 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. Scholars 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, scholars use 3D design software to design and document solutions for major course projects. Scholars 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. Scholars must also enroll in a mathematics course and English course in the Academy (see below).

**Junior Pathway:**    **Civil Engineering & Architecture**    **Honors English III**    **Honors Pre-Calculus\*\*\***

**\*\*\*Scholars enrolling in the junior pathway for the Academy must have completed Geometry and Algebra II.**

# INFORMATICS ACADEMY – MORNING SESSION

*Hosted at Dixie Heights High School*

**FRESHMAN PREPARATION TO GO INTO THE ACADEMY THEIR SOPHOMORE YEAR:**

**Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade. Scholars should schedule their English class as English I or Accelerated/Honors English I for 9<sup>th</sup> grade.**

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## **Computer Science and Software Engineering @ Dixie Heights High School** **10<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

The first course in the sequence of Informatics studies is offered at Dixie Heights High School to sophomores in the three Kenton County high schools. The Computer Science and Software Engineering course 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).

**Sophomore Pathway:**    **Computer Science & Software Engineering**    **Honors English II**    **Honors Algebra II \***

**\*Scholars enrolling in the sophomore pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

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## **Computer Science Applications @ Dixie Heights High School** **11<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

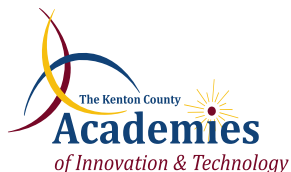
The second course in the sequence of Informatics studies is offered at Dixie Heights High School to juniors in the three Kenton County high schools. CSA focuses on integrating technologies across multiple platforms and networks, including the Internet. Scholars collaborate to produce programs that integrate mobile devices and leverage those devices for distributed collection and data processing. Students analyze, adapt, and improve each other's programs while working primarily in Java™ and other industry-standard tools. This course prepares students for the College Board's Advanced Placement CS-A test and aligns with CSTA Level 3C Standards.

**Junior Pathway A:**    **Computer Science Application**    **Honors English III**    **Honors Pre-Calculus \*\***

**Junior Pathway B:**    **Computer Science Application**    **AP Language**    **Honors Pre-Calculus \*\***

**\*\*Scholars enrolling in the junior pathway for the Academy must have completed Geometry and Algebra II.**

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## **12<sup>th</sup> Grade Options for Academy Scholars**

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*

**FRESHMAN PREPARATION TO GO INTO THE ACADEMY THEIR SOPHOMORE YEAR:**

**Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade.  
Scholars should schedule their English class as English I or Accelerated/Honors English I for 9<sup>th</sup> grade.**

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### **Media Arts – Video Studio Fundamentals @ Dixie Heights High School 10<sup>th</sup> Grade Scholars 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 scholars who are creative problem-solvers who thrive in a team-oriented approach to learning. Scholars will be immersed in 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, Visual Effects, and Motion Graphics. This course is offered only in the Kenton County Academies of Innovation and Technology. Scholars must also enroll in a mathematics course and English course in the Academy (see below).

**Sophomore Pathway:**      **Media Arts**      **Honors English II**      **Honors Algebra II \***

**\*Scholars enrolling in the sophomore pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

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### **Advanced Media Arts- Studio Directing /Performance @ Dixie Heights High School 11<sup>th</sup> Grade Scholars 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 applies media-related technical skills in a real-world setting with real-world clients. Scholars 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. Scholars 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 scholars will produce and edit personal soundtracks. This course is offered only in the Kenton County Academies of Innovation and Technology. Scholars must also enroll in a mathematics course and English course in the Academy (see below).

**Junior Pathway A:**      **Advanced Media Arts**      **Honors English III**      **Honors Pre-Calculus \*\***

**Junior Pathway B:**      **Advanced Media Arts**      **AP Language**      **Honors Pre-Calculus \*\***

**\*\*Scholars enrolling in the junior pathway for the Academy must have completed Geometry and Algebra II.**

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### **12<sup>th</sup> Grade Options for Academy Scholars**

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

# BIOMEDICAL SCIENCES ACADEMY – MORNING & AFTERNOON SESSIONS

*Hosted at Edgewood Campus*

## FRESHMAN PREPARATION TO GO INTO THE ACADEMY THEIR SOPHOMORE YEAR:

Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade.  
Scholars should schedule their Science Class to meet the 9<sup>th</sup> grade requirements.



### **Principles of Biomedical Sciences™ - PLTW@ Edgewood Campus** **10<sup>th</sup> Grade Scholars 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. Scholar work involves the study of human medicine, research processes, and an introduction to bioinformatics. Scholars 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 scholars 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 scholar success in the subsequent courses. This course is offered only in the Kenton County Academies of Innovation and Technology Biomedical Sciences Academy. Scholars must also enroll in a mathematics course and science course in the Academy (see below).



### **Human Body Systems™ - PLTW@ Edgewood Campus** **11<sup>th</sup> Grade Scholars 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 from all three Kenton County High Schools. Scholars 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. Scholars 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. Scholars 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. Scholars must also enroll in a mathematics course and science course in the Academy (see below).

## **BIOMEDICAL SCIENCES ACADEMY MORNING SESSION OFFERINGS:**

<b>PATHWAY A:</b>	<b>Principles of Biomedical Sciences</b>	<b>Biology</b>	<b>Geometry</b>
<b>PATHWAY B:</b>	<b>Principles of Biomedical Sciences</b>	<b>Honors Biology</b>	<b>Honors Algebra II</b>
<b>PATHWAY C:</b>	<b>Human Body Systems</b>	<b>Honors Chemistry</b>	<b>Honors Pre-Calculus**</b>

**\*\*Scholars enrolling in the junior pathway for the Academy must have completed Geometry and Algebra II.**

## **BIOMEDICAL SCIENCES ACADEMY AFTERNOON SESSION OFFERINGS:**

<b>PATHWAY D:</b>	<b>Principles of Biomedical Sciences</b>	<b>Biology</b>	<b>Geometry</b>
<b>PATHWAY E:</b>	<b>Principles of Biomedical Sciences</b>	<b>Honors Biology</b>	<b>Honors Algebra II</b>
<b>PATHWAY F:</b>	<b>Human Body Systems</b>	<b>AP Biology</b>	<b>Honors Algebra II</b>

# BIOMEDICAL SCIENCES ACADEMY – EARLY MORNING SENIOR SESSION

*Hosted at Edgewood Campus*



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

## Biomedical Sciences Academy for 12<sup>th</sup> Grade Scholars:

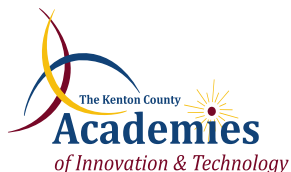
### **Medical Interventions (First Semester) at Edgewood Campus 7:00 – 7:55am**

Scholars 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. Scholars 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, scholars are exposed to a range of interventions related to immunology, surgery, genetics, pharmacology, medical devices, and diagnostics. This course is designed for 12th grade scholars.

### **Biomedical Innovation (Second Semester) at Edgewood Campus 7:00 – 7:55am**

Scholars 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, scholars are expected to present their work to an audience of STEM professionals. This course is designed for 12th grade scholars.

## Additional Options for Academy Senior:



### **12<sup>th</sup> Grade Options for Academy Scholars**

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!**



# **MILITARY PREP ACADEMY – AFTERNOON SESSION**

***Hosted at Edgewood Campus with Freshman Introduction Course  
at Dixie Heights, Simon Kenton & Scott High School***

## **Military Foundations @ Dixie Heights, Simon Kenton, & Scott High School - 9<sup>th</sup> Grade Scholars**

**FRESHMAN INTRODUCTION COURSE:** The first course in the Military Preparatory Academy is designed to give scholars a basic understanding of military concepts concerning the Army, Navy, Marines, Air Force, and Coast Guard. Topics include, but are not limited to: drill and ceremony procedures, ranking systems, and physical training techniques. Scholars who successfully complete the military foundations course have the option to continue in the Kenton County Academies of Innovation and Technology Military Preparatory Academy during the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

**Scholars should schedule their mathematics class as Algebra I or Accelerated/Honors Algebra I or Geometry for 9<sup>th</sup> grade.  
Scholars should schedule their English class as English I or Accelerated/Honors English I for 9<sup>th</sup> grade.**

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### **Military Character & Leadership @ Edgewood Campus 10<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

**SOPHOMORE PATHWAY:**    **Military Character & Leadership**    **Honors English II**    **Honors Algebra II \***

**\*Scholars enrolling in the sophomore pathway for the Academy must ALSO take GEOMETRY at their home high school if they have not already completed it.**

The second course in the MPA sequence is Military Character and Leadership offered at the Edgewood Campus to sophomores from all three Kenton County high schools. The Military Character and Leadership course is designed for scholars interested in learning objectives of leadership behavior that cadets currently exhibit and to develop a plan for improvement of personal leadership behavior. Scholars explore how honor, courage, and commitment are defined in military core values. In addition, using introspection to develop leadership traits, combined with teaching leadership principles will be defined by learning responsibility, accountability, and understanding authority. The roles of the NCO, enlisted, and officers are established, along with learning and maintaining high morale, understanding military discipline, and learning both individual and team training.

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### **Military History & Citizenship @ Edgewood Campus 11<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

**JUNIOR PATHWAY:**    **Military History & Citizenship**    **English III**    **Algebra II**

The third course in the MPA sequence is Military History and Citizenship offered at the Edgewood Campus to juniors from all three Kenton County high schools. The Military History and Citizenship course is designed for scholars interested in learning patriotism as it pertains to rights, responsibilities, privileges, citizenship, and freedom. The history of great Americans and their contributions through the military will be explored. Scholars will also have an understanding of the history of the U.S. Flag, the great American seal, the political systems of government, and the branches of the government. National defense and civic responsibilities will also be explored.

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### **Military Research & Advancement @ Edgewood Campus 12<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

**SENIOR PATHWAY:**    **Military Research & Advancement**    **English IV**    **College Algebra Prep**

The fourth course in the MPA sequence is Military Research & Advancement offered at the Edgewood Campus to seniors from all three Kenton County high schools. The Military Research & Advancement course is designed for scholars to complete research projects that are based around their experiences in the MPA and how it will advance their future in the military, college, and career.



# COLLEGE CLASSES & REAL WORLD EXPERIENCES

**After School College Program**

**Gemini College Academy**

**Academic Internship Program**

## AFTER SCHOOL COLLEGE PROGRAM – FOR SOPHOMORES & JUNIORS

### ***Spring Semester***

***Hosted at Edgewood Campus***



THOMAS MORE  
COLLEGE

**Thomas More after School College Program @ Edgewood Campus**  
**10<sup>th</sup> & 11<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, and Scott High Schools**

Sophomore and junior scholars in the Academies have the opportunity to apply for college-level classes through Thomas More College. Only the top scholars are chosen from the eight Academies, and all applicants must complete an application process, including a recommendation from their Academy teachers. These classes are offered in the spring semester and can earn up to six credit hours. Scholars successfully completing the after-school college program will be the first choices for the Gemini College Academy their senior year.

## GEMINI COLLEGE ACADEMY – MORNING SESSION FOR SENIORS

### ***Dual Credit Program & Academic Senior Seminar***

***Hosted at Edgewood Campus***



THOMAS MORE  
COLLEGE

**Thomas More College Dual Credit Classes @ Edgewood Campus**  
**12<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, and Scott High Schools**

### Course Descriptions: (1<sup>st</sup> Semester)

**English 101 (150):** A reading and writing intensive course topical in nature, with multiple topics offered each semester. The course invites scholars to explore literature as a meaningful and complex expression of human experience. Scholars 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.

**History (101) World 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.

**\*Senior Academic Seminar (SAS):** This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

**OPTION: English 101 (150) (M/W) History 101(T/H) SAS (M-F)\***

**Course Descriptions: (2<sup>nd</sup> Semester – Option 1)**

**English 102 (255):** Scholars 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.

**Introductory Algebra (096):** An introductory course intended to prepare scholars for college algebra. (Scholars with a 21 or lower on the ACT Math section will need to take this course)

**College Mathematics (255):** Algebra for college scholars that are trying to meet the general education requirements of mathematics. (Scholars with a 22 to 25 on the ACT Math section will need to take this course)

**College Calculus (143):** An introductory course on differential and integral calculus that incorporates necessary precalculus topics as they arise. (Scholars with a 26 or higher on the ACT Math section will need to take this course)

\***Senior Academic Seminar (SAS):** This course is taught to support the curricula in the Academic Internship and to prepare scholars for college.

**OPTION 1: English 102 (255) (M/W)**      **Intro to Algebra 096/College Mathematics 255/Calculus 143 (T/H)**      **SAS (M-F)\***

**Course Descriptions: (2<sup>nd</sup> Semester – Option 2)**

*Scholars who have earned a 3.5 GPA or higher in their college classes will take an additional course for 2<sup>nd</sup> semester. The course, History 102, will replace the Senior Academic Seminar class on Monday and Wednesday.*

**History 102 World 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.

**OPTION 2: English 102 (255) & History 102 (M/W)    Intro to Algebra 096/College Mathematics 255/Calculus 143 (T/H)    SAS (T/H/F)\***

**\*Scholars enrolling in a dual credit pathway must take the Senior Academic Seminar Class**

# **ACADEMIC INTERNSHIP PROGRAM**

## ***Dual Credit Program & Academic Senior Seminar***

### ***Hosted at Edgewood Campus***



**Senior Academic Internship & Seminar @ Edgewood Campus**  
**12<sup>th</sup> Grade Scholars from Simon Kenton, Dixie Heights, & Scott High Schools**

**WHO...is involved?** Any Academy Scholar (seniors mostly), All Academy Teachers, Business and Industry Partners, and Advisory Board Members.

**WHAT...Is this?** Definition - An Academic Internship is a type of “Work-Based Learning Experience Program” for high school scholars (mainly seniors) who have completed extensive school-based preparation relating to an identified area of career and academic interest. To participate in an Academic Internship a scholar must be invited by a mentor/business. The internship can vary in length, will be non-paid (mentor could set aside money for dual credit opportunities for the scholar) and could lead to course credit if all criteria are met.

**WHEN...Is this going to take place?** An Academic Internship may be a component of a scholar’s schedule during: a) the regular school day, b) after school hours, c) during the summer, d) one semester, e) one or more trimesters, or f) year long. The scholar may also receive credit for the Academic Internship and the amount of credit to be awarded will be determined by the school according to the goals, skills and learning experiences during the internship. The goals, skills and learning experiences will be generated by the scholar, mentor and coordinator before the Academic Internship begins and will be signed by all parties involved.

**WHERE...Is this going to take place?** The Academic Internship will take place at the training site of the mentor. The scholar will begin an Academic Internship only after being invited by the mentor. This Academic Internship can take many directions as long as there is a positive mentor-scholar relationship established.

**WHY...Is this important?** Academic Internships give scholars opportunities to explore careers via workplace learning experiences and to benefit from interdisciplinary-based education. Scholars have opportunities to learn about the world of work and to develop useful skills and attitudes through the demonstration of work-place skills. Academic competencies needed to be successful employees will be highlighted which may result in increased motivation to learn academic subject matter.

**HOW... to get started?** 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.

#### **Academic Internships vs. Job Shadowing vs. Cooperative Education**

Academic Internship is longer in length than job shadowing but different from cooperative-education work experience in several ways. Cooperative education places a scholar for a longer, often year-long, work experience to gain/expand skills at that position and the scholars are paid for their time and receive course credit. Academic Internships usually vary in length, are non-paid and depending on the length/depth of their training experience, they may receive course credit.

For more information about the Academic Internship Program contact: Mrs. Teresa Nicosia, College & Career Coordinator – [teresa.nicosia3@kenton.kyschools.us](mailto:teresa.nicosia3@kenton.kyschools.us) or call 859-341-2266

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

#### **Academic Internship**

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**

This course is taught to support the curricula in the Academic Internship and to prepare scholars for college. The course is offered on the Edgewood Campus from 8:00 – 9:30am Monday through Friday.

**\*Scholars enrolling in a Academic Internship must take the Senior Academic Seminar Class**



**GREEN ENGINEERING  
ACADEMY**



**INFORMATICS  
ACADEMY**



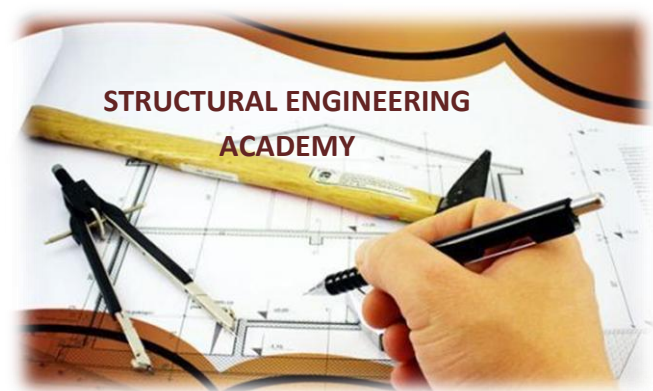
**BIOMEDICAL SCIENCES  
ACADEMY**



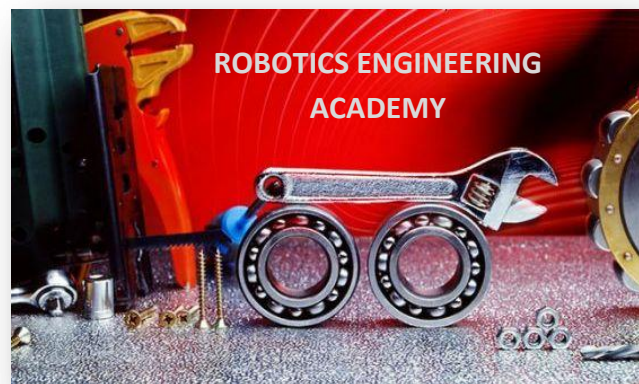
**MEDIA ARTS  
ACADEMY**



**GEMINI COLLEGE  
ACADEMY**



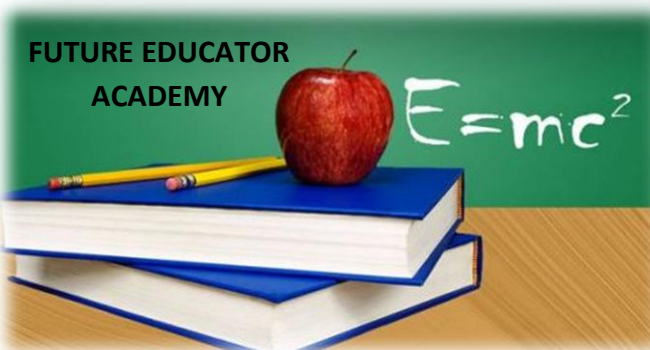
**STRUCTURAL ENGINEERING  
ACADEMY**



**ROBOTICS ENGINEERING  
ACADEMY**

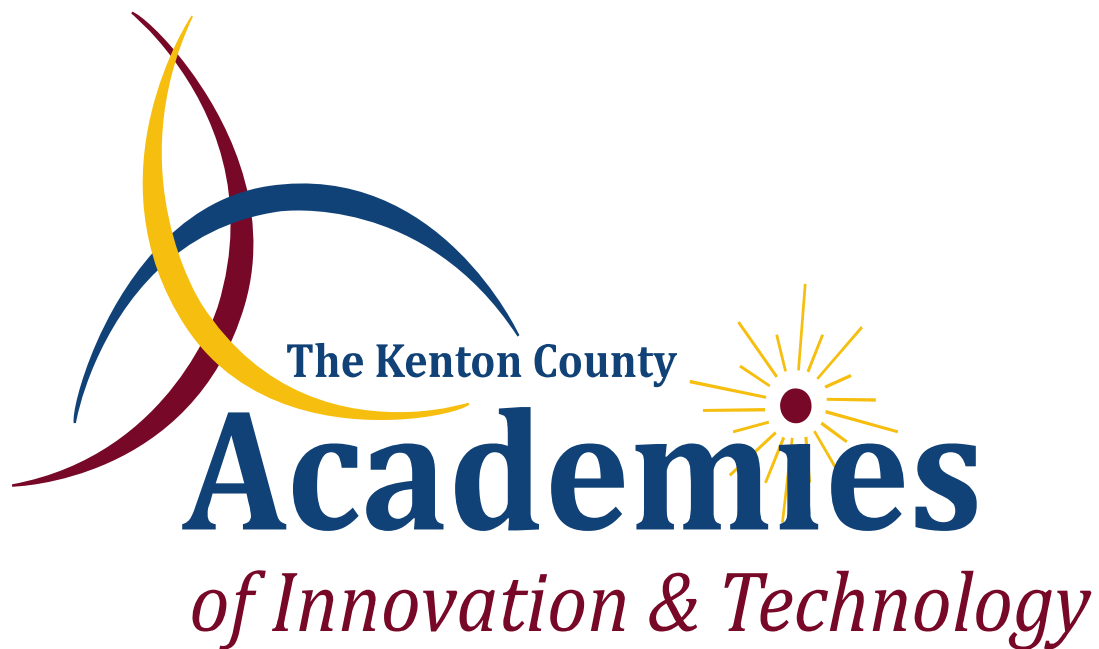


**MILITARY PREP  
ACADEMY**

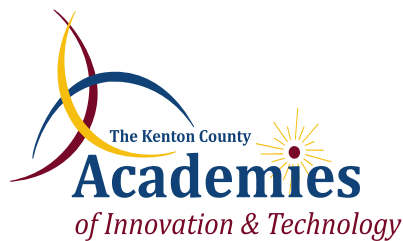


**FUTURE EDUCATOR  
ACADEMY**

# WOMEN'S ENGINEERING ACADEMY







## Engineering Still Needs More Women

Although the number of female engineers today has greatly improved since the early 1980s, when only 5.8% of engineers in the U.S. were women, it's still surprisingly low. Currently, only 14% of engineers are women, according to the Congressional Joint Economic Committee.

"In the U.S., about 18 percent to 20 percent of engineering scholars are now women, an improvement over the abysmal numbers of 25 years ago," says Joanne McGrath Cohoon, an associate professor in the Department of Science, Technology, and Society at the University of Virginia, where 31% of undergraduate engineering scholars are female.



Reasons that have been suggested for low female graduation rates include: lack of female engineering role models, misconceptions of what it is like to be an engineer, and fewer technical, problem-solving opportunities through K-12 compared to men. Cohoon believes that lack of confidence is also a huge factor, especially competing with men.

**Breaking the Stereotype:** "Researchers at Stanford University recently published new findings that women engineering scholars perform as well as men, but are more likely than men to switch to a different major," says Cohoon. "These women switch because they don't believe that their skills are good enough and they don't feel like they fit in engineering."

The stereotype that links masculinity to technology is, unfortunately, still prevalent and difficult to overcome.

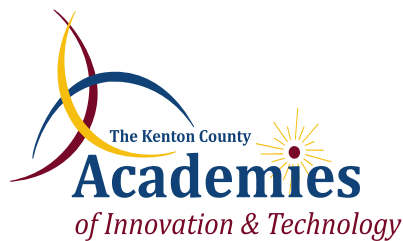
Although universities and high schools are working together to encourage more female scholars to explore science and engineering, industry also needs to step up and do more.

"This is especially important now, when unemployment is high and our economy is weak," says Cohoon. "We cannot afford to lose anyone with the technical skills to create a sustainable future, improve health, build our cyber and physical infrastructure, and enhance personal and societal security. A diverse set of minds needs to tackle those problems. But we are largely missing out on women's intelligence, creativity, and values in solving the problems we all face."

"With the pending retirement of many of our hardest-working baby boomer engineers, it's up to the next generation workforce to step up and take on these exciting careers in engineering, and it's up to the seasoned generation of engineers to drive excitement in this next generation workforce," adds Stephanie Hill, president of Lockheed Martin's Information Systems & Global Solutions-Civil division.

"Until the stereotypes are gone, and technical women experience the same conditions as their male classmates, those of us who teach engineering and computing can take individual action in the classroom," says Cohoon. "Give women lots of opportunities to succeed at technical tasks. Verbally encourage them—tell them you know they will be great engineers or computing professionals, and why they will want that type of career. With these steps, we could double the number of technical people working to make this a better world."





## Why Should You Become an Engineer?

**You'll have the power to make a difference!** By becoming an engineer, you can help solve problems that are important to society. You could be controlling and preventing pollution, developing new medicines, creating advanced technologies, even exploring new worlds.

**You'll have money and job security!** Engineers have significantly higher starting salaries than college graduates with bachelor's degrees in many other fields. After 4 years of college, you could be making \$40,000 to \$60,000 a year. And society will always need people, like engineers, who solve problems and come up with new ways of thinking about and doing things.

**You'll be working with other talented people!** Engineering is a team effort. As an engineer, you may be working on projects with experts in many different fields and people from different backgrounds - even different countries.

**You'll have lots of options!** Engineers work everywhere: in big and small cities, rural communities, even remote wilderness areas. Some work in business offices or classrooms, others in factories or research labs; some work outdoors or even in outer space! Some engineers go into medicine, law, business management, or policy. An engineering education will prepare you for many different careers.

**You'll get to do cool stuff!** Be the first to develop or try out a new technology, like a flying car or an undersea house. Design and build virtual reality amusement parks. Discover and patent a new material that can mend broken bones or cure arthritis. Engineers will be involved in making all the wonders of the future a reality.

## What Do Engineers Do?

Have you ever wondered what engineers actually do? Lots of things!

Engineers design.      They create.      They explore.      They innovate.      Engineers come in all shapes and sizes.

They receive education and training in many different fields.      They work in many different environments.

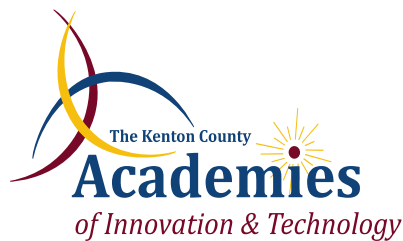
Engineers create products used in our every-day lives.

## What Are the Fields of Engineering?

Aerospace Engineering      Biomedical Engineering      Chemical Engineering      Civil Engineering

Industrial Engineering      Computer Science Engineering      Electrical Engineering      Environmental Engineering

Nuclear Engineering      Mechanical Engineering      Materials Engineering      Architectural Engineering



## Do You Know What Engineers Created in the 20<sup>th</sup> Century?

How many of the 20th century's greatest engineering achievements will you use today? A car? Computer? Telephone? Explore our list of the top 20 achievements and learn how engineering shaped a century and changed the world.

Electrification    Automobile    Airplane    Water Supply and Distribution    Electronics    Radio and Television  
Agricultural Mechanization    Computers    Telephone    Air Conditioning and Refrigeration    Highways  
Spacecraft    Internet    Imaging    Household Appliances    Health Technologies    High-performance Materials  
Petroleum and Petrochemical Technologies    Laser and Fiber Optics    Nuclear Technologies

## Do you know Successful Women Engineers?

### Linda Cureton, NASA, CIO

Linda Cureton has the coolest job. She's the CIO for NASA. And NASA has all cutting-edge technology, from the fastest computer networks to a bunch of stuff used to conduct experiments in outer space. Before she landed at NASA, she was a top technologist at other government agencies like the Department of Energy, the Department of Justice, and the Bureau of Alcohol, Tobacco, and Firearms.



### Marissa Mayer, CEO, Yahoo

Mayer was employee No. 20 at Google, and the company's first female engineer. She helped Google develop its search technologies and worked on a long list of other key products including images, maps, books, news, and the toolbar. She also sits on the board of directors of Walmart.

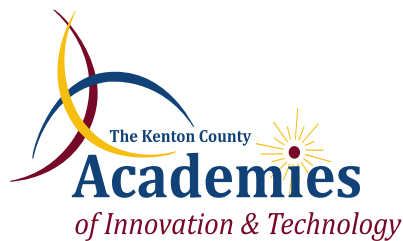
### Kimber Lockhart, Director of Engineering, Box

At Box, Kimber Lockhart leads the web application engineering team that builds most new features on Box. For instance, Lockhart was responsible for a major redesign and rebuild of the Box user interface. Prior to Box, Kimber was co-founder and CEO of cloud computing startup Increo Solutions where she led the creation of a collaboration service called Backboard. She joined Box when it acquired Increo.



### Ruchi Sanghvi, Head of operations, Dropbox

Ruchi Sanghvi landed at Dropbox after it bought her startup, Cove, in February. Cove was working on a collaboration product. Before Dropbox and Cove, Sanghvi was Facebook's first female engineer. She led product management for Facebook Platform and Facebook Connect, among other projects.



## **What Will Be Created by Engineers in the 21<sup>st</sup> Century?**

The 21<sup>st</sup> Century will see Engineers creating in many areas...

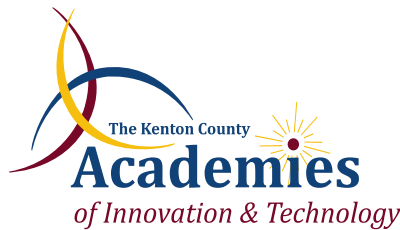
Energy conservation	Resource protection	Food/water production & distribution	
Waste management	Education & learning	Medicine & prolonging life	New technology
Security & counter-terrorism	Genetics & cloning	Global communication	
Traffic & population logistics	Knowledge sharing	Integrated electronic environment	Globalization
Artificial Intelligence, interfaces & robotics		Weather prediction & control	Sustainable development
Entertainment	Space exploration	Virtualization & Virtual Reality	Preservation of history
Preservation of species	Renewable energy	Solar energy	

## **Why Does the Women's Engineering Academy Exist?**

The lack of women in the engineering field has lead to offer a specific pathway for our female scholars. Additionally, research shows that female engineers lack confidence in their knowledge. The Women's Engineering Pathway gives our female scholars the opportunity to learn without the pressure of the co-ed classroom. It is also designed to challenge these scholars to develop a broad knowledge base across many of the fields of engineering, so that they feel comfortable with the fundamentals of whichever field they eventually choose. The pathway will begin in the 9<sup>th</sup> grade and continue through the 12<sup>th</sup> grade. Scholars will spend half of their school day in the Women's Engineering Academy and the other half of their school day at their home high school.

## **What Can the Women's Engineering Academy Offer Me?**

The WEA offers all accelerated courses in English, mathematics, and Engineering tracks. Scholars will be challenged across the curricula to apply their content knowledge to each class. In English, scholars have the opportunity to take accelerated English 1, Accelerated English 2, AP Language and AP Literature before they graduate. In mathematics, scholars take Accelerated Geometry, Accelerated Algebra II, Pre-Calculus, and AP Calculus before they graduate, thereby preparing them for the accelerated math courses of an Engineering degree. In Engineering, scholars take each Project Lead the Way Course in an accelerated fashion, enabling them to master the content of each in just a semester a piece. It is the only Academy offering accelerated PLTW classes for the entire engineering sequence. Every scholar also has the opportunity to work with other, equally motivated scholars, on subjects that are of mutual interest.



## 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 scholars' overall educational experience. We believe in the value of authentic teaching and project-based/inquiry-based/performance-based education. This method will provide scholars a high-quality broad-based education that will serve them well in all phases of life.

## What you will experience in the Women's Engineering Pathway

**Personalizing learning**, which calls for a data-driven framework to set goals, assess progress and ensure scholars receive the academic and developmental supports they need;

**Comprehensive systems of learning supports**, which address social, emotional, physical and cognitive development along a continuum of services to ensure the success of all scholars;

**World-class knowledge and skills**, which require achievement goals to sufficiently encompass the content knowledge and skills required for success in a globally-oriented world;

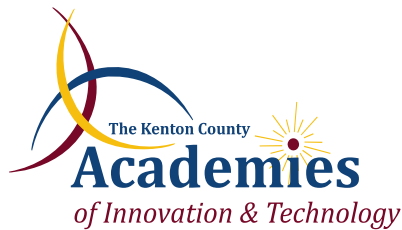
**Performance-based learning**, which puts scholars at the center of the learning process by enabling the demonstration of mastery based on high, clear and commonly-shared expectations;

**Anytime, everywhere opportunities**, which provide constructive learning experiences in all aspects of a child's life, through both the geographic and the Internet-connected community; and

**Authentic scholar voice**, which engages scholars in directing and owning their individual learning and shaping the nature of the education experience among their peers.

## Who Can Apply?

Kenton County School's female scholars in the eighth grade with an interest in Engineering or general STEM fields should apply for the Women's Engineering Academy. Academy scholars are selected based on their willingness to work hard, their interest in a particular career field, and their grade level requirements. 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. Scholars must be on track to take Accelerated Geometry and Accelerated English I during their freshman year of high school.



## What Would My Schedule Look Like in the Women's Engineering Academy?

Scholars in the Women's Engineering Academy will spend the first half of their school day and lunch at their home school. They will then be transported via buses to Simon Kenton High School in the afternoon for the half-day Academy. The schedule below shows a more detailed look at the day.

### **Afternoon Academy Session: Women's Engineering Academy 11:35 to 2:10pm**

#### Scott and Dixie Heights Scholars WEA Schedule:

- Arrive at home school
- Attend normal home school schedule for first two classes and lunch
- Board bus for Academy (located at Simon Kenton)
- After arrival, instruction time for: Engineering, Mathematics, and English Courses
- Board bus to return to home school by 2:30pm

#### Simon Kenton Scholars WEA Schedule:

- Arrive at Simon Kenton
- Attend normal SK schedule for first three classes and lunch
- Report to Women's Engineering Academy
- After arrival, instruction time for: Engineering, Mathematics, and English Courses
- Dismissal at 2:30pm

# APPLY TODAY!

### **How do I apply?**

Anyone wishing to be in the Women's Engineering Academy must fill out an application. Scholars can do this using the application link on the home page: [www.kenton.kyschools.us](http://www.kenton.kyschools.us) and complete the "Freshman Women's Engineering Application"

**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

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# WOMEN'S ENGINEERING ACADEMY – AFTERNOON SESSION

*Hosted at Simon Kenton High School*

## The 9<sup>th</sup> Grade Year Schedule

### Introduction to Engineering Design (IED) – 1<sup>st</sup> Semester

The IED course introduces scholars to the engineering professions using multidisciplinary, societally-relevant content. Developing engineering approaches to systems, generating and exploring creative ideas, digging deep into the engineering design process, applying math, science, English and engineering standards to hands-on projects are just part of the IED curriculum. Explicit model-development activities engage scholars in innovative thinking across the engineering disciplines. Scholars experience the process of design and analysis in engineering including how to work effectively in teams, as well as developing skills in project management, engineering fundamentals, oral and graphical communication, logical thinking, and modern engineering tools. They work both individually and in teams to design solutions to a variety of problems their work.

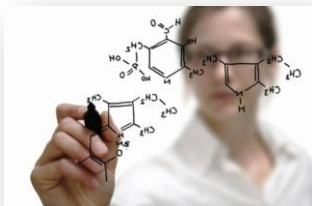


### Civil Engineering and Architecture (CEA) – 2<sup>nd</sup> Semester

Scholars learn important aspects of building and site design and development. They apply math, science, and standard engineering practices to design both residential and commercial projects and document their work using 3D architecture design software.

### Accelerated/Honors English I – All Year

Curriculum includes Springboard, writing continuum, and college readiness standards. Overall, scholars 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.



### Accelerated/Honors Algebra II – All Year\*

Curriculum continues with the development of analytical skills and mastery of core content through modeling, data collection, and functions. A more challenging and in-depth study of Algebra 2 in preparation for Precalculus Accelerated.

\*Scholars who have not taken Geometry will need to do schedule it in their home school schedule their freshman year.



# WOMEN'S ENGINEERING ACADEMY – AFTERNOON SESSION

*Hosted at Simon Kenton High School*

## The 10<sup>th</sup> Grade Year Schedule

### Principles of Engineering (POE) – 1<sup>st</sup> Semester

Through problems that engage and challenge, scholars explore a broad range of engineering topics, including: mechanisms, automation, and the strength of structures and materials. Scholars develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.



### Computer Integrated Manufacturing (CIM) – 2<sup>nd</sup> Semester

Manufactured items are part of everyday life, yet most scholars have not been introduced to the high-tech, innovative nature of modern manufacturing. This course illuminates the opportunities related to understanding manufacturing. At the same time, it teaches scholars about manufacturing processes, product design, robotics, and automation. Scholars can earn a virtual manufacturing badge recognized by the National Manufacturing Badge system.

### Accelerated/Honors English II – All Year

Curriculum includes Springboard, writing continuum, and college readiness standards. Course is designed to prepare scholars 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 scholars pursuing post-secondary education at a college or university level. Summer assignment may be required.



### Accelerated/Honors Pre-Calculus – All Year

This course emphasizes the techniques of algebra, analytical geometry, and trigonometry. It is a more challenging and in-depth study of Pre-calculus in preparation for Calculus AP.

# WOMEN'S ENGINEERING ACADEMY – AFTERNOON SESSION

*Hosted at Simon Kenton High School*

## The 11<sup>th</sup> Grade Year Schedule

### Digital Electronics (DE) – 1<sup>st</sup> Semester

From smart phones to appliances, digital circuits are all around us. This course provides a foundation for scholars who are interested in electrical engineering, electronics, or circuit design. Scholars study topics such as combinational and sequential logic and are exposed to circuit design tools used in industry, including: logic gates, integrated circuits, and programmable logic devices.



### Aerospace Engineering (AE) – 2<sup>nd</sup> Semester

This course propels scholars' learning in the fundamentals of atmospheric and space flight. As they explore the physics of flight, scholars bring the concepts to life by designing an airfoil, propulsion system, and rockets. They learn basic orbital mechanics using industry-standard software. They also explore robot systems through projects such as remotely operated vehicles.

### AP Language – All Year

This course engages scholars 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 scholars 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 scholars preparation for college readiness standards. Independent reading will be required. Summer assignment may be required



### AP Calculus – All Year

This course challenges scholars with a college level calculus curriculum to prepare for the AP exam. Scholars are expected to take the AP exam if they register for this course. Summer assignment may be required.

# WOMEN'S ENGINEERING ACADEMY – AFTERNOON SESSION

*Hosted at Simon Kenton High School*

## The 12<sup>th</sup> Grade Year Schedule

### Engineering Design & Development (EDD)

The knowledge and skills scholars acquire throughout PLTW Engineering come together in EDD as they identify an issue and then research, design, and test a solution, ultimately presenting their solution to a panel of engineers. Scholars apply the professional skills they have developed to document a design process to standards, completing EDD ready to take on any post-secondary program or career.



### Academic Internship – 2<sup>nd</sup> Semester

An Academic Internship is a type of “Work-Based Learning Experience Program” for high school scholars (mainly seniors) who have completed extensive school-based preparation relating to an identified area of engineering and other academic interest. To participate in an Academic Internship a scholar must be invited by a mentor/business. The internship can vary in length, will be non-paid (mentor could set aside money for dual credit opportunities for the scholar) and lead to course credit 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.

### AP Literature – All Year

The course will prepare scholars for post-secondary college course work while studying a variety of literature, including, but not limited to, British literature. Scholars will engage in literary analysis. Independent reading will be required. Summer assignment may be required.



### AP Statistics – All Year

This course challenges scholars with a college level statistics curriculum to prepare for the AP exam. Scholars are expected to take the AP exam if they register for this course. Summer assignment may be required.



## Recognition of the Kenton County Academies of Innovation & Technology

The Kenton County Academies of Innovation & Technology started in 2012 with a fantastic group of sophomore scholars! In 2015, these scholars were the first senior class, and they have gone above and beyond in their academic accomplishments. They completed two years in one of the academies (Biomedical Sciences, Structural Engineering, Future Educator, Green Engineering, Media Arts, Robotics Engineering, Informatics, or Military Prep) and completed the Gemini College Academy! Additional recognition:

### Kentucky Leads the Nation

Meetings of the Kentucky Leads the Nation (KLN) bring together educators, advocates, and policy makers to explore how Kentucky school districts are transforming approaches to teaching and learning. These leaders provide valuable “how-to’s” and inspiration for all Kentucky educators. KLN selected two innovated schools, the Kenton County Academies of Innovation & Technology and Fayette County STEAM Academy, for their ability to make education engaging and high level at the same time.



### Kentucky School Board Association “PEAK Award”

The PEAK (Public Education Achieves in Kentucky) is presented by the KSBA to a school or district to focus statewide attention on outstanding public school efforts that enhance student learning and, in doing so, promote the positive impact of public elementary and secondary education in the Commonwealth. KSBA recognize one outstanding program in the fall and spring of each school year. The Kenton County Academies of Innovation & Technology earned the PEAK Award for their academic excellences.

### Partnership for 21<sup>st</sup> Century Skills “P21 Exemplar Award”

The 21st Century Learning Exemplar Program in Washington, D.C. is designed to be a cornerstone for the next stage of the 21st century skills movement. For the past 10 years, the Partnership for 21st Century Skills has advocated for 21st century readiness for every student. Thousands of schools, communities and thought leaders across the country have helped to define 21st century skills and promote their adoption. They are ready to lead a coalition of educators and partners in identifying what 21st century educational practices look like and where they are being implemented successfully.



**PARTNERSHIP FOR  
21ST CENTURY SKILLS**

Through the Exemplar Program, P21 seeks to identify, document, promote and celebrate examples of successful 21st century learning. The Kenton County Academies of Innovation & Technology earned the P21 Exemplar Award for 2014.

DRAFT #1  
04/06/15

# Coaches' Handbook

*District Athletic Program*



KENTON COUNTY SCHOOLS

## Coaches' Handbook - District Athletic Program

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Karen Collins, Board Chairperson  
Carl Wicklund, Board Vice Chairperson  
~~William Culbertson~~, Board Member

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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, 20154



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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](http://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

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<b>Asst. Superintendent</b> 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
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<b>Kenton County Academies of Innovation and Technology</b> 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		
<b>Summit View Academy Middle School</b> <del>Lesley Smith, K.C. Ratliff</del> Principal 5002 Madison Pk. Independence, Ky. 41051	859.363.4800 <a href="mailto:lesley.smith@kenton.kyschools.us">lesley.smith@kenton.kyschools.us</a> <del>ke.ratliff@kenton.kyschools.us</del>	859.363.4804
<b>Turkey Foot Middle School</b> Debra Obermeyer, Principal 3230 Turkeyfoot Rd. Edgewood, Ky. 41017	859.341.0216 <a href="mailto:debra.obermeyer@kenton.kyschools.us">debra.obermeyer@kenton.kyschools.us</a>	859.341.7217
<b>Twenhofel Middle School</b> Shannon Gross, Principal 11846 Taylor Mill Rd. Independence, Ky. 41051	859.356.5559 <a href="mailto:shannon.gross@kenton.kyschools.us">shannon.gross@kenton.kyschools.us</a>	859.356.1137
<b>Woodland Middle School</b> Tara Sides, Principal 5399 Old Taylor Mill Rd. Taylor Mill, Ky. 41015	859.356.7300 <a href="mailto:tara.sides@kenton.kyschools.us">tara.sides@kenton.kyschools.us</a>	859.356.7595
Elementary Schools		
<b>Beechgrove Elementary School</b> Kathy Saunders, Principal 1029 Bristow Rd. Independence, Ky. 41051	859.371.1636 <a href="mailto:kathy.saunders@kenton.kyschools.us">kathy.saunders@kenton.kyschools.us</a>	859.371.7958
<b>Fort Wright Elementary School</b> Tina Wartman, Principal 501 Farrell Dr. Fort Wright, Ky. 41011	859.331.7742 <a href="mailto:tina.wartman@kenton.kyschools.us">tina.wartman@kenton.kyschools.us</a>	859.331.7763
<b>James A. Caywood Elementary School</b> Kelly Conner, Principal 3230 Turkeyfoot Rd. Edgewood, Ky. 41017	859.341.7062 <a href="mailto:kelly.conner@kenton.kyschools.us">kelly.conner@kenton.kyschools.us</a>	859.344.3141
<b>Kenton Elementary School</b> Mary Beth Huss, Principal 11246 Madison Pk. Independence, Ky. 41051	859.356.3781 <a href="mailto:marybeth.huss@kenton.kyschools.us">marybeth.huss@kenton.kyschools.us</a>	859.356.5397
<b>Piner Elementary School</b> Christi Jefferds, Principal 2845 Rich Rd. Morning View, Ky. 41063	859.356.2155 <a href="mailto:christi.jefferds@kenton.kyschools.us">christi.jefferds@kenton.kyschools.us</a>	859.356.6203
<b>R.C. Hinsdale Elementary School</b> Sandra Schnatz, Principal 440 Dudley Rd. Edgewood, Ky. 41017	859.341.8226 <a href="mailto:sandra.schnatz@kenton.kyschools.us">sandra.schnatz@kenton.kyschools.us</a>	859.341.0759

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Elementary Schools		
<b>River Ridge Elementary School</b> <u>William Bradford Shawna Harney</u> , Principal 2772 Amsterdam Rd. Villa Hills, Ky. 41017	859.341.5260 <del>shawna.harney</del> @kenton.kyschools.us	859.341.5962
<b>Ryland Heights Elementary School</b> <u>Sara Callahan</u> , Principal 3845 Stewart Dr. Ryland Heights, Ky. 41015	859.356.9270 <u>sara.callahan</u> @kenton.kyschools.us	859.356.2846
<del><b>Summit View Elementary School</b></del> <del>Lesley Smith</del> , <del>Principal</del> <del>5006 Madison Pl.</del> <del>Independence, Ky.</del> <del>41051</del>	<del>859.363.4700</del> <del>lesley.smith</del> @kenton.kyschools.us	<del>859.363.4703</del>
<b>Taylor Mill Elementary School</b> Jerraine Dailey, Principal 5907 Taylor Mill Rd. Covington, Ky. 41015	859.356.2566 jerraine.dailey@kenton.kyschools.us	859.356.5750
<b>White's Tower Elementary School</b> <u>Anthony Procaccino Denise Schmiade</u> , Principal 2977 Harris Pk. Independence, Ky. 41051	859.356.9668 <del>anthony.procaccino</del> <del>denise.schmiade</del> @kenton.kyschools.us	859.356.6799

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## 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.

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## 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~~ Tom Amzen in the Central Office. The District will investigate any such concerns promptly and confidentially.

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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

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

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

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## 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.

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.**

## 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.

## 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**

<b>Please refer to KHSAA Bylaw 12.</b>
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### 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**

## 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**

## 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**

## 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, alternative nicotine product, or vapor product as defined in KRS 438.305, is prohibited twenty-four (24) hours a day, seven (7) days a week, in any building or vehicle owned or operated by the Board, on school-owned property, and during school-related student trips. The use of any tobacco product is prohibited in any building or vehicle owned or operated by the Board. **03.1327/03.2327**

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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**

## Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies 03.13214/03.23214.

## 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**

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## 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**

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.

## 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.

Coaches shall complete Board selected training on child abuse and neglect prevention recognition and reporting by January 31, 2017 and every two (2) years thereafter. Coaches hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Reporting telephone numbers:

Cabinet for Health and Family Services	859.292.6340
Kenton County Police	859.392.1940
Kentucky State Police	800.222.5555
<del>Garry Edmondson</del> , Kenton County Attorney <u>Office</u>	859.491.0600
<del>Rob Sanders</del> , Kenton County Commonwealth Attorney <u>Office</u>	859.292.6580

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## 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**

## STAFF RESPONSIBILITIES

- 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.

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).

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.

<b>Please refer to KHSAA Bylaws 19-24.</b>
--------------------------------------------

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.

<b>Please refer to KHSAA Bylaw 22.</b>
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### 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**

<b>Please refer to KHSAA Bylaw 22.</b>
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## Game Officials

[www.khsaa.org/handbook/](http://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**

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**

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## 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.

With regard to a middle school student playing up for a HS team:

Students attending Turkey Foot Middle School, Twenhofel Middle School, and Woodland Middle School can only play up for the high school they directly feed. Students attending Summit View Academy may only play up for the high school for which they will attend based on their residence.

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## 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.

<b>Please refer to KHSAA Bylaws 6, 7, and 8.</b>
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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.

<p><b>Please refer to KHSAA Bylaws 11 and 16.</b></p>
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## 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**

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.
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## 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.

*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**

<b>Please refer to KHSAA Bylaw 25.</b>
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## 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.



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.

**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.

(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

**20154-20165 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.

## Academic Honors Program

### CLASS RANK/GPA

Class rank at the high school level shall be determined by the total number of quality points earned during the high school career.

At the time of graduation, total quality points shall determine the final class rank order. For ranking purposes, those who take more than four (4) years to graduate shall be ranked based on quality points earned prior to the graduation of his/her original graduating class. For example, a fifth year senior graduates in 2011. However, he entered school as a member of the graduating class of 2010. He will be ranked in the class of 2010 using only those quality points earned **at the end of the 2010 school year**.

### HIGH SCHOOL CREDITS FOR MIDDLE SCHOOL STUDENTS

High school credits earned while in middle school (grades 5, 6, 7, or 8) shall count toward Grade Point Average (GPA) as required through [KRS 158.622](#) and toward meeting graduation requirements. ~~; however the student shall have the opportunity to opt out of counting the GPA of the course for class ranking purposes. Each middle school student taking a high school credit course must complete an official document by June 15 of the school year in which the course is offered stating the course GPA will be counted or will not be counted in their high school records for the purpose of changing rank in class only. This signed document shall become a part to the student's permanent record and cannot be changed after the June 15 date of the school year in which the course was taken.~~

### GRADING SCALE FOR ALL HIGH SCHOOLS AP/HONORS GRADING SCALE

UNWEIGHTED/KEES SCALE			KCS D WEIGHTED GPA SCALE		
GRADE	RANGE	SCALE	GRADE	RANGE	SCALE
A+	<del>99-100</del> 97-100	4.0	A+	<del>99-100</del> 97-100	5.0
A	<del>95-98</del> 93-96	4.0	A	<del>95-98</del> 93-96	5.0
A-	<del>93-94</del> 90-92	4.0	A-	<del>93-94</del> 90-92	4.7
B+	<del>91-92</del> 87-89	3.0	B+	<del>91-92</del> 87-89	4.3
B	<del>87-90</del> 83-86	3.0	B	<del>87-90</del> 83-86	4.0
B-	<del>85-86</del> 80-82	3.0	B-	<del>85-86</del> 80-82	3.7
C+	<del>83-84</del> 77-79	2.0	C+	<del>83-84</del> 77-79	3.3
C	<del>78-82</del> 73-76	2.0	C	<del>78-82</del> 73-76	3.0
C-	<del>76-77</del> 70-72	2.0	C-	<del>76-77</del> 70-72	2.7
D+	<del>75</del> 67-69	1.0	D+	<del>75</del> 67-69	2.3
D	<del>71-74</del> 63-66	1.0	D	<del>71-74</del> 63-66	2.0
D-	<del>70</del> 60-62	1.0	D-	<del>70</del> 60-62	1.7
F	<del>0-69</del> 0-59	0	F	<del>0-69</del> 0-59	0



**Academic Honors Program****GRADING SCALE FOR ALL HIGH SCHOOLS STANDARD GRADING SCALE****UNWEIGHTED/KEES SCALE    KCS D GPA SCALE (Non-weighted Courses)**

<b>GRADE</b>	<b>RANGE</b>	<b>SCALE</b>	<b>GRADE</b>	<b>RANGE</b>	<b>SCALE</b>
A+	99-100	4	A+	99-100	4
A	95-98	4	A	95-98	4
A-	93-94	4	A-	93-94	3.7
B+	91-92	3	B+	91-92	3.3
B	87-90	3	B	87-90	3
B-	85-86	3	B-	85-86	2.7
C+	83-84	2	C+	83-84	2.3
C	78-82	2	C	78-82	2
C-	76-77	2	C-	76-77	1.7
D+	75	1	D+	75	1.3
D	71-74	1	D	71-74	1
D-	70	1	D-	70	.7
F	0-69	0	F	0-69	0

**VALEDICTORIAN AND SALUTATORIAN**

Students in the senior class who have the highest and second highest scholastic averages and who have attended the District high school for the final four (4) semesters **or final six (6) trimesters** shall be eligible for Valedictorian and Salutatorian.

**Beginning with the senior class of 2019, recognition of Valedictorian and Salutatorian may be replaced or used in conjunction with a Latin System of recognizing students.**

**Summa Cum Laude: students who have a GPA above 4.00**

**Magna Cum Laude: students who have a GPA of 3.800-4.000**

**Cum Laude: students who have a GPA of 3.500-3.799**

**OTHER HONOR GRADUATES**

To be named as honor graduates of the graduating class, students must have completed the final two semesters at the district high school.

Adopted/Amended: 03/04/2013

Order #: 4

## 2015 Policy Update (#38) Checklist

**District:** Kenton County Schools

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

Policy Number	Adopt as Written	Adopt with Modification*	Adoption Date	Order Number	Keep Current Policy	Rescind Policy
01.45	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.111	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.12322	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.13214	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.162	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.18	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.211	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.22322	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.23214	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.262	<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"/>
05.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
05.42	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
06.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
06.342	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
07.1	<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"/>
07.13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
07.16	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
08.133	<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
08.2323	<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"/>
08.31	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.111	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.121	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.122	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.211	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.22	<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"/>
09.227	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.34	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.4261	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.42811	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
10.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

03.122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

\_\_\_\_\_  
Board Chairman's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

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

## KSBA Procedure Service

## 2015 Procedure Update (#19) Checklist

District: Kenton County Schools

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

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
02.14 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.111 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.16 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.162 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.162 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.18 AP.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.18 AP.22	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.211 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.262 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
04.9 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.42 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.13 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.133 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.232 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.11 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.111 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.121 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.15 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.15 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.211 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.224 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.4281 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.4281 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.42811 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.42811 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

05.3 AP.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

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

LEGAL: THIS CHANGE CLARIFIES THAT THE AGENDA FOR A SPECIAL CALLED MEETING MAY BE AMENDED UP TO 24 HRS. PRIOR TO THE MEETING.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.45

### Board Meeting Agenda

#### PREPARATION

Agenda for Board meetings shall be prepared by the Superintendent at the direction of, and subject to the approval of, the Chairperson. The agenda for each meeting shall be made available to the public prior to the Board meeting.

Any member of the Board may submit items for the agenda for a regular meeting through the Chairperson or the Superintendent. The agenda shall be closed to Board members ten (10) calendar days preceding the scheduled regular meeting unless the addition of a late item is approved by the Chairperson or by a request of three (3) Board members.

Items may be placed on a proposed special called meeting agenda at the direction of the Chairperson and shall be placed on the proposed agenda if requested by three (3) or more Board members.

The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members. However, ~~once the agenda for a special called meeting may not be amended once it is posted or delivered to Board members and requesting media, it may only be amended when a new notice and reposting of the agenda, as amended, is completed prior to the twenty-four (24) hour period before the meeting as required by statute.~~

To reflect the Board's focus on advancing student achievement, the agenda for regular meetings shall be developed in accordance with the following requirements:

1. At least three (3) times a year, the agenda shall include a student presentation, performance, or other demonstration of student learning.
2. At each regular meeting, the Board shall recognize the achievements and contributions of students, staff, schools/councils, or community members.
3. The Board shall receive communications from citizens and schools/councils as early as practical in the agenda.
4. Each regular meeting agenda shall contain opportunities for dialogue concerning student achievement issues, including the impact of student learning and support services and an analysis of progress indicators and data.
5. The agenda shall reflect a regular schedule of reports to the Board on the status of District finances, programs, and services.
6. To the extent practicable, standard and/or recurring business shall be organized under a consent provision.

The agenda and accompanying documents for regular meetings shall be delivered to Board members no later than the Wednesday prior to the Monday night Board meeting.

#### DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC

District employees and any member of the public may submit items to be considered for the agenda to the Superintendent ten (10) calendar days prior to the date of the meeting by filing the appropriate form. Items may include a request that the Board consider adoption or amendment of a policy for future application.

**Board Meeting Agenda**

**DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC (CONTINUED)**

District employees and members of the public may address the Board during the period set aside by the Board without submitting an item for the agenda. No action shall be taken during this portion of the meeting on issues raised by employees or the public unless deemed an emergency by the Board.

Employee concerns dealing with a grievance/communication issue must first be addressed in keeping with the Board's established policy/procedures.

**EXCEPTIONS**

Any item submitted after the printing of a regular Board meeting agenda, and approved by the Superintendent or Board Chairperson as an item requiring immediate action by the Board, shall be printed as an addendum and considered part of the agenda. The necessity for immediate action shall be listed on the addendum.

**ORDER OF BUSINESS**

The agenda shall be the official guide by which the meeting will be conducted. The order of business shall be as follows:

1. Call to Order
2. Recognition and Information Agenda
3. Consent Agenda
  - a. Approval of Minutes
  - b. Payment of Bills
4. Discussion and Action Agenda
5. Motion Making Agenda Part of the Official Board Business Meeting
6. Other Business
  - a. Board
  - b. Personnel
  - c. Public
7. Adjournment

**REFERENCE:**

KRS 160.290

**RELATED POLICIES:**

01.44, 01.451, 01.5, 03.16/03.26



LEGAL: REVISIONS TO 702 KAR 1:160 REQUIRE INDIVIDUALS IDENTIFIED AS HIGH RISK FOR TB TO UNDERGO EITHER A TB SKIN TEST OR A BLOOD TEST FOR MYCOBACTERIUM TUBERCULOSIS (BAMT). ALSO, MEDICAL EXAMINATIONS MAY BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE MEDICAL EXAMINATION OF SCHOOL EMPLOYEES FORM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.111

- CERTIFIED PERSONNEL -

### Medical Examination

#### NEWLY EMPLOYED PERSONNEL

All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination performed by a designated licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse or by a licensed medical practitioner of the employee's choice. Through appropriate personnel documents, such as handbooks and/or job applications, employees shall be notified as to who will pay for medical examinations required for initial employment. Medical examinations must be performed within a ninety (90)-day period prior to initial employment.

#### REPORT

The medical examination shall be reported on the form required by Kentucky Administrative Regulation or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or electronic medical record and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

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#### TUBERCULOSIS SCREENING/TESTING

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. A person who tests positive for TB shall be required to comply with the directives of the Board, local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.<sup>1&2</sup>

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#### PRESENT PERSONNEL

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing.

The Board shall bear the cost of this examination.<sup>1</sup>

#### SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.<sup>2</sup>

PERSONNEL

03.111  
(CONTINUED)

**Medical Examination**

**MEDICAL CONFIDENTIALITY**

Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee's medical condition.

Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

**REFERENCES:**

<sup>2</sup>702 KAR 1:160, 902 KAR 2:020; KRS 214.181; KRS 214.625  
OAG 65-560  
Genetic Information Nondiscrimination Act of 2008  
Americans with Disabilities Act

**RELATED POLICIES:**

<sup>1</sup>03.1234, 03.14, 03.24

**- CERTIFIED PERSONNEL -****Holidays, Non-Working Days, and Annual Leave**

All certified employees shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.<sup>1</sup> Twelve (12) month employees shall be paid for five (5) holidays, which shall be designated on their work calendar.

**WORKING SCHEDULE**

All employees working beyond the minimum number of working days required by law shall complete and submit a work schedule prior to July 1. The work schedule shall note the specific dates that the employee will not be scheduled to work. When changes are necessary, a revision of the original request must be filed prior to the change occurring. The immediate supervisor shall approve all work schedules and revisions prior to being submitted to the District personnel office.

**ANNUAL LEAVE**

Certified personnel who are employed for a minimum of 230 days annually and are credited with a minimum of fifteen (15) years of continuous service within the school district shall be entitled eligible to accumulate up to five (5) days of annual leave per year ~~to accumulate a~~ maximum of sixty (60) days of annual leave total. Eligibility continues throughout employee's service provided employee continues to work a minimum of 230 days annually. Personnel who are terminated with just cause will forfeit any unused annual leave days.

Compensation for accrued annual leave shall be made at time of retirement or resignation at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation; no stipend position salary will be added to this calculation.<sup>2</sup>

~~In the event of retirement or resignation annual leave shall be prorated and accrue on a monthly basis.~~

Recognition of annual leave for KTRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of KTRS on or after July 1, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

**REFERENCES:**

<sup>1</sup>KRS 158.070

<sup>2</sup>KRS 160.291

KRS 161.220

KRS 161.540

KRS 2.110

KRS 2.190

LEGAL: THE U.S. LABOR DEPARTMENT CHANGED THE FMLA REGULATION IN KEEPING WITH THE U.S. SUPREME COURT RULING IN UNITED STATES V. WINDSOR. THE NEW REGULATION USES THE "PLACE OF CELEBRATION" RULE FOR THE DEFINITION OF "SPOUSE". THIS RULE ALLOWS ALL COUPLES WHO ARE LEGALLY MARRIED IN THE PLACE OF CELEBRATION (WHETHER SAME SEX OR OPPOSITE SEX) TO QUALIFY AS SPOUSES FOR FMLA PURPOSES EVEN IF THEIR STATE OF RESIDENCE DOES NOT RECOGNIZE SAME SEX OR COMMON LAW MARRIAGES. THIS REGULATION WENT INTO EFFECT MARCH 27, 2015.

FINANCIAL IMPLICATIONS: POSSIBLE NEED FOR SUBSTITUTES AS THIS WILL BROADEN THE NUMBER OF EMPLOYEES WHO MAY QUALIFY FOR FMLA LEAVE

PERSONNEL

03.12322

- CERTIFIED PERSONNEL -

### Family and Medical Leave

#### REASONS

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, unpaid leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child , or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

#### NOTICES AND DEADLINES

- a. Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

**Family and Medical Leave****NOTICES AND DEADLINES (CONTINUED)**

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

- b. The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known).

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

**ELIGIBILITY**

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

Full-time teachers are presumed to have worked at least 1,250 hours during a school year. In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

**RESTRICTIONS**

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

- { When both ~~husband and wife~~spouses are employed by the District, each employee shall be entitled to 12 work weeks of yearly unpaid leave (for an aggregate total of 24 weeks), if the leave is required due to the illness of a child, the illness of the other spouse, or the employee's own illness. If the leave is to care for the birth or adoption of a child or to care for a sick parent, the District shall limit the couple's aggregate leave to a total of twelve (12) weeks.

- { Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an-eligible ~~husband and wife~~spouses are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

**Family and Medical Leave**

**RESTRICTIONS (CONTINUED)**

Depending on the date family and medical leave is to begin, instructional employees as designated by federal regulation may be required to continue on leave until the end of the school term to avoid disruption.

Unused family and medical leave shall not accumulate from year to year.

**INTERMITTENT LEAVE/REDUCED HOURS**

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

**CONTINUATION OF BENEFITS**

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

**RETURN TO WORK**

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

**NOTICE**

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

**REFERENCES:**

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654  
Title I of the FMLA, as amended by the National Defense Authorization Act  
Code of Federal Regulations, Title 29, Part 825

**RELATED POLICIES:**

03.123, 03.1232, 03.1233, 03.1234, 03.1238, 03.124

RECOMMENDED: THIS CHANGE IS TO CLARIFY THAT TAKING PICTURES, VIDEO, OR AUDIO RECORDINGS OF OTHERS MAY RESULT IN VIOLATION OF CONFIDENTIALITY AND PRIVACY AND MAY BE PROHIBITED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.13214

- CERTIFIED PERSONNEL -

#### Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Employees are permitted to possess cellular telephones and pagers on school premises. Employees having cellular telephones or pagers on campus shall be allowed to use them before and after school as well as during planning time or lunch breaks. Use of these items shall not be permitted during instructional time except in the case of an emergency such as, but not limited to, the health or safety of someone is threatened, the employee serves in the capacity of an active member of a volunteer fire fighting organization, or the employee serves in a volunteer emergency medical services organization.

Cellular phones should never be used by anyone who is in the process of transporting children. If an emergency arises while students are being transported, the driver must stop the vehicle before using a cellular phone.

LEGAL: THIS LANGUAGE IS BEING REMOVED AS IT IS A LEGAL COURT STANDARD THAT IS NOT CONTROLLED BY POLICY AND THE OFFICE OF CIVIL RIGHTS' POSITION IS THAT IT LEADS STAFF OTHER THAN ADMINISTRATORS TO BELIEVE THEY DO NOT HAVE TO ADDRESS ALLEGATIONS OF HARASSMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.162

- CERTIFIED PERSONNEL -

### **Harassment/Discrimination**

#### **DEFINITION**

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee 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.

#### **PROHIBITION**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

#### **DISCIPLINARY ACTION**

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.

#### **GUIDELINES**

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. 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. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or 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.

~~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 harassment/discrimination to appropriate law enforcement authorities in accordance with law.<sup>1</sup>

The Superintendent shall provide for the following:



**Harassment/Discrimination****GUIDELINES (CONTINUED)**

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within ten (10) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to the following:
  - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
  - postings in the same location as are documents that must be posted according to state/federal law; and/or
  - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

**PROHIBITED CONDUCT**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;

**Harassment/Discrimination**

**PROHIBITED CONDUCT (CONTINUED)**

5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of the disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

**CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

**APPEAL**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy or to take corrective action shall be cause for disciplinary action.

**RETALIATION PROHIBITED**

No one shall retaliate against an employee or student because s/he submits 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 this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

**OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

PERSONNEL

03.162  
(CONTINUED)

**Harassment/Discrimination**

**REFERENCES:**

<sup>1</sup>KRS 158.156  
42 USC 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344  
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations  
Implementing Title VII  
20 U.S.C. 1681, Education Amendments of 1972, Title IX  
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations  
Implementing Title IX  
Genetic Information Nondiscrimination Act of 2008

**RELATED POLICIES:**

03.113, 03.1325, 03.16, 09.2211, 09.422, 09.42811

LEGAL: THE KENTUCKY BOARD OF EDUCATION RESCINDED 704 KAR 3:345 AND CREATED A NEW REGULATION 704 KAR 3:370 TO ESTABLISH A STATEWIDE PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (POES) FOR ALL CERTIFIED PERSONNEL. THIS REVISED POLICY CONTAINS CHANGES IN CONFORMITY WITH THE NEW REGULATION. IN ADDITION, THE APRIL 25 DATE IS BEING REMOVED AS IT IS NOT REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: POTENTIAL INCREASED TRAINING COSTS

PERSONNEL

03.18

- CERTIFIED PERSONNEL -

## Evaluation

### DEVELOPMENT OF SYSTEM

The Superintendent shall recommend for approval ~~of by~~ the Board and the Kentucky Department of Education an evaluation system, developed by an evaluation committee, for all certified employees below the level of District Superintendent, which is in compliance with and which shall be implemented consistent with applicable statute and regulation.<sup>1</sup>

### PURPOSES

The purposes of the professional growth and effectiveness ~~evaluation~~ system shall be to: support and improve instruction; provide a measure of performance of all certified school personnel; accountability to citizens; foster professional growth; and to inform ~~support~~ individual personnel decisions.

The District may submit an alternative effectiveness evaluation system to the Kentucky Board of Education for approval.

### REPORTING

The District shall report to KDE the percentage of principals, assistant principals and teachers in each overall performance category and the percentage of tenured teachers on each professional growth plan level.

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### NOTIFICATION

The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the evaluatee's first thirty (30) calendar days ~~month of reporting for employment for each~~ the school year as provided in regulation.

### CONFIDENTIALITY

Evaluation data on individual classroom teachers shall not be disclosed under the Kentucky Open Records Act.

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### REVIEW

All employees shall be afforded an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and he/she shall have the opportunity to submit ~~attach a written response~~ statement to the evaluation instrument be included in the certified employee's personnel record. Both the evaluator and evaluatee shall sign and date the evaluation instrument.

All evaluations shall be maintained in the employee's personnel file.<sup>2</sup>

### APPEAL PANEL

The District shall establish a panel to hear appeals from summative evaluations as required by law.<sup>1</sup>

**Evaluation****ELECTION**

Two (2) members of the panel shall be elected by and from the certified employees of the District. A list ranking alternates, from highest to lowest on the basis of votes received, shall be maintained in the event an elected member cannot serve. The Board shall appoint one (1) certified employee and one (1) alternate certified employee to the panel.

**TERMS**

All terms of panel members and alternates shall be for two (2) years and run from January 1 July 4 to December 31 ~~June 30~~. Members may be reappointed or reelected. Elections are to be held prior to November 30 according to Evaluation Guidelines.

**CHAIRPERSON**

The chairperson of the panel shall be elected by the Appeals Panel.

**APPEAL TO PANEL**

Any certified employee who believes that he or she was not fairly evaluated on the summative evaluation may appeal to the Superintendent within ten (10) school days of the summative conference. The certified employee may review any evaluation material related to him/her. Both the evaluator and the evaluatee shall be given the opportunity to review documents to be given to the Appeals Panel reasonably in advance of the hearing and may have representation of their choosing.

**APPEAL FORM**

The appeal shall be signed and in writing on a form prescribed by the District evaluation committee. The form shall state that evaluation records may be presented to and reviewed by the panel.

**CONFLICTS OF INTERESTS**

No panel member shall serve on any appeal panel considering an appeal for which s/he was the evaluator.

Whenever a panel member or a panel member's immediate family appeals to the panel, the member shall not serve for that appeal. Immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, nephew, niece, grandparent, and corresponding in-laws.

A panel member shall not hear an appeal filed by his/her immediate supervisor.

**BURDEN OF PROOF**

The certified employee appealing to the panel has the burden of proof. The evaluator may respond to any statements made by the employee and may present written records which support the summative evaluation.

**HEARING**

The panel shall hold necessary hearings. The evaluation committee shall develop necessary procedures for conducting the hearing.

**Evaluation****PANEL DECISION**

The panel shall review the complaint, grant a hearing, and deliver its decision to the District Superintendent who shall take whatever action is appropriate or necessary as permitted by law. The panel's written decision shall be issued within fifteen (15) school days from the date an appeal is filed. The panel shall deliberate and issue its written findings within ten (10) school days of the hearing. No extension of that deadline beyond April 25th shall be granted without written approval of the Superintendent.

**SUPERINTENDENT**

The Superintendent shall receive the panel's decision and shall take such action as permitted by law as s/he deems appropriate or necessary. A copy of the Superintendent's decision will be sent to the panel members.

**REVISIONS**

The Superintendent shall submit proposed revisions to the evaluation plan to the Board for its review to ensure compliance with applicable statute and regulation. Upon adoption, all revisions to the plan shall be submitted to the Kentucky Department of Education for approval.

**REFERENCES:**

<sup>1</sup>~~KRS 156.557; 704 KAR 3:370-704 KAR 3:345~~  
703 KAR 5:225  
OAG 92-135, Thompson v. Board of Educ., Ky., 838 S.W.2d 390 (1992)

**RELATED POLICIES:**

<sup>2</sup>03.15, 02.14, 03.16

LEGAL: REVISIONS TO 702 KAR 1:160 REQUIRE INDIVIDUALS IDENTIFIED AS HIGH RISK FOR TB TO UNDERGO EITHER A TB SKIN TEST OR A BLOOD TEST FOR MYCOBACTERIUM TUBERCULOSIS (BAMT). ALSO, MEDICAL EXAMINATIONS MAY BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE MEDICAL EXAMINATION OF SCHOOL EMPLOYEES FORM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.211

- CLASSIFIED PERSONNEL -

### Medical Examination

Through appropriate personnel documents, such as handbooks and/or job applications, employees shall be notified as to who will pay for medical examinations required for initial employment.

#### **BUS DRIVERS**

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical examination on initial employment and each year thereafter in accordance with 702 KAR 5:080. Also, each school bus driver, including substitute drivers on initial employment shall pass a job placement assessment (JPA) protocol.

Before being allowed to drive a bus, the driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties.

#### **OTHER NEWLY EMPLOYED CLASSIFIED PERSONNEL**

As a condition of initial employment, all classified employees (except bus drivers), including substitute employees, shall pass a medical examination as indicated in 702 KAR 1:160. The examination shall be provided by a licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse designated by the Board. If the employee elects to be examined by a private practitioner, the cost of examination shall be borne by the employee.<sup>1</sup>

#### **JOB PLACEMENT ASSESSMENT (JPA)**

Classified employees hired for the following positions shall undergo and pass a job placement assessment (JPA) protocol: transportation department employees, cafeteria employees, maintenance employees, custodial employees and special education instructional assistants. The JPA must be performed by a health care provider designated by the Board and the cost shall be borne by the District.

#### **REPORT REQUIREMENTS**

Unless a new employee is hired after the beginning of the school year, examinations shall be conducted prior to August 1 of the school year in which the person is employed.

Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

The medical examination shall be reported on the form required by Kentucky Administrative Regulation or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or electronic medical record and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

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**Medical Examination****TUBERCULOSIS SCREENING/TESTING**

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. A person who tests positive for TB shall be required to comply with the directives of the Board, local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.<sup>1, 2 & 3</sup>

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**REQUIRED EXAMINATION FOR PRESENT PERSONNEL**

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing. The Board shall bear the cost of this examination.<sup>3</sup>

When an employee cannot pass the JPA or has not been cleared by his or her physician to return to work without restrictions, that employee cannot automatically be transferred to another job classification. Each case will be considered independently to determine whether or not modifications to the job classification are appropriate and in the best interest of student safety and the effective operations of the district.

**SCHOOL TO REPORT**

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.<sup>2</sup>

**MEDICAL CONFIDENTIALITY**

Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee's medical condition.

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

**REFERENCES:**

<sup>1</sup>KRS 161.145; 702 KAR 5:080

<sup>2</sup>702 KAR 1:160, 902 KAR 2:020; KRS 214.181; KRS 214.625

OAG 91-1; ~~OAG 92-131~~

Genetic Information Nondiscrimination Act of 2008  
Americans with Disabilities Act

**RELATED POLICIES:**

<sup>3</sup>03.2234

03.24



LEGAL: THE U.S. LABOR DEPARTMENT CHANGED THE FMLA REGULATION IN KEEPING WITH THE U.S. SUPREME COURT RULING IN UNITED STATES V. WINDSOR. THE NEW REGULATION USES THE "PLACE OF CELEBRATION" RULE FOR THE DEFINITION OF "SPOUSE". THIS RULE ALLOWS ALL COUPLES WHO ARE LEGALLY MARRIED IN THE PLACE OF CELEBRATION (WHETHER SAME SEX OR OPPOSITE SEX) TO QUALIFY AS SPOUSES FOR FMLA PURPOSES EVEN IF THEIR STATE OF RESIDENCE DOES NOT RECOGNIZE SAME SEX OR COMMON LAW MARRIAGES. THIS REGULATION WENT INTO EFFECT MARCH 27, 2015.

FINANCIAL IMPLICATIONS: POSSIBLE NEED FOR SUBSTITUTES AS THIS WILL BROADEN THE NUMBER OF EMPLOYEES WHO MAY QUALIFY FOR FMLA LEAVE

PERSONNEL

03.22322

- CLASSIFIED PERSONNEL -

### Family and Medical Leave

#### REASONS

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, unpaid leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign county of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

#### NOTICES AND DEADLINES

- a. Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave should be made in writing, but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

**Family and Medical Leave****NOTICES AND DEADLINES (CONTINUED)**

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

- b. The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known).

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

**ELIGIBILITY**

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

**RESTRICTIONS**

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

- { When both ~~husband and wife~~spouses are employed by the District, each employee shall be entitled to 12 work weeks of yearly unpaid leave (for an aggregate total of 24 weeks), if the leave is required due to the illness of a child, the illness of the other spouse, or the employee's own illness. If the leave is to care for the birth or adoption of a child or to care for a sick parent, the District shall limit the couple's aggregate leave to a total of 12 weeks.

- { EXCEPTION: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an ~~eligible husband and wife~~spouses are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Unused family and medical leave shall not accumulate from year to year.

**Family and Medical Leave**

**INTERMITTENT LEAVE/REDUCED HOURS**

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

**CONTINUATION OF BENEFITS**

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

**RETURN TO WORK**

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

**NOTICE**

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

**REFERENCES:**

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654  
Title I of the FMLA, as amended by the National Defense Authorization Act  
Code of Federal Regulations, Title 29, Part 825

**RELATED POLICIES:**

03.223, 03.2232, 03.2233, 03.2234, 03.2238, 03.224

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

RECOMMENDED: THIS CHANGE IS TO CLARIFY THAT TAKING PICTURES, VIDEO, OR AUDIO RECORDINGS OF OTHERS MAY RESULT IN VIOLATION OF CONFIDENTIALITY AND PRIVACY AND MAY BE PROHIBITED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.23214

- CLASSIFIED PERSONNEL -

#### Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Employees are permitted to possess cellular telephones and pagers on school premises. Employees having cellular telephones or pagers on campus shall be allowed to use them before and after school as well as during planning time or lunch breaks. Use of these items shall not be permitted during instructional time except in the case of an emergency such as, but not limited to, the health or safety of someone is threatened, the employee serves in the capacity of an active member of a volunteer fire fighting organization, or the employee serves in a volunteer emergency medical services organization.

Cellular phones should never be used by anyone who is in the process of transporting children. If an emergency arises while students are being transported, the driver must stop the vehicle before using a cellular phone.

LEGAL: THIS LANGUAGE IS BEING REMOVED AS IT IS A LEGAL COURT STANDARD THAT IS NOT CONTROLLED BY POLICY AND THE OFFICE OF CIVIL RIGHTS' POSITION IS THAT IT LEADS STAFF OTHER THAN ADMINISTRATORS TO BELIEVE THEY DO NOT HAVE TO ADDRESS ALLEGATIONS OF HARASSMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.262

- CLASSIFIED PERSONNEL -

### Harassment/Discrimination

#### DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee 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.

#### PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

#### DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or a student on the basis any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.

#### GUIDELINES

Employees who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving students or other employees that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. 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. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or 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. ~~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 provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complainants during the investigation.

**Harassment/Discrimination****GUIDELINES (CONTINUED)**

2. A process to identify and employ, within ten (10) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
  - postings in the same location as are documents that must be posted according to state/federal law; and/or
  - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

**PROHIBITED CONDUCT**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy conduct and/or actions that could be considered a violation of this policy include but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
3. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

**Harassment/Discrimination****CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

**APPEAL**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

**RETALIATION PROHIBITED**

No one shall retaliate against an employee or student because s/he files a written 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 this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

**Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.212, 03.2325 and/or 09.422.

**REFERENCES:**

- 42 USC 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344
- 29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
- 20 U.S.C. 1681, Education Amendments of 1972, Title IX
- 34 C.F.R. 106.1-106.71, U. S. Department of Education Office for Civil Rights Regulations Implementing Title IX
- Genetic Information Nondiscrimination Act of 2008
- KRS 161.164 (re discrimination based on political opinions/affiliations)

**RELATED POLICIES:**

03.212, 03.2325, 03.26, 09.422, 09.42811



LEGAL: 2 C.F.R. 200.318 REQUIRES THAT SCHOOL DISTRICTS HAVE A CODE OF CONDUCT FOR PROCUREMENT USING FEDERAL FUNDS. THIS CONFLICT OF INTEREST LANGUAGE SPEAKS TO THAT REQUIREMENT.  
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.<sup>1</sup> 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.<sup>2</sup>

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.<sup>4</sup>

#### FEDERAL AWARDS/CONFLICT OF INTEREST

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.<sup>8</sup>

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. In determining whether an activity constitutes an impermissible acceptance of a gratuity or item of monetary value, the definition of "gratuity" (covering anything of more than fifty dollars [\$50] value) set forth in KRS 45A.445 shall apply. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

#### 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.

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**Purchasing****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.<sup>3</sup>

**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.<sup>8</sup>

**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.

**SMALL PURCHASES**

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00.<sup>5</sup>

**ADVERTISEMENT OF BIDS**

All notice of invitations for bids shall be published under the legal section of the local newspaper.<sup>6</sup>

**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.<sup>7</sup>

**Purchasing**

**REFERENCES:**

<sup>1</sup>KRS 45A.343

<sup>2</sup>KRS 45A.070; KRS 160.290; KRS 45A.380

<sup>3</sup>KRS 160.303; 200 KAR 5:400; KRS 45A.494

<sup>4</sup>KRS 156.076

<sup>5</sup>KRS 45A.385

<sup>6</sup>KRS 45A.365

<sup>7</sup>KRS 160.380

<sup>8</sup>2 C.F.R. 200.3187-C.F.R. 240.21 and 7 C.F.R. 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

## KENTON COUNTY BOARD OF EDUCATION

## FACILITY USE CONTRACT

This agreement made by and between the Kenton County Board of Education.

\_\_\_\_\_ acting as school representative or Superintendent/designee (Circle one)

authorized so to act by direction of the Board of Education and \_\_\_\_\_

hereinafter referred to as "user" of the school facilities hereinafter described. The user is a: (Check One):

\_\_\_\_\_ profit organization \_\_\_\_\_ non-profit organization/FEIN # \_\_\_\_\_

Category of user (1-5) \_\_\_\_\_ (Final determination of category is made by Superintendent/designee).

WITNESSETH:

The school designee does hereby agree to permit user to utilize certain school facilities more particularly described as follows: \_\_\_\_\_

\_\_\_\_\_

at the following times and dates: \_\_\_\_\_

subject to the following terms and conditions:

1. 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 of Education 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.

2. The use of these school facilities shall be in compliance with all laws and regulations and the terms and conditions of the Kenton County Board of Education policies, specifically including Board Policy 05.3, the terms of which are incorporated herein by reference.
3. The reserved time/date for use by user may be cancelled or preempted by Principal or Superintendent / designee and permissions for use may be terminated without cause by notice from Principal or designee.
4. User is responsible for the conduct of its participants or guests.
5. There shall be no transfer or assignment of this agreement, nor any profit making or commercial venture subject to this use.
6. 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.
7. 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. **Campuses will be cleared for school use only.**
8. 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.
9. The user agrees to hold harmless and defend the Kenton County Board of Education, its employees and agents, for any claim, liability, damage, loss, or expense resulting from the utilization of the facilities used hereunder.
10. The user agrees to provide liability insurance coverage for its use of the facilities including the following minimum amounts:

The liability insurance certificate is required to include the following minimum amounts:

\$2,000,000 General Liability coverage in the aggregate

\$1,000,000 General Liability coverage per occurrence

~~\$5,000 medical expense per person and does not exclude participants in the lessee's activities~~

The Kenton County Board of Education is noted as additional insured

A copy of the liability policy or declaration of coverage must be attached to this contract.

11. An orientation has been provided.

(Please initial) \_\_\_\_\_ user \_\_\_\_\_ school representative

**Applicable Fees:**

Rental fee: \_\_\_\_\_ per hr. (min 2 hours) Rental fee total: \_\_\_\_\_

Custodial fee\*: \_\_\_\_\_ per hr. (min 2 hours) Custodial fee total: \_\_\_\_\_

Supervisory fee \*: \_\_\_\_\_ per hr. (min 2 hours) Supervisory fee total: \_\_\_\_\_

Equipment fee \*: \_\_\_\_\_ Equipment fee total: \_\_\_\_\_

Other fees \*: \_\_\_\_\_ Other fees total: \_\_\_\_\_

~~\* If supervisory/custodial fees apply, they must be paid as a security deposit at the time of contract signing.~~ \_\_\_\_\_ 50% of total fees to be paid as security deposit at

contract signing; remainder to be paid within two weeks after contracted event.

Total Fees: \_\_\_\_\_

Deposit: \_\_\_\_\_

**Checks are payable to Kenton County Board of Education**

**Supervision / Custodial Support Details:**

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

**Misc. Considerations:**

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

Name of School: \_\_\_\_\_

\_\_\_\_\_  
Name of Renting Organization "User"

\_\_\_\_\_  
Name of "User" Representative (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
( )

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

If responsible individual is other than then the "User" whose signature appears on this page below, please identify that individual. Responsible individual will be in attendance during entire use of facility.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

IN WITNESS WHEREOF the principal or Superintendent/designee for and on behalf of the Board of Education and the user hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Contracts for recurring events expire on June 30<sup>th</sup> of the school year.

\_\_\_\_\_  
Signature of "User" Representative

\_\_\_\_\_  
Principal/school representative\* / Superintendent/designee\*

\*Principal has reviewed this contract \_\_\_\_\_

LEGAL: SB 39 REQUIRES THE BEST AVAILABLE SEVERE WEATHER SAFE ZONES TO BE DETERMINED IN CONSULTATION WITH STATE AND LOCAL SAFETY OFFICIALS AND GUIDED BY PRINCIPLES SET FORTH BY THE NATIONAL WEATHER SERVICE AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SCHOOL FACILITIES

05.4

### Safety

#### BOARD TO ADOPT PLAN

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's code of acceptable behavior and discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. Employment practices and employee management;
2. School facility design, maintenance and usage;
3. Safety and security procedures, orientation and training in use and management of equipment and facilities;
4. Supervision of students;
5. Compliance with state and federal safety requirements;
6. Regularly scheduled reports to the Board concerning implementation of the plan and its effects on District students, personnel and operations.
7. Emergency/crisis intervention;
8. Community involvement.

#### SCHOOL EMERGENCY PLANNING

The school council or, if none exists, the Principal shall adopt an emergency plan for the school that shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

Following the end of each school year, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and shall document the date and time.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:



**Safety****SCHOOL EMERGENCY PLANNING (CONTINUED)**

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

**PRECAUTIONS**

Precautions will be taken for the safety of the students, employees, and visitors.

**REPORTING HAZARDS**

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

**COMMUNICATION SYSTEM**

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

**REFERENCES:**

~~KRS 158.162~~  
KRS 158.148; ~~KRS 158.162~~; ~~KRS 158.164~~; KRS 158.445  
KRS 160.290; KRS 160.445  
KRS 311.667; KRS 411.148

**RELATED POLICIES:**

03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47  
09.22; 09.221; 09.4 (entire section)

LEGAL: SB 39 REQUIRES THE BEST AVAILABLE SEVERE WEATHER SAFE ZONES TO BE DETERMINED IN CONSULTATION WITH STATE AND LOCAL SAFETY OFFICIALS AND GUIDED BY PRINCIPLES SET FORTH BY THE NATIONAL WEATHER SERVICE AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

#### SCHOOL FACILITIES

05.42

### Severe Weather/Tornado Drills

#### PROCEDURE SYSTEM

To maintain the safety and care of students and employees, a severe weather/tornado emergency procedure system shall be established to include, but not be limited to, the following components:

1. A school building disaster plan that provides for a drop procedure and safe area evacuation practices;
2. Designation of the best available safe zones for each facility, in consultation with local and state safety officials and informed by guiding principles set forth by the national Weather Service and the Federal Emergency Management Agency that have been reviewed by local fire marshal or fire chief as part of the school emergency planning process and posted in each room of the school;
3. Protective measures to be taken before, during, and following severe weather/tornado; and
4. Training of staff and students in the system, including use of a drop procedure.

#### TIMES FOR DRILLS

Severe weather/tornado and safe area evacuation drills are to be held during the first thirty (30) instructional days of the school year and in January. Designated school primary and secondary evacuation routes are to be posted by any doorway used for evacuation.

#### IMPLEMENTATION

The Principal is responsible for implementing this policy.

#### REFERENCES:

KRS 158.162  
KRS 158.163

#### RELATED POLICY:

05.4

LEGAL: HB 315-THE 2015 GENERAL ASSEMBLY AMENDED KRS 189.125 TO REQUIRE THAT CHILDREN UNDER AGE 8 AND BETWEEN 40 AND 57 INCHES TALL BE PROPERLY SECURED IN CHILD BOOSTER SEATS WHEN BEING TRANSPORTED IN CERTAIN VEHICLES. ANY CHILD 57 INCHES OR TALLER DOES NOT HAVE TO BE SECURED IN A BOOSTER SEAT, NO MATTER THE AGE OF THE CHILD.

FINANCIAL IMPLICATIONS: COST OF ADDITIONAL BOOSTER SEATS

## TRANSPORTATION

06.2

### Safety

#### DEVELOPMENT OF PROGRAM

The Superintendent shall develop a transportation safety program as required by applicable law and administrative regulation. Appropriate safety information shall be disseminated annually in writing to employees, parents, and pupils of the school District.

#### BOOSTER SEATS

When students who are under ~~seven-eight~~ (78) years old and between forty (40) and ~~fifty-seven~~ (5057) inches in height are transported in District-owned or leased vehicles designed for ~~ten-nine~~ (402) or fewer passengers, they shall be properly secured in a child booster seat. Per KRS 189.125, a child of any age who is greater than fifty-seven (57) inches in height is not required to be secured in a booster seat.

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#### REFERENCES:

KRS 158.110  
KRS 189.125  
702 KAR 5:030  
702 KAR 5:060  
702 KAR 5:080

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#### RELATED POLICY:

06.12

LEGAL: THIS CHANGE IS TO CLARIFY THAT A SERVICE ANIMAL MUST BE ALLOWED ON DISTRICT  
TRANSPORTATION WITHOUT MEDICAL DOCUMENTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.342

### Hazards in and on Bus

#### PROHIBITED ITEMS

Passengers shall not bring an object on the school bus that may block the bus aisles or exits.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or other explosive materials of any type;
3. Live animals; Note: except for an animal that is not a risk to other bus riders and that is necessary to enable a person to safely utilize the bus transportation as documented by adequate medical evidence, or required by a student's Individual Education or Section 504 Plan, or a service animal and that is not a risk to other bus riders, shall be allowed on the bus.
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus; or
5. Glass objects or helium balloons.

#### REFERENCES:

KRS 158.110  
702 KAR 5:080  
702 KAR 5:150  
Individuals with Disabilities Education Improvement Act of 2004  
Section 504 of Rehabilitation Act of 1973  
Americans with Disabilities Act

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LEGAL: THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 PUTS IN PLACE PROFESSIONAL STANDARDS FOR STATE AND LOCAL SCHOOL NUTRITION PERSONNEL. THESE GO INTO EFFECT JULY 1, 2015.

FINANCIAL IMPLICATIONS: POSSIBLE SALARY IMPLICATIONS

LEGAL: IN ADDITION, SCHOOL NUTRITION AUDITORS ADVISE THAT ALL FNS ASSISTANCE PROGRAMS MUST NOTIFY PARTICIPANTS OF THEIR RIGHT TO FILE A COMPLAINT AND HOW TO DO SO. THIS LINK AND MAILING ADDRESS SPEAK TO THOSE REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SUPPORT SERVICES

07.1

### Food/School Nutrition Services

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations.

#### SCHOOL LUNCH PATTERN

Cafeterias shall provide complete hot or cold meals as defined by federal regulations.

#### FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

Each school shall have a lunchroom manager under the supervision of the Principal and direction of the Food Service/School Nutrition Program Director.

#### ANNUAL REPORT/PUBLIC FORUM

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District. The Board shall review the annual report at the regular meeting scheduled in November.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

#### DISCRIMINATION COMPLAINTS

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

~~In compliance with state and federal requirements, the Superintendent/designee shall develop a process to address complaints of alleged discrimination in the delivery of benefits or services in the District's school nutrition program, whether received in written or verbal form.~~

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

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

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District personnel shall assist parents/guardians and students wishing to file a complaint.

**Food/School Nutrition Services****SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

**MEAL PAYMENT**

Parents are encouraged to pay for meals in advance with cash, checks, or on-line with a debit or credit card. The on-line payment system (Mealpay) can be found by going to the Kenton County Schools website at [www.kenton.kyschools.us](http://www.kenton.kyschools.us).

Charging meals is allowed to cover the situation of a student occasionally losing or forgetting meal money. This service is not designed or intended to provide a credit service for continuous charging and collection of student meals. Under no circumstances can a-la-carte items be charged.

Adults shall not be permitted to charge meals or a la carte items.

Food Service funds shall not be used to collect outstanding meal charges.

**BOARD FUNDS NOT ALLOCATED**

The Board does not allocate funds derived from local tax, state funds, or any other source of funds intended for instructional purposes to subsidize the operation of the school-lunch program.

**REFERENCES:**

- | KRS 156.160; ~~KRS 156.502~~
- | KRS 158.852; KRS 158.856
- | KRS 160.290
- | 702 KAR 6:010; 702 KAR 6:020
- | 702 KAR 6:040; 702 KAR 6:045; 702 KAR 6:050
- | 702 KAR 6:060; 702 KAR 6:075; 702 KAR 6:090
- | 7 C.F.R. §210.23, 7 C.F.R. §210.30; FNS Instruction 113
- | Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

RECOMMENDED: THIS LANGUAGE IS BEING MOVED TO THE BOARD WELLNESS POLICY 09.2 SO THAT IT IS EASIER TO LOCATE WHEN FOOD SERVICE AUDITS TAKE PLACE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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 all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Lunch Act and the Child Nutrition Act.

"School-day" means the period of time 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.

#### NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

Fund-raising activities held off of the school campus or not during the school day are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

#### ~~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 POLICIES:

07.12  
09.2

LEGAL: 2 C.F.R. 200.318 REQUIRES THAT SCHOOL DISTRICTS HAVE A CODE OF CONDUCT FOR PROCUREMENT USING FEDERAL FUNDS. THIS CONFLICT OF INTEREST LANGUAGE, ORIGINALLY LOCATED IN 07.13 AP.1 FOR DISTRICTS IN THE KSBA PROCEDURE SERVICE, SPEAKS TO THAT REQUIREMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.13

### School Nutrition Procurement

#### **OPEN BIDDING**

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in Policy 04.32 in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

#### 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.

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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:

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a) District employee, officer, or agent;

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b) Any member of his/her immediate family;

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c) His/her partner;

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d) An organization that employs or is about to employ one of the above.

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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. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" (covering anything of more than fifty dollars [\$50] value) set forth in KRS 45A.445 shall apply.

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3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

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4. The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.

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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.

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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.

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SUPPORT SERVICES

07.13  
(CONTINUED)

**School Nutrition Procurement**

**REFERENCES:**

~~7 CFR 3016.36~~  
~~7 CFR 210.24~~ 2 C.F.R. 200.318  
2 C.F.R. 200.320  
KRS 160.290  
KRS 424.260  
KRS 45A.345 – KRS 45A.460  
702 KAR 6:010

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**RELATED POLICY:**

04.32

LEGAL: THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 PUTS IN PLACE PROFESSIONAL STANDARDS FOR STATE AND LOCAL SCHOOL NUTRITION PERSONNEL. THESE GO INTO EFFECT JULY 1, 2015.  
FINANCIAL IMPLICATIONS: POSSIBLE SALARY IMPLICATIONS

#### SUPPORT SERVICES

07.16

#### Food Service/School Nutrition Employees

##### FOOD SERVICE/SCHOOL NUTRITION EMPLOYEES

All food service/school nutrition employees shall meet the qualifications of and be in compliance with the responsibilities noted in federal regulation or 702 KAR 6:045, whichever is most stringent.<sup>1</sup> In addition, food service/school nutrition program directors and school cafeteria managers shall meet training and credential requirements specified in statute.<sup>2</sup>

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##### REFERENCES:

<sup>1</sup>702 KAR 6:045; 7 C.F.R. §210.30

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<sup>2</sup>KRS 158.852

KRS 156.160

KRS 161.011

##### RELATED POLICIES:

See Section 03.2

07.1

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RECOMMENDED: THE STATE'S REQUEST FOR A FOUR (4) YEAR NCLB WAIVER EXTENSION HAS BEEN GRANTED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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.

~~Pending renewal of~~Because the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following section is waived through the 2018-2019 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.<sup>1</sup>

The District shall post on the District/school web site(s) information about available supplemental educational services in keeping with federal regulatory requirements.

#### **REFERENCES:**

- <sup>1</sup>P. 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: THE FEDERAL COMMUNICATIONS COMMISSION (FCC) ISSUED "E-RATE MODERNIZATION ORDERS" AND MADE REGULATORY CHANGES INCREASING THE RETENTION REQUIREMENTS FOR E-RATE DOCUMENTS RELATED TO THE APPLICATION FOR, RECEIPT, AND DELIVERY OF SUPPORTED SERVICES FROM FIVE (5) YEARS TO TEN (10) YEARS EFFECTIVE JULY 1, 2015.  
FINANCIAL IMPLICATIONS: ADDITIONAL RECORDS STORAGE COSTS; NOTE TO DISTRICT: THERE MAY BE POTENTIAL FUNDING IMPLICATIONS AS SUPPORTS FOR E-RATE SERVICES ARE PHASED OUT.

CURRICULUM AND INSTRUCTION

08.2323

### Access to Electronic Media

(Acceptable Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

#### **SAFETY PROCEDURES AND GUIDELINES**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

**Access to Electronic Media**

(Acceptable Use Policy)

**PERMISSION/AGREEMENT FORM**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

**EMPLOYEE USE**

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.

**Access to Electronic Media**

(Acceptable Use Policy)

**EMPLOYEE USE (CONTINUED)**

5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

**COMMUNITY USE**

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

**DISREGARD OF RULES**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

**RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

**Access to Electronic Media**

(Acceptable Use Policy)

**RESPONDING TO CONCERNS**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

**AUDIT OF USE**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

**TEACHER AND STUDENT OWNED COMPUTERS**

The District appreciates the fact that employees are willing to bring in personally owned computer equipment to be used for schoolwork and student use. However, several items must be addressed when connecting a non-KETS standard device to the District's network;

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student or staff member who brings privately owned computers and/or other technological devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Any damage to the equipment is the responsibility of the individual. No privately owned computers, printers, or other devices may be attached to the District's network unless District technology department personnel have authorized the addition. All privately owned computers attached and/or connected to the District's network are treated as District computers. Any device that runs Palm OS, Windows CE or Pocket PC is considered a computer.

Software residing on privately owned computers must be personally owned. All devices must include anti-virus software as necessary.

**Access to Electronic Media**

(Acceptable Use Policy)

**TEACHER AND STUDENT OWNED COMPUTERS (CONTINUED)**

District technicians will not service or repair any computer not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the District technology department to be for personal use will be supported by District level personnel. If personal software interferes with the District network software or hardware, a technician may remove the personal software from the computer. Any damage caused by use in the District is the responsibility of the owner.

Technology peripherals (printers, scanners, projectors, etc.) purchased privately to be used in the school system must also be maintained by the owner. Purchasing perishable supplies to be used in equipment not owned by the District is the owner's responsibility.

The District retains the right to determine where and when privately owned equipment may be plugged into the network. The student/staff member is responsible for the security of the equipment when it is not being used. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.

A privately owned computer can be connected to the District's network, including access to the Internet, under the following conditions:

1. The connection has been approved and performed by the District technology department.
2. Use of the computer must adhere to this policy.
3. File storage on the network from privately owned computers is limited to schoolwork only.
4. The individual must supply all necessary hardware/software and cabling to connect to the network.
5. Privately owned computers must be running virus detection software prior to accessing the network or Internet.

For privately owned computers being used in District facilities, the District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the computer are consistent with this policy.
3. Log network use and monitor storage disk space utilized by such users.
4. Deem what is appropriate use.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in District facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating this policy.



**Access to Electronic Media**

(Acceptable Use Policy)

**RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least ~~five-ten~~ (5)10 years after the last day of service in a particular funding year.

**REFERENCES:**

KRS 156.675; KRS 365.732; KRS 365.734  
701 KAR 5:120  
16 KAR 1:020 (Code of Ethics)  
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520  
Kentucky Education Technology System (KETS)  
47 C.F.R. 54.516

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**RELATED POLICIES:**

03.13214/03.23214; 03.1325/03.2325; 03.17/03.27  
08.1353; 08.2322  
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261  
10.5

LEGAL: 702 KAR 7:140 HAS BEEN REVISED ESTABLISHING THE REQUIREMENTS FOR SCHOOL DISTRICTS TO FOLLOW REGARDING SCHOOL CALENDARS.  
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 Board, upon recommendation of the Superintendent, shall adopt a school calendar prior to each upcoming school year that establishes or includes:~~ 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~~ Days on which students are scheduled to receive instruction at school within designated start and dismissal times (student attendance days) and the length of each student attendance days in accordance with KRS 158.060,
4. ~~A minimum school term of not less than one hundred eight-five (185) days composed of student attendance days, teacher professional days, and holidays,~~
5. ~~A student instructional year of at least one thousand sixty-two (1062) hours of instructional time or not less than one-hundred seventy (170) student attendance days,~~
- 4-6. Instructional time required for kindergarten per KRS 157.320 if in excess of the minimum three (3) hours of daily instruction,
7. Any instructional time to be banked to make up for full days that may be missed due to an emergency,
8. ~~Days in addition to the student instructional year for the make-up of instructional time missed due to emergency equal to the greatest number of days missed system-wide over the preceding five (5) school years, and~~
- 5-9. Days on which schools shall be dismissed, and

#### ADDITIONAL REQUIREMENTS

A testing window in accordance with KRS 158.6453 and KRS 164.302 to accommodate state-mandated assessments ~~shall also be included.~~

The Board may schedule days for breaks in the calendar that shall not be counted as part of the minimum school term student instructional year.

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.

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**School Calendar****AMENDING THE CALENDAR**

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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.

**EMERGENCY WAIVERS**

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Emergency day waivers may be requested if the District has missed more than twenty (20) regular student attendance days and demonstrates that an extreme hardship will result if not granted the waiver. Board requests for District-wide emergency day waivers shall be submitted to the Commissioner.

**REFERENCES:**

702 KAR 7:130; 702 KAR 7:140  
KRS 2.190; KRS 118.035  
~~KRS 157.320; KRS 157.360; KRS 158.070~~  
~~KRS 158.070; KRS 158.6453~~

LEGAL: 702 KAR 7:140 HAS BEEN REVISED TO REQUIRE UP-TO-DATE MASTER (BELL) SCHEDULES FOR EACH SCHOOL IN THE DISTRICT TO BE ON FILE IN THE CENTRAL OFFICE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.31

### Student Attendance Day

#### STUDENT ATTENDANCE DAY

The length of the student attendance day designated by the Board shall provide students with no less than the minimum number of student attendance days/hours required by law. The Board may request approval of an alternative school calendar based on procedures set out in Kentucky Administrative Regulations.

#### EXCEPTIONS

The Board shall provide a preschool education program in compliance with applicable statutes and administrative regulations.

Except for schools where full-day kindergarten service is provided, the student attendance day for kindergarten students shall be one-half (1/2) day (either morning or afternoon), five (5) days a week for a full school year.

Students with disabilities and students attending primary school may attend less than six (6) hours per day under programs approved by the Board and the Commissioner of Education.<sup>1</sup>

#### MASTER SCHEDULE

An up-to-date master (bell) schedule shall be on file in each school and up-to-date master (bell) schedules for each school shall be on file in the District's central office.

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#### REFERENCES:

<sup>1</sup>KRS 158.060  
KRS 157.320  
KRS 157.360  
KRS 158.030; KRS 158.070  
702 KAR 7:125  
702 KAR 7:140

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#### RELATED POLICIES:

08.1112  
08.1114

RECOMMENDED: THE STATE'S REQUEST FOR A FOUR (4) YEAR NCLB WAIVER EXTENSION HAS BEEN GRANTED.  
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.<sup>1</sup>

#### 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.<sup>2</sup>

\*Because the Kentucky request to the U. S. Dept. of Education for flexibility was granted, this reason is waived through the 2018-2019 school year.

#### REFERENCES:

<sup>1</sup>KRS 159.070; OAG 80-394

<sup>2</sup>P. L. 107-110 (No Child Left Behind Act of 2001)

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROP-OUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR.  
FINANCIAL IMPLICATIONS: ADDITIONAL STUDENTS MAY REQUIRE ADDITIONAL STAFFING AND RESOURCES

STUDENTS

09.111

### Transfers and Withdrawals

#### TEACHER TO ASCERTAIN REASON

When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.<sup>1</sup>

#### REPORT TO DPP

The teacher shall immediately report the withdrawal and the reason for it to the Superintendent's office (Director of Pupil Personnel).

#### CHANGE OF RESIDENCE

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.<sup>1</sup>

#### MISSING CHILDREN

The Director of Pupil Personnel shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.<sup>1</sup>

#### PERMISSION REQUIRED

~~Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate his/her education prior to graduation, s/he shall comply with the requirements of KRS 159.010.~~

~~A written permission for withdrawal shall be required from the parent, guardian, or other person residing in the state and having custody or charge of the student before the unmarried student may withdraw.~~

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday.<sup>2</sup>

~~Beginning with the 2015-2016 school year, s~~Students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.<sup>2</sup>

#### FOLLOW-UP BY DISTRICT PERSONNEL

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student between the ages of sixteen (16) and eighteen (18) who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.<sup>2</sup>

STUDENTS

09.111  
(CONTINUED)

**Transfers and Withdrawals**

**REFERENCES:**

<sup>1</sup>KRS 159.170; KRS 158.032

<sup>2</sup>KRS 159.010; KRS 159.020

**RELATED POLICY:**

09.122

LEGAL: SB 201 OF THE 2015 GENERAL ASSEMBLY AMENDED KRS 158.030 TO ENSURE TUITION CHARGED TO A STUDENT WHO IS ALLOWED TO ENROLL IN A PRIMARY SCHOOL PROGRAM BEFORE MEETING THE AGE REQUIREMENT IS THE SAME AS THE TUITION CHARGED TO A STUDENT WHO MEETS THE AGE REQUIREMENT; STUDENTS ENROLLED UNDER THIS POLICY SHALL BE INCLUDED IN THE SCHOOL'S AVERAGE DAILY ATTENDANCE FOR PURPOSES OF SEEK FUNDING.

FINANCIAL IMPLICATIONS: WILL HAVE A POSITIVE IMPACT ON DISTRICT BUDGETS

STUDENTS

09.121

### **Entrance Age**

#### **PRESCHOOL**

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled, and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.

Children at risk of educational failure who are four (4) by August 1 may enter preschool. All other four (4) year old children may be served to the extent placements are available.<sup>1</sup>

#### **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.<sup>3</sup> 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.<sup>2</sup>

#### **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:



**Entrance Age****CRITERIA FOR EARLY ENTRANCE (P1) (CONTINUED)**

1. A score at or above the 95th percentile on Developmental Indicators for the Assessment of Learning (DIAL-4);
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.

Any tuition amounts charged to students permitted early entry under this Policy shall be the same as that charged to other tuition paying students who meet statutory age requirements.

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**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.<sup>4</sup>

**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:**

- <sup>1</sup>KRS 157.3175; 2014 Budget Bill
- <sup>2</sup>KRS 158.030
- <sup>3</sup>KRS 157.226; KRS 159.030
- <sup>4</sup>KRS 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 POLICIES:**

- | 09.124
- 09.126 (re requirements/exceptions for students from military families)

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROP-OUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR.  
FINANCIAL IMPLICATIONS: ADDITIONAL STUDENTS MAY REQUIRE ADDITIONAL STAFFING AND RESOURCES

STUDENTS

09.122

### Attendance Requirements

#### COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and ~~sixteen-eighteen (18)~~6, except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.<sup>1</sup>

~~Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate education prior to graduation, s/he shall confer with the Principal or designee, and s/he shall secure written permission from her/his parents, guardian, or other person residing in the state and having custody or charge of the student.<sup>1</sup> (See Board Policy 09.111.)~~

#### EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.<sup>2</sup>

#### PHYSICIAN'S STATEMENT REQUIRED

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.<sup>2</sup>

#### EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,<sup>2</sup> or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.<sup>3</sup>

**Attendance Requirements****EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.<sup>4</sup> (See policy 09.36)
4. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.<sup>4</sup>
5. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.<sup>4</sup>
6. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.<sup>5</sup>

**REFERENCES:**<sup>1</sup>KRS 159.010; OAG 85-55<sup>2</sup>KRS 159.030<sup>3</sup>KRS 159.035; OAG 79-68, OAG 79-539, OAG 87-40; OAG 97-26<sup>4</sup>702 KAR 7:125<sup>5</sup>KRS 158.070

KRS 158.240

KRS 159.180; KRS 159.990

**RELATED POLICIES:**

08.131; 08.1312

09.111; 09.123; 09.36

LEGAL: CHANGES TO 7 C.F.R. PARTS 210 AND 220 REQUIRE DISTRICT WELLNESS POLICIES TO INCLUDE SPECIFIC REPORTING OF PROGRESS TO BE DONE ANNUALLY AND ASSESSMENTS TO BE DONE EVERY THREE (3) YEARS. ALSO, EACH SCHOOL WILL DEVELOP A WELLNESS PLAN.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED  
RECOMMENDED: ADDED LANGUAGE WILL AID USERS IN FINDING OTHER POLICY LANGUAGE RELATED TO WELLNESS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## STUDENTS

09.2

### Student Welfare and Wellness

The health and safety of pupils shall be a priority consideration in all Board decisions.

The Board is committed to providing school environments that promote and protect student health, well-being, and ability to learn by supporting healthy eating and physical activity. To this end, the Board supports school efforts to implement the following:

- To the maximum extent practicable, schools will participate in available federal school meal programs.
- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.
- ~~Schools will engage all students in physical activities on a regular basis as provided by the School-Based Decision-Making Council policy. The council of each school shall adopt a policy to be implemented by the Principal in the areas specified in KRS 160.345, Sec. 11. Each council of a school containing grades K-5 shall develop and implement a wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students. The policy may permit physical activity to be considered part of the instructional day in addition to the regularly scheduled Physical Education curriculum, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. Each school council shall adopt an assessment tool to determine each child's level of physical activities on an annual basis. The policy developed by the council shall comply with provisions required by federal law, state law, and local board policy.~~
- ~~All students will have opportunities, support, and encouragement to be physically active on a regular basis as provided by school/council policy.~~
- ~~Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.~~

### NUTRITION EDUCATION AND PROMOTION AND EDUCATION, PHYSICAL ACTIVITY, AND OTHER SCHOOL-BASED ACTIVITIES

~~Each school is encouraged to set measurable goals in providing to provide nutrition education and engaging in nutrition promotion that is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health in both health classes and regular classroom settings to positively influence lifelong eating behaviors.~~

**Student Welfare and Wellness****NUTRITION GUIDELINES FOR ALL FOODS**

Each school is to follow minimum federal and state nutrition standards. Below is suggested language for the District to choose from to reach District specific desired outcomes:

- Foods and beverages sold during the school day shall be done in accordance with state and federal regulations and Board Policies 07.111 and 07.12.
- Foods and beverages sold or served at school shall be consistent with the federal regulations for school meal nutrition standards. Nutrition guidelines for all foods and beverages served or sold on campus shall be maintained by the Superintendent/designee and made available upon request. The Superintendent shall designate an individual or individuals to monitor compliance of beverages and food sold ala carte with state and federal nutrition requirements.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.

**PHYSICAL ACTIVITIES**

Schools with K-5 organization, or any configuration thereof, shall include in their wellness policy, moderate to vigorous physical activity each day in accordance with KRS 160.345 and Board Policy 02.4241.

**SCHOOL WELLNESS PLANS**

After reviewing guidelines set out in District Policy 09.2, each school shall develop a Wellness Plan detailing how those guidelines shall be incorporated in the school.

**EVALUATION AND ENFORCEMENT****Leadership:**

The Superintendent/designee will monitor compliance with this and related policies. At the school level, the Principal/designee will monitor compliance with those policies in his/her school and will report on the school's compliance as directed by the Superintendent/designee.

The District shall form a District Wellness Committee and actively seek A process shall be implemented to engage students, parents, physical and/or health education teachers, school food service professionals, school health professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing this policy.

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**Student Welfare and Wellness****EVALUATION AND ENFORCEMENT (CONTINUED)****Annual Progress Report:**

The District shall inform and update the public annually on the content and progress of implementation of its school wellness efforts. The report shall include:

1. The District website and/or other information on how the public can access copies of school and District Wellness Policies;
2. A summary of each school's wellness events and/or activities;
3. A description of each school's progress in meeting the school wellness goals;
4. Contact information for the leader(s) of the Wellness Committee; and
5. Information on how individuals can get involved.

**ASSESSMENT**

The District shall periodically measure and make available to update the public once every three (3) years at a minimum, on the content and progress of implementation of its school wellness efforts. The report shall include:

1. Extent to which the District is in compliance with this policy;
2. A comparison of how the District measures up to model wellness policies provided by recognized state and national authorities; and
3. A description of the measurable progress made towards reaching goals of the District wellness policy and addressing any gaps identified in the wellness report for the previous year.

**REFERENCES:**

KRS 158.850; KRS 158.854  
702 KAR 6:090  
P. L. 111-296  
7 C.F.R. Part 210  
7 C.F.R. Part 220  
U. S. Dept. of Agriculture's Dietary Guidelines for Americans

**RELATED POLICIES:**

02.4241, 07.1, 07.111, 07.12

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LEGAL: REVISIONS TO 702 KAR 1:160 ALLOW STUDENT HEALTH CARE EXAMINATIONS TO BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE APPROPRIATE FORM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.211

### **Health Care Examinations**

All pupils shall undergo ~~preventative~~preventive student health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms ~~or an electronic medical record that includes all of the data equivalent to that on the appropriate forms~~ required by state regulation.<sup>1</sup>

#### **IMMUNIZATIONS**

The immunization certificate form required by 702 KAR 1:160 shall be on file within two (2) weeks of a student's enrollment in school.<sup>1, 2 & 3</sup>

Forms relating to exemptions from immunization requirements shall be available at each school.

Immunization certificates shall be kept current.<sup>1</sup>

#### **REFERENCES:**

<sup>1</sup>KRS 156.160; 702 KAR 1:160

<sup>2</sup>KRS 214.036; KRS 214.034

<sup>3</sup>KRS 158.035

902 KAR 2:060; 902 KAR 2:090

OAG 82-131

Health Services Reference Guide, Kentucky Department of Education

#### **RELATED POLICIES:**

09.121

09.126 (re requirements/exceptions for students from military families)



LEGAL: REVISIONS TO 702 KAR 1:160 REQUIRE A BOARD TO MAINTAIN PROOF THAT ALL UNLICENSED SCHOOL PERSONNEL WHO HAVE ACCEPTED DELEGATION TO PERFORM MEDICATION ADMINISTRATION HAVE BEEN TRAINED AS ALLOWED BY KRS 158.838.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.22

### **Student Health and Safety**

#### **PRIORITY**

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

#### **HEALTH SERVICES TO BE PROVIDED**

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.<sup>1</sup>

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under KRS 158.838.

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

#### **SAFETY PROCEDURES**

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision and also shall identify measures to be taken in the event of a crisis situation.

#### **SUICIDE PREVENTION**

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of self-study review of suicide prevention materials.<sup>3</sup>

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.<sup>2</sup>

STUDENTS

09.22  
(CONTINUED)

**Student Health and Safety**

**REFERENCES:**

<sup>1</sup>KRS 156.501; KRS 156.502; 702 KAR 1:160

<sup>2</sup>KRS 156.095

<sup>3</sup>KRS 158.070

KRS 156.160

KRS 158.836; KRS 158.838

702 KAR 5:030; 704 KAR 4:020

**RELATED POLICY:**

09.2241

LEGAL: REVISIONS TO 702 KAR 1:160 REQUIRE THAT WHEN ENROLLED STUDENTS, FOR WHOM DOCUMENTATION UNDER KRS 158.838 (2) OR (7) HAS BEEN PROVIDED TO THE SCHOOL, ARE PRESENT DURING SCHOOL HOURS OR AS PARTICIPANTS IN SCHOOL-RELATED ACTIVITIES, A SCHOOL EMPLOYEE WHO HAS BEEN APPROPRIATELY TRAINED TO ADMINISTER OR ASSIST WITH THE SELF-ADMINISTRATION OF GLUCAGON, INSULIN, OR SEIZURE RESCUE MEDICATIONS SHALL BE PRESENT.

FINANCIAL IMPLICATIONS: POSSIBLE ADDITIONAL STAFFING

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.

When enrolled students, for whom documentation under KRS 158.838 has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, or seizure rescue medications shall be present.

#### **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.<sup>1</sup> 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:**

- <sup>1</sup>702 KAR 1:160
- KRS 156.160; KRS 156.502
- KRS 158.838

#### **RELATED POLICIES:**

09.21; 09.22; 09.2241

LEGAL: REVISIONS TO 702 KAR 1:160 CLEAN UP LANGUAGE REGARDING TRAINING FOR ADMINISTRATION OF DIABETES MEDICATION. THEREFORE, THE QUALIFYING STATEMENT ABOUT ADMINISTRATION GUIDELINES MAY BE REMOVED.

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 health care practitioner is on file, provided the conditions required by administrative procedures are met.

#### **SELF-ADMINISTRATION**

Students may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and health 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.<sup>1</sup>

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.<sup>2</sup>

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.

#### **REFERENCES:**

<sup>1</sup>KRS 158.834; KRS 158.838

<sup>2</sup>KRS 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: SB 119 REVISED KRS 156.095 TO NOW REQUIRE BOARDS TO SELECT A CHILD ABUSE TRAINING PROGRAM FROM A LIST MAINTAINED BY KDE. ALL CURRENT ADMINISTRATORS, CERTIFIED PERSONNEL, OFFICE STAFF, INSTRUCTIONAL ASSISTANTS, COACHES AND EXTRACURRICULAR SPONSORS ARE TO COMPLETE THIS TRAINING BY JANUARY 31, 2017. NEW EMPLOYEES IN THE POSITIONS LISTED ABOVE HIRED AFTER JANUARY 31, 2017, SHALL HAVE 90 DAYS TO COMPLETE THE TRAINING. TRAINING SHALL BE GIVEN EVERY 2 YEARS AFTER JANUARY 31, 2017.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASE IN COST OF SUBSTITUTES AND INCREASED RECORDKEEPING

RECOMMENDED: LANGUAGE ADDRESSING THE INTERVIEWING OF ALLEGED VICTIMS OF CHILD ABUSE AT SCHOOL IS REPEATED FROM DISTRICT POLICY 09.4361/POLICE OFFICERS IN THE SCHOOL. THIS SHOULD MAKE IT EASIER FOR USERS TO FIND.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227

### **Child Abuse**

#### **REPORT REQUIRED**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected<sup>1</sup> shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.<sup>2</sup>

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

#### **WRITTEN REPORT**

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Families and Children or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

#### **WRITTEN RECORDS**

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

**Child Abuse****INTERVIEWS**

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.<sup>3</sup>

**REQUIRED TRAINING**

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

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**REFERENCES:**

<sup>1</sup>KRS 600.020 (1)(15)

<sup>2</sup>KRS 620.030; KRS 620.040

<sup>3</sup>OAG 85-134; OAG 92-138

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990; KRS 209.020; KRS 620.050

OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights  
Regulations Implementing Title IX

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**RELATED POLICIES:**

09.42811; 09.4361; 10.5

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RECOMMENDED: THIS CHANGE IS TO CLARIFY THAT PER HAZELWOOD V. KUHLMIEER, MATERIALS MAY BE EXCLUDED FOR LEGITIMATE EDUCATIONAL REASONS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.34

### Student Publications

#### SPONSOR PROVIDED

A designated faculty sponsor shall be provided for all student publications.

#### PRIOR SUBMISSION

Materials to be published shall be submitted to the Principal three (3) days before publication and/or distribution.

The Principal shall have the right to edit all materials for legitimate educational reasons including, but not limited to, ~~for items which could be reasonably expected to create a material and substantial disruption of school activities or operations are substantially disruptive or which~~ may cause harm to others.

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#### APPEAL

A student or author may appeal in writing to the Superintendent the Principal's decision.

#### REFERENCES:

KRS 160.290

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

#### RELATED POLICY:

09.426

RECOMMENDED: THIS CHANGE IS TO CLARIFY THAT TAKING PICTURES, VIDEO, OR AUDIO RECORDINGS OF OTHERS MAY RESULT IN VIOLATION OF CONFIDENTIALITY AND PRIVACY AND MAY BE PROHIBITED. THIS POLICY LANGUAGE SHOULD BE CHECKED FOR CONSISTENCY WITH THE STUDENT DISCIPLINE CODE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4261

### Telecommunication Devices

#### POSSESSION AND USE

While in the school building or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess but shall not be permitted to use personal telecommunications and other related electronic devices in a manner that disrupts the educational process, including, but not limited to, use that:

- a. Poses a threat to academic integrity, such as cheating;
- b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
- c. Is profane, indecent, or obscene;
- d. Constitutes or promotes illegal activity or activity in violation of school rules; or
- e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

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These restrictions 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.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline. A violation also may result in a report being made to law enforcement.

#### NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

#### REFERENCE:

KRS 158.165

#### RELATED POLICIES:

08.2323

09.426, 09.436, 09.438



LEGAL: THIS LANGUAGE IS BEING REMOVED AS IT IS A LEGAL COURT STANDARD THAT IS NOT CONTROLLED BY POLICY AND THE OFFICE OF CIVIL RIGHTS' POSITION IS THAT IT LEADS STAFF OTHER THAN ADMINISTRATORS TO BELIEVE THEY DO NOT HAVE TO ADDRESS ALLEGATIONS OF HARASSMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.42811

### **Harassment/Discrimination**

#### **DEFINITION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

#### **PROHIBITION**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

#### **DISCIPLINARY ACTION**

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

#### **GUIDELINES**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. 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. 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.

The Superintendent shall provide for the following:

**Harassment/Discrimination****GUIDELINES (CONTINUED)**

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.  
The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
  - such other measures as determined by the Superintendent/designee.Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

**NOTIFICATIONS**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.<sup>1</sup>

**PROHIBITED CONDUCT**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

STUDENTS

09.42811  
(CONTINUED)

### **Harassment/Discrimination**

#### **PROHIBITED CONDUCT (CONTINUED)**

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

#### **CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

#### **APPEAL**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

#### **RETALIATION PROHIBITED**

No one shall retaliate against an employee or student because s/he submits 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 this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

#### **FALSE COMPLAINTS**

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

STUDENTS

09.42811  
(CONTINUED)

**Harassment/Discrimination**

**OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

**REFERENCES:**

<sup>1</sup>KRS 158.156  
42 USC 2000e, Civil Rights Act of 1964, Title VII  
Racial Incidents and Harassment Against Students at Educational Institutions:  
Investigative Guidance (U.S. Department of Education)  
U. S. Supreme Court - Franklin vs. Gwinnett County  
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)  
Regulations Implementing Title VII  
20 U.S.C. 1681, Education Amendments of 1972, Title IX  
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights  
Regulations Implementing Title IX  
Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)  
Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

**RELATED POLICIES:**

03.162; 03.262  
09.13; 09.2211, 09.227  
09.422; 09.426; 09.438

RECOMMENDED: THIS CHANGE IS SUGGESTED BY KSBA LEGAL STAFF TO HELP ADDRESS PRIVACY AND DISRUPTION CONCERNS ARISING FROM INCREASING REQUESTS FROM OUTSIDE ENTITIES WISHING TO OBSERVE STUDENTS IN A CLASSROOM SETTING. IN ADDITION THIS CHANGE IS TO CLARIFY THAT TAKING PICTURES, VIDEO, OR AUDIO RECORDINGS OF OTHERS WITHOUT PERMISSION MAY RESULT IN VIOLATION OF CONFIDENTIALITY AND PRIVACY AND MAY BE PROHIBITED. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## COMMUNITY RELATIONS

10.5

### Visitors to the Schools

#### LOCAL CITIZENS

The Board encourages and welcomes visitations to the schools by parents and other members of the community. However, to avoid interference with the educational program and to protect the safety and welfare of pupils and employees, the Principal of each school shall administer visitations in accordance with procedures established by the Superintendent. Visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee.

#### REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

**Visitors to the Schools****REGISTRANTS (CONTINUED)**

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

**OUTSIDERS**

~~Professional educators and citizens who are from other communities and who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance with the Superintendent.~~

**CONDUCT/PROHIBITION ON RECORDING**

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

~~Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).~~

~~An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.~~

~~Such devices include, but are not limited to, personal cell phones and tablets.~~

**USE OF TOBACCO PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305, is prohibited twenty-four (24) hours a day, seven (7) days a week, in any building or vehicle owned or operated by the Board, on school-owned property, and during school-related student trips.

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COMMUNITY RELATIONS

10.5  
(CONTINUED)

**Visitors to the Schools**

**ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance.

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

**REFERENCES:**

KRS 17.545; KRS 17.500; KRS 17.510  
KRS 160.380; KRS 211.394, KRS 211.395; KRS 600.020  
OAG 91-13; P. L. 107-110 (No Child Left Behind Act of 2001)  
Section 504 of the Rehabilitation Act of 1973

**RELATED POLICIES:**

| 05.3; 09.227; 09.3211; 09.426

EXPLANATION: EFFECTIVE WITH THE 2015-16 SCHOOL YEAR, THE BOARD WILL UTILIZE THE SYSTEM DEVELOPED BY KDE UNLESS A LOCAL BOARD DEVELOPS ITS OWN LOCAL SUPERINTENDENT PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (SPGES), ALIGNED TO THE STEERING COMMITTEE RUBRIC AND APPROVED BY THE KENTUCKY DEPARTMENT OF EDUCATION (KDE). THIS DOCUMENT WILL REPLACE THE DISTRICT'S EXISTING PROCEDURE.  
FINANCIAL IMPLICATIONS: INCREASED TRAINING COSTS

ADMINISTRATION

02.14 AP.2

### **Evaluation of the Superintendent**

The Board will utilize the Kentucky Department of Education evaluation instrument and procedures for the Superintendent Professional Growth and Effectiveness System (SPGES). The instrument and procedures may be found at the link below. Subject to the approval of the Kentucky Department of Education (KDE), the Board may utilize locally developed superintendent evaluation procedures.

<http://education.kv.gov/teachers/PGES/SPGES/Pages/Early-Info.aspx>

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EXPLANATION: REVISIONS TO 702 KAR 1:160 ALLOW MEDICAL EXAMINATIONS TO BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE MEDICAL EXAMINATION OF SCHOOL EMPLOYEES FORM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.111 AP.2

**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") or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form.**

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EXPLANATION: THE CHANGE IS TO CLARIFY THAT A RESOLUTION MAY NOT ALWAYS BE SATISFACTORY TO EVERY COMPLAINING PARTY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.16 AP.2

### **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, and prompt, and satisfactory resolution.

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.)

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What results are you seeking from this grievance initiation? (Use additional sheet if necessary)

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\_\_\_\_\_  
*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.)**

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\_\_\_\_\_  
*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.**

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PERSONNEL

03.16 AP.2  
(CONTINUED)

**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.**

EXPLANATION: THE CHANGE IS TO CLARIFY THAT A RESOLUTION MAY NOT ALWAYS BE SATISFACTORY TO EVERY COMPLAINING PARTY. IN ADDITION, SCHOOL NUTRITION AUDITORS ADVISE THAT ALL FNS ASSISTANCE PROGRAMS MUST NOTIFY PARTICIPANTS OF THEIR RIGHT TO FILE A COMPLAINT AND HOW TO DO SO.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.162 AP.2

### **Harassment/Discrimination Reporting Form**

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

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

PERSONNEL

03.162 AP.2  
(CONTINUED)

**Harassment/Discrimination Reporting Form**

**NOTE:**

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

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

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EXPLANATION: THIS LANGUAGE IS BEING REMOVED AS IT IS A LEGAL COURT STANDARD THAT IS NOT CONTROLLED BY POLICY AND THE OFFICE OF CIVIL RIGHTS' POSITION IS THAT IT LEADS STAFF OTHER THAN ADMINISTRATORS TO BELIEVE THEY DO NOT HAVE TO ADDRESS ALLEGATIONS OF HARASSMENT. ALSO, RECENT OFFICE OF CIVIL RIGHTS' INVESTIGATIONS REQUIRE THE INVESTIGATOR TO SUPPLY THE COMPLAINANT AND THE ACCUSED A COPY OF THE NOTICE TO INDIVIDUALS COMPLAINING OF HARASSMENT/DISCRIMINATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.162 AP.21

### **Harassment/Discrimination Investigation and Appeals**

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

EMPLOYEE COMPLAINANT _____		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
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.

PERSONNEL

03.162 AP.21  
(CONTINUED)

### **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 Notice to Individuals Complaining of Harassment/Discrimination and inform the complainant and the accused of required timelines that have been established for initiation and completion of an investigation.

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##### **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**

<b>EMPLOYEE COMPLAINANT</b>	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>WORK SITE</b>	_____		

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

PERSONNEL

03.162 AP.21  
(CONTINUED)

**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)



EXPLANATION: THE KENTUCKY BOARD OF EDUCATION RESCINDED 704 KAR 3:345 AND CREATED A NEW REGULATION 704 KAR 3:370 TO ESTABLISH A STATEWIDE PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (PGES) FOR ALL CERTIFIED PERSONNEL. THE EVALUATION PROCEDURES AND FORMS SHALL BE DEVELOPED BY THE 50/50 COMMITTEE IN CONFORMITY WITH THE NEW REGULATION. APPEALS PROCEDURES ARE LOCATED IN ANOTHER AREA. THIS CHANGE IS TO CLARIFY THAT RECORDS ARE TO BE KEPT CONFIDENTIAL AS REQUIRED BY LAW. FINANCIAL IMPLICATIONS: POTENTIAL INCREASED TRAINING COSTS

PERSONNEL

03.18 AP.12

- 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 as confidential as required by law ~~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, on advice of legal counsel and if the upon a majority vote of Board members vote to request such when access to the information is required for lawful District purposes and on advice of legal counsel. Access may be permitted without a vote when such records are relevant and necessary to hearing matters or proceedings before the Board such as in the case of a demotion hearing under KRS 161.765, members shall review evaluation records in a Except as otherwise required or authorized by law, access shall take place in closed session ~~Board meeting in the presence of the Superintendent.~~
4. Records may be subpoenaed in cases where litigation occurs.

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### REFERENCES:

KRS 61.878

KRS 156.557

KRS 161.765

704 KAR 3:370

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### RELATED PROCEDURE:

03.18 AP.11

## Appendix A - Introduction

The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and deliverables. This document is intended for the project sponsor and the project team. It is a living document and will be updated as the project progresses.

EXPLANATION: THE KENTUCKY BOARD OF EDUCATION RESCINDED 704 KAR 3:345 AND CREATED A NEW REGULATION, 704 KAR 3:370, TO ESTABLISH A STATEWIDE PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (PGES) FOR ALL CERTIFIED PERSONNEL. THESE CHANGES REFLECT THE NEW TRAINING REQUIREMENTS.  
FINANCIAL IMPLICATIONS: POTENTIAL INCREASED TRAINING COSTS

PERSONNEL

03.18 AP.22

-CERTIFIED PERSONNEL-

### Evaluation Committee/Evaluators and Observers

#### EVALUATION COMMITTEE TASKS

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

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

#### TRAINING AND TESTING OF EVALUATORS AND OBSERVERS

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

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- ☐ 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.

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

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

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Evaluation Committee/Evaluators and ObserversTRAINING AND TESTING OF EVALUATORS AND OBSERVERS (CONTINUED)

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

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

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

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

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

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

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

DISTRICT CONTACT

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

PERSONNEL

03.18 AP.22

(CONTINUED)

Evaluation Committee/Evaluators and Observers

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.

EXPLANATION: REVISIONS TO 702 KAR 1:160 ALLOW MEDICAL EXAMINATIONS TO BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE MEDICAL EXAMINATION OF SCHOOL EMPLOYEES FORM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.211 AP.2

**Medical Examination Form**

Medical examinations for District employees must be completed using the form required by Kentucky Administrative Regulation ("Medical Examination of School Employees") or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form.

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EXPLANATION: THE CHANGE IS TO CLARIFY THAT A RESOLUTION MAY NOT ALWAYS BE  
SATISFACTORY TO EVERY COMPLAINING PARTY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.262 AP.2

**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 ~~and prompt and satisfactory~~ resolution.

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EXPLANATION: THIS CHANGE IS TO CLARIFY THAT THE CPA/CPA FIRM SELECTED FOR DISTRICT AUDITS MUST MEET THE REQUIREMENTS OF THE STATE COMMITTEE FOR SCHOOL DISTRICT AUDITS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.9 AP.1

### 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~~ shall meet requirements imposed by the State Committee for School District Audits (Committee) and the contract with the CPA/CPA firm shall be subject to approval by the Committee.

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

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

Unless the CPA/CPA firm obtains authorization from the State Committee for School District Audits for a later date, the audit report shall be presented to the Board 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.



EXPLANATION: THE PRACTICE OF GOING TO A SOUTHWEST CORNER OF A BUILDING DURING SEVERE WEATHER IS NO LONGER CONSIDERED BEST PRACTICE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SCHOOL FACILITIES

05.42 AP.1

### 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:<sup>1</sup>
  - 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.

<sup>1</sup> 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

EXPLANATION: 2 C.F.R. 200.318 REQUIRES THAT SCHOOL DISTRICTS HAVE A CODE OF CONDUCT FOR PROCUREMENT USING FEDERAL FUNDS. THIS CONFLICT OF INTEREST LANGUAGE IS BEING MOVED TO DISTRICT POLICY 07.13 TO SPEAK TO THAT REQUIREMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SUPPORT SERVICES

07.13 AP.1

### **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~~School Food Service/School Nutrition Program Director.
2. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.
3. Specifications and bid documents shall be mailed to all potential bidders.
4. Bids shall be opened and tabulated by the ~~SFS Director~~School Food Service/School Nutrition Program 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 210.242 C.F.R. 200.320.~~

#### **EMERGENCY PURCHASES**

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the ~~SFS Director~~School Food Service/School Nutrition Program 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

**Bidding of School Food Service Supplies****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:~~
  - 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

EXPLANATION: THE STATE'S REQUEST FOR A FOUR (4) YEAR NCLB WAIVER EXTENSION HAS BEEN GRANTED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## CURRICULUM AND INSTRUCTION

08.133 AP.1

### **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 for and in the greatest need of extended school services:

1. Teacher recommendation;
2. Academic performance data, including diagnostic, formative, interim, or 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 Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following provision shall be waived through the 20148-20159 school year. If the request is not renewed, then the following section shall be in force.~~

#### **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.

**REFERENCES:**

KRS 158.6459  
704 KAR 3:390

**RELATED PROCEDURE:**

08.133 AP.2

EXPLANATION: 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

CURRICULUM AND INSTRUCTION

08.232 AP.1

**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 PROCEDURES:**

04.7 AP.2 (inventory form)

09.15 AP.21

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EXPLANATION: THE STATE'S REQUEST FOR A FOUR (4) YEAR NCLB WAIVER EXTENSION HAS BEEN GRANTED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.11 AP.23

### NCLB Transfer Notification Options

~~Because~~ Pending renewal of the Kentucky waiver request to the U. S. Dept. of Education for flexibility was granted, 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



STUDENTS

09.11 AP.23

(CONTINUED)

**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

STUDENTS

09.11 AP.23  
(CONTINUED)

**NCLB Transfer Notification Options**

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

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

STUDENTS

09.11 AP.23  
(CONTINUED)

**NCLB Transfer Notification Options**

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

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**

~~Because~~ Pending the renewal of the Kentucky NCLB waiver request ~~was granted through the 20148-20159 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

EXPLANATION: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROP-OUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR. STUDENTS AGE 18 OR OLDER DO NOT NEED TO COMPLETE A WITHDRAWAL AUTHORIZATION THUS MAKE THAT LANGUAGE UNNECESSARY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.111 AP.22

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

STUDENTS \_\_\_\_\_

09.11.11 AP.22

(CONTINUED)

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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

EXPLANATION: REVISIONS TO 702 KAR 1:160 ALLOW STUDENT HEALTH CARE EXAMINATIONS TO BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE PREVENTIVE STUDENT HEALTH CARE FORM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: REVISIONS TO 902 KAR 2:055 ALLOW AN ADVANCED PRACTICE REGISTERED NURSE OR A LICENSED PHYSICIAN TO ISSUE EVIDENCE OF IMMUNIZATION BY MEANS OF A CERTIFICATE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.121 AP.1

### **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~~ issued by a licensed physician or an APRN.
- *~~Preventative~~ Preventive Student Health Care, and Vision, and Dental Examinations* - Within one (1) year prior to initial ~~admission~~ entry to school, each student entering kindergarten shall undergo a ~~preventative~~ preventive student health care examination, which shall be documented on the state-required form ~~or an electronic medical record that includes all of the data equivalent to that on the Preventive Student Health Care Examination form~~. A ~~preventative~~ preventive student 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 ~~either the required form or electronic medical record~~ by January 1 of the first year of enrollment. Evidence of a dental screening or examination shall be required to be submitted ~~on the required form or electronic medical record~~ by January 1 of the first year that a five-(5) and six-(6) 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~~ records and dental examination ~~forms~~ records 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

EXPLANATION: THIS REVISION IS NEEDED TO CLARIFY THAT THERE IS NO SPECIFIC FUND DESIGNATED BY REGULATION OR STATUTE TO BE USED TO PAY FOR SUPPLIES FOR FREE/REDUCED LUNCH PARTICIPANTS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15 AP.1

### **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.



EXPLANATION: THIS CHANGE IS TO CLARIFY THAT PER 702 KAR 3:220 DISTRICTS MUST HAVE A PROCESS IN PLACE TO WAIVE (NOT REDUCE) ANY APPLICABLE FEES CHARGED BY THE DISTRICT FOR PUPILS WHO QUALIFY. IN ADDITION SCHOOL NUTRITION PERSONNEL ARE PROHIBITED FROM ACCESSING CEP INFORMATION WHICH MUST BE HANDLED BY THE FRAM COORDINATOR. FINANCIAL IMPLICATIONS: POSSIBLE INCREASE IN COST TO SCHOOLS

STUDENTS

09.15 AP.21

**Application for Waiver/Reduction of Fees**

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

Name of Parent/Guardian \_\_\_\_\_

Address of Parent/Guardian \_\_\_\_\_

Home Telephone \_\_\_\_\_ If none, number of nearest neighbor \_\_\_\_\_

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

NAME	BIRTHDATE	GRADE	SCHOOL ATTENDING

**Employment Status of Parent/Guardian:**

**Mother:** ☐ Employed ☐ Unemployed

Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

**Father:** ☐ Employed ☐ Unemployed

Employer's Name \_\_\_\_\_ Address \_\_\_\_\_

Gross Family Income from last Income Tax Return \_\_\_\_\_

1. Is the family presently receiving or eligible to receive any type of financial aid from the Kentucky Cabinet for Human Resources Health & Family Services? ☐ 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

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STUDENTS

09.15 AP.21  
(CONTINUED)

**Application for Waiver/Reduction of Fees**

- Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the School Nutrition program.

☐ YES ☐ NO

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

- School administrators
- Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the Community Eligibility Provision.

☐ YES ☐ NO

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

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Comments: \_\_\_\_\_

\_\_\_\_\_  
*Parent/Guardian's Signature*

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

APPLICATION ☐ APPROVED ☐ DENIED

\_\_\_\_\_  
*Central Office Designee's Signature*

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

EXPLANATION: REVISIONS TO 702 KAR 1:160 ALLOW STUDENT HEALTH CARE EXAMINATIONS TO BE REPORTED ELECTRONICALLY IF THE ELECTRONIC MEDICAL RECORD INCLUDES ALL DATA EQUIVALENT TO THAT ON THE PREVENTIVE STUDENT HEALTH CARE FORM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.211 AP.2

**Preventive Student ~~Preventative~~ Health Care Examination Form**

All local boards of education shall require a ~~preventive student~~ 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: _____

STUDENTS

09.211 AP.2  
(CONTINUED)

**Preventive Student 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

STUDENTS

09.211 AP.2  
(CONTINUED)

Preventive Student 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:

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

Physician/APRN/PA/EPSDT Provide

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

EXPLANATION: REVISIONS TO 702 KAR 1:160 REQUIRE THAT WHEN ENROLLED STUDENTS, FOR WHOM DOCUMENTATION UNDER KRS 158.838 (2) OR (7) HAS BEEN PROVIDED TO THE SCHOOL, ARE PRESENT DURING SCHOOL HOURS OR AS PARTICIPANTS IN SCHOOL-RELATED ACTIVITIES, A SCHOOL EMPLOYEE WHO HAS BEEN APPROPRIATELY TRAINED TO ADMINISTER OR ASSIST WITH THE SELF-ADMINISTRATION OF GLUCAGON, INSULIN, OR SEIZURE RESCUE MEDICATIONS SHALL BE PRESENT.

FINANCIAL IMPLICATIONS: POSSIBLE COST OF ADDITIONAL PERSONNEL

STUDENTS

09.224 AP.1

### **Emergency Medical Care Procedures**

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

#### **EMERGENCY INFORMATION**

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

1. Student's name, address, and date of birth.
2. Parents' names, addresses, and home, work, and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number 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.

STUDENTS

09.224 AP.1  
(CONTINUED)

### **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. As provided by Policy 09.224, Any school that has a student enrolled with diabetes or seizure disorders shall have on duty during the school day or during any school-related activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or FDA approved seizure rescue medication as prescribed by the student's health care practitioner.

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#### **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

EXPLANATION: THIS LANGUAGE IS RECOMMENDED TO BE RELOCATED TO THE HARASSMENT/DISCRIMINATION COMPLAINT FORM 09.42811 AP.2 WHERE IT WILL MOST LIKELY BE FOUND DURING A SCHOOL NUTRITION AUDIT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4281 AP.1

### **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](mailto:program.intake@usda.gov).~~
- [http://www.asec.usda.gov/complaint\\_filing\\_eust.html](http://www.asec.usda.gov/complaint_filing_eust.html)

**RELATED PROCEDURES:**

08.13451 AP.1  
09.42811 AP.2

EXPLANATION: THE CHANGE IS TO CLARIFY THAT A RESOLUTION MAY NOT ALWAYS BE SATISFACTORY TO EVERY COMPLAINING PARTY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4281 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, and prompt, and satisfactory resolution.

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**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.)

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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.)**

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\_\_\_\_\_  
*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.**

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STUDENTS

09.4281 AP.2  
(CONTINUED)

**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.

STUDENTS

09.4281 AP.2  
(CONTINUED)

**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.**

EXPLANATION: THE CHANGE IS TO CLARIFY THAT A RESOLUTION MAY NOT ALWAYS BE SATISFACTORY TO EVERY COMPLAINING PARTY. IN ADDITION, SCHOOL NUTRITION AUDITORS ADVISE THAT ALL FNS ASSISTANCE PROGRAMS MUST NOTIFY PARTICIPANTS OF THEIR RIGHT TO FILE A COMPLAINT AND HOW TO DO SO.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.42811 AP.2

### **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, ~~and prompt, and satisfactory~~ resolution. 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 _____				
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 _____	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

STUDENTS

09.42811 AP.2  
(CONTINUED)

**Harassment/Discrimination Reporting Form**

**NOTE:**

- 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.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

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EXPLANATION: THIS LANGUAGE IS BEING REMOVED AS IT IS A LEGAL COURT STANDARD THAT IS NOT CONTROLLED BY POLICY AND THE OFFICE OF CIVIL RIGHTS' POSITION IS THAT IT LEADS STAFF OTHER THAN ADMINISTRATORS TO BELIEVE THEY DO NOT HAVE TO ADDRESS ALLEGATIONS OF HARASSMENT. IN ADDITION, LANGUAGE IS BEING REMOVED TO CLARIFY THAT THE INVESTIGATOR REPORTS CORRECTIVE ACTION RECOMMENDATIONS TO THE SUPERINTENDENT/DESIGNEE. ALSO, RECENT OFFICE OF CIVIL RIGHTS' INVESTIGATIONS REQUIRE THE INVESTIGATOR TO SUPPLY THE COMPLAINANT AND THE ACCUSED A COPY OF THE NOTICE TO INDIVIDUALS COMPLAINING OF HARASSMENT/DISCRIMINATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.42811 AP.21

### 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.

STUDENTS

09.42811 AP.21

(CONTINUED)

**Harassment/Discrimination Investigation and Appeals**

**TIMELINE**

The investigator shall provide the complainant and the accused with a copy of the District's Policy 09.42811 and Notice to Individuals Complaining of Harassment/Discrimination 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/~~designee, 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/~~designee, 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: \_\_\_\_\_



STUDENTS

09.42811 AP.21

(CONTINUED)

**Harassment/Discrimination Investigation and Appeals**

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

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/~~designee~~ 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)



# KDE District Funding Assurances

Kenton County

1055 Eaton Dr  
Fort Wright, KY 41017

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DRAFT

## **Introduction**

The assurances below ensure compliance of all Kentucky Department of Education Assurances as they apply to local districts and schools.

Each assurance section must be completed in its entirety and submitted to the Kentucky Department of Education in order to receive the funding within state and federal guidelines.

DRAFT

## 1. LOCAL EDUCATION AGENCY: GENERAL ASSURANCES

Label	Assurance	Response	Comment	Attachment
1.1	A comprehensive and current needs assessment, consistent with local board policy, supports the district improvement plan. The needs assessment is considered comprehensive and current if all of the following areas have been assessed at some point in the last three years: 1) curriculum; 2) classroom evaluation/assessment; 3) instruction; 4) school culture; 5) family and community involvement; 6) professional growth and evaluation; 7) leadership; 8) organizational structure and resources; and 9) an effective planning process.	Yes		

Label	Assurance	Response	Comment	Attachment
1.2	The district has a planning policy in place for school councils to follow that describes the form and function of school improvement planning in the district as per KRS 160.345(3)(c). This policy includes a description of the district's annual planning cycle (with dates). The district and all schools develop their improvement plans in accordance with this policy and with the involvement of representative groups, including required members of the needs assessment team.	Yes		

Label	Assurance	Response	Comment	Attachment
1.3	The local school district reviews its district improvement plan at least annually and revises as needed. Implementation of activities and strategies described in the action plan are evaluated for impact on student performance and classroom practices. The local school district assures that at least annually, an updated district improvement plan is approved by the local board and posted on the World Wide Web.	Yes		

Label	Assurance	Response	Comment	Attachment
1.4	The local school district will administer each covered program in accordance with all program plans and applications.	Yes		

Label	Assurance	Response	Comment	Attachment
1.5	Before its district improvement plan is posted, the district has afforded a reasonable opportunity for public comment on the plan and has considered such comment.	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
1.6	Where appropriate, the local school district will consult with private school officials in a timely and meaningful way to assure equitable participation of children and/or teachers in the private schools.	Yes		

Label	Assurance	Response	Comment	Attachment
1.7	The local school district will coordinate and collaborate with other agencies as required by the No Child Left Behind Act (NCLB) Title I, Parts A, C, and D; NCLB Title II, Parts A, B and D; NCLB Title IV, Title VII, Title X, Part C, the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Vocational and Technical Education Act of 2006.	Yes		

Label	Assurance	Response	Comment	Attachment
1.8	The local school district will adopt and use proper methods of administering the covered programs, including: implementation of obligations, the correction of deficiencies in program operations as identified through technical assistance, program audits, monitoring or evaluation, and the adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of such programs.	Yes		

Label	Assurance	Response	Comment	Attachment
1.9	The local school district will cooperate in carrying out any evaluation of each program conducted by or for the Kentucky Department of Education (KDE), or the U. S. Department of Education.	Yes		

Label	Assurance	Response	Comment	Attachment
1.10	The local school district will: a) Provide timely program reports to the Kentucky Department of Education on activities and expenditures, including reports requested by the U.S. Department of Education. b) Maintain records, provide information, and afford access to the records as the Kentucky Department of Education or the Federal offices may find necessary to carry out their responsibilities.	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
1.11	The local school district will comply with the Civil Rights Act of 1964, Title VI, Title VII, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, American Disabilities Act of 1990, and the Age Discrimination Act prohibiting discrimination on the basis of race, color, national origin, age, religion, marital status, sex or disability.	Yes		

Label	Assurance	Response	Comment	Attachment
1.12	The local school district assures that its district improvement plan describes steps it will take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers to gender, race, color, national origin, disability, and age. [General Education Provisions Act (GEPA) Section 427].	Yes		

Label	Assurance	Response	Comment	Attachment
1.13	The local school district will comply with the Single Audit Act.	Yes		

Label	Assurance	Response	Comment	Attachment
1.14	The local school district has control of programs and holds title to property acquired with the funds. The district will administer the funds and property as required by the authorizing law and for the purpose for which they are granted. The district retains control in the event of contractual arrangements made with other parties.	Yes		

Label	Assurance	Response	Comment	Attachment
1.15	The local school district will use fiscal control and fund accounting procedures (MUNIS) to ensure proper disbursement of and accounting for federal/state funds paid to the district under the covered programs.	Yes		

Label	Assurance	Response	Comment	Attachment
1.16	The local school district will submit an amendment prior to opening an object code series or to purchase equipment that costs \$5,000 or more per unit after the initial budget has been submitted and approved.	Yes		



**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
1.17	The local school district assures that: a) Federal appropriated funds have not been paid or are paid by or on behalf of the local school district, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the making of any federal grant, for entering any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement. b) Any funds other than federal appropriated funds have not been paid or are paid to any person for influencing or attempting to influence an officer or employee of any agency in connection with the federal grant, the superintendent shall complete and submit Standard For LLL, 'Disclosure Form to Report Lobbying' in accordance with its instructions. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and more than \$100,000 for each such failure.	Yes		

Label	Assurance	Response	Comment	Attachment
1.18	The superintendent shall require that these assurances and certifications be included in the award documents for all sub-grantees.	Yes		

Label	Assurance	Response	Comment	Attachment
1.19	Federal funds received under covered programs are used only to supplement and in no case supplant funds from non-federal sources.	Yes		

Label	Assurance	Response	Comment	Attachment
1.20	If the project involves construction, the project is consistent with overall state plans for the construction of school facilities; and, in developing plans for construction, due consideration is given to excellence of architecture and design, compliance with the Americans with Disabilities Act and standards prescribed by the Secretary under Section 504 of the Rehabilitation Act of 1973 in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities [GEPA, Sec. 436(b)].	Yes		

Label	Assurance	Response	Comment	Attachment
1.21	Federal funds received will not be used to acquire equipment (including computer software) when such acquisition results in a direct financial benefit to an organization representing the interests of the school district or its employees or any affiliate of such organization [GEPA, Sec. 436(b)].	Yes		

**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
1.22	The local school district will maintain procedures to minimize the time elapsing between the transfer of federal grant funds and their disbursement [Education Department General Administrative Regulations (EDGAR) 80.21].	Yes		

Label	Assurance	Response	Comment	Attachment
1.23	Any plan, budget, evaluation, periodic program plan, or report relating to the covered programs is made readily available to parents and other members of the general public for the purpose of public inspection (EDGAR 76.304). The local school district will comply with the Open Records Act.	Yes		

Label	Assurance	Response	Comment	Attachment
1.24	Children served in covered programs will have access to all state and locally funded instructional, social, health, transportation, and nutritional services on the same basis as any other child and have the opportunity to meet the same challenging content and performance standards as any other child.	Yes		

Label	Assurance	Response	Comment	Attachment
1.25	The local school district will comply with the Debarment, Suspension, and other Responsibility matters regulation [34 Code of Federal Regulations (CFR) 85.11].	Yes		

Label	Assurance	Response	Comment	Attachment
1.26	The local school district will comply with assurance of Compliance (Form HEW 441) or any court ordered desegregation plan that applies to this application.	Yes		

Label	Assurance	Response	Comment	Attachment
1.27	The local school district will comply with the Gun-Free Schools Act of 1994.	Yes		

Label	Assurance	Response	Comment	Attachment
1.28	The local school district will comply with the Pro-Children Act of 1994.	Yes		

**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
1.29	The local school district will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA).	Yes		

Label	Assurance	Response	Comment	Attachment
1.30	The local school district shall certify that no policy of the district or the school prevents or otherwise denies participation in constitutionally protected prayer in the public schools (K-12) (ESEA PL107-110 Section 9524).	Yes		

Label	Assurance	Response	Comment	Attachment
1.31	The local school district will comply with all provisions of KRS 158.649 relating to the reduction of achievement gaps among student populations.	Yes		

Label	Assurance	Response	Comment	Attachment
1.32	The district improvement plan includes specific strategies to support schools that have not meet Annual Measurable Objective (AMO) per 703 KAR 5:225.	Yes		

Label	Assurance	Response	Comment	Attachment
1.33	The district improvement plan includes specific strategies to support schools that have not met the targets of the School Report Card (SRC) and Kentucky Performance Rating for Education Progress (K-PREP) tests.	Yes		

Label	Assurance	Response	Comment	Attachment
1.34	All current school improvement plans are on file in the district's central office for review.	Yes		

Label	Assurance	Response	Comment	Attachment
1.35	The local school district will have a technology plan in place to support the technology initiatives that are funded through various federal and state programs including the No Child Left Behind, Title II D, Enhancing Education Through Technology (EETT) program, the Universal Service Administrative Company (USAC) E-Rate program, and the Kentucky Education Technology System (KETS) program.	Yes		

**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
1.36	The local district assures that all students have had access and opportunity to learn the standards contained in the Kentucky Core Academic Standards. 703 KAR 3:303.	Yes		

Label	Assurance	Response	Comment	Attachment
1.37	The local district assures that all students have met the minimum graduation requirements upon graduation. 704 KAR 3:303.	Yes		

Label	Assurance	Response	Comment	Attachment
1.38	The local district assures that all students in grades 6-12 have an Individual Learning Plan. 704 KAR 3:305.	Yes		

Label	Assurance	Response	Comment	Attachment
1.39	<p>As it relates to student interventions, the local district assures:</p> <p>a) A high school student whose scores on the high school readiness examination administered in grade eight (8), on the college readiness examination administered in grade ten (10), or on the Work Keys indicate that additional assistance or advanced work is required in English, reading, or mathematics shall be provided intervention strategies for accelerated learning incorporated into his or her learning plan. KRS 158.6459;</p> <p>b) A high school student whose score on the ACT examination under KRS 158.6453 (11)(a)3. in English, reading, or mathematics is below the system-wide standard established by the Council on Postsecondary Education for entry into a credit-bearing course at a public postsecondary institution without placement in a remedial course or an entry-level course, supplementary academic support shall be accountable to provide the opportunity to participate in accelerated learning designed to address his or her identified academic deficiencies prior to high school graduation. KRS 158.6459;</p> <p>c) By February 1, 2003, and each February 1 in odd-numbered years thereafter, the school-based decision making council, or the principal if there is not a council, with the involvement of parents, faculty, and staff shall set the school's biennial targets for eliminating any achievement gap and submit them to the superintendent for consideration. The superintendent and the school-based decision making council, or the principal if there is not a council, shall agree on the biennial targets before they are submitted to the local board of education for adoption. Beginning with the 2012-2013 school year, the reporting requirement in this subsection shall be October 1 of each year. KRS 158.649.</p>	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
1.40	All students not meeting benchmarks established by the Council on Postsecondary Education on the college readiness exam are provided intervention/transition course. 704 KAR 3:305.	Yes		

Label	Assurance	Response	Comment	Attachment
1.41	The local district assures that all courses in the local course catalog are linked to Kentucky's Uniform Academic Course Codes. 704 KAR 3:540.	Yes		

Label	Assurance	Response	Comment	Attachment
1.42	The local district assures that a library media center has been established in every elementary and secondary school and that a school librarian is employed to organize, equip, and manage the operations of the school media library and holds the appropriate certificate in accordance with KRS 161.020 and 161.030. KRS 158.102.	Yes		

Label	Assurance	Response	Comment	Attachment
1.43	The local district assures that all students grades K-3 have been provided learning experiences that include developmentally appropriate educational practices; multiage and multiability classrooms; continuous progress; authentic assessment; qualitative reporting methods; professional teamwork; and positive parent involvement. 704 KAR 3:440.	Yes		

Label	Assurance	Response	Comment	Attachment
1.44	The local district assures that any courses being identified as advanced placement courses are identified as an advanced placement course by the College Board; include the content as described in the college board overview, description, and recommended course syllabus for the appropriate course; are aligned with Kentucky's Academic Expectations as established in KRS 158.6451 and Kentucky's Program of Studies as established in 704 KAR 3:303; and prepares a student to take and be successful on the appropriate advanced placement examination administered by the college board. Advanced placement courses must be accessible to all students. 704 KAR 3:510.	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
1.45	In the 2010 session of the General Assembly, SB 163 was enacted. As it relates to literacy, SB 163 (2010) amended KRS 158.791, 158.840, and 164.0207 and requires: ELEMENTARY SCHOOLS a) Provide comprehensive school-wide reading program; b) Provide diagnostic reading assessments and intervention services for those students who need them to learn to read at the proficient level; c) Ensure quality instruction by highly trained teachers; d) Provide high quality library media programming; (defined in KDE's Beyond Proficiency @ your library) MIDDLE AND HIGH SCHOOLS a) Provide direct, explicit instruction to students lacking skills in how to read, learn and analyze information in key subjects, including language, reading, English, mathematics, science, social studies, arts and humanities, practical living, and career studies; b) Ensure that teachers have the skills to help all students develop critical strategies and skills for subject based reading.	Yes		

Label	Assurance	Response	Comment	Attachment
1.46	The local district assures that all students entering kindergarten have been screened with the common kindergarten entry screener (K-Screen) adopted by the Kentucky Department of Education, as required by 704 KAR 5:070. In addition, as it relates to the K-Screen process the districts assures: (a) The K-Screen was administered to each student in the school district no earlier than fifteen (15) days prior to the start of the current academic year and not later than the thirtieth (30th) instructional day of the academic year; (b) Data for each kindergarten student was entered into Infinite Campus and Curriculum Associates' Online Management System (OMS) within thirty (30) days of the districts' administration of the K-Screener; (c) Individual student results of the K-Screen were provided to parents or guardians of students who were screened; and (d) K-Screen results were not used to determine eligibility for enrollment.	Yes		

**2. NO CHILD LEFT BEHIND ACT (NCLB) TITLE I PART A ASSURANCES: IMPROVEMENT BASIC PROGRAMS**

Label	Assurance	Response	Comment	Attachment
2.1	Districts and schools receiving Title I, Part A funds will comply with all requirements outlined in Title I, Part A of the Elementary and Secondary Education Act (No Child Left Behind Act) of 2001, unless a notice of the waiver of specific requirements has been issued by the Kentucky Department of Education.	Yes		

Label	Assurance	Response	Comment	Attachment
2.2	Districts and schools receiving Title I, Part A funds will maintain records that support their compliance with Title I, Part A requirements and approved plans.	Yes		

Label	Assurance	Response	Comment	Attachment
2.3	If selected, the district will submit to state-conducted Title I, Part A monitoring and will comply with all corrective actions that result from such monitoring.	Yes		

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### 3. NO CHILD LEFT BEHIND ACT (NCLB) TITLE I PART C ASSURANCES: EDUCATION OF MIGRATORY CHILDREN

Label	Assurance	Response	Comment	Attachment
3.1	Districts will not discriminate against children who are not legally admitted to the United States by denying them access to educational programs offered to children of U. S. citizens. Neither shall the district: a. Require students or parents to disclose or document their immigration status. b. Make inquiries of students or parents which may expose their undocumented status. c. Require social security numbers of all students, as it may expose the undocumented status of students or parents Pylar v. Doe, 457 U.S. 202, 1982).	N/A		

Label	Assurance	Response	Comment	Attachment
3.2	Section 1304(b)(3) of the Elementary and Secondary Education Act states that the Kentucky Department of Education must promote interstate and intrastate coordination of migrant education services, including the transfer of pertinent school records, for migratory children. School districts must meet privacy requirements of FERPA as listed in General Assurances No. 27. In carrying out this requirement, the signed Certificate of Eligibility (COE), by the migrant child's parent or legal guardian will serve as a consensual written permission to share personally identifiable information from their migrant record with local educational agencies and migrant regional service centers and to transfer such information to appropriate education officials in other states having migrant programs. Regional migrant service centers will have oversight of district programs in their region.  a) Districts and regional offices agree to comply with any and all requests for data, documentation, etc. made by the KDE in the manner in which it is requested (hard copy, electronic, etc.) within the timeline requested. b) Districts will comply with the written requirements of the regional and state migrant regional service centers to ensure the accuracy of data and the transfer of migrant student records. Districts, educational cooperatives or public universities serving as migrant regional service centers will maintain a written record (Certificate of Eligibility) of the basis on which each child was determined to be eligible.	N/A		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
3.3	Sections 1304 and 1306 of the Elementary and Secondary Education Act states that the Kentucky Department of Education identify and address the needs of migrant students through the appropriate coordination of local, state and federal funds. Districts will coordinate the migrant program with schoolwide projects and other programs within the district. Districts should identify all available resources for migrant students who are most academically at need.	N/A		

Label	Assurance	Response	Comment	Attachment
3.4	Section 1303 of the Elementary and Secondary Education Act states that the Kentucky Department of Education must provide additional services to migrant students during the summer or during intersession periods. Districts will provide a four-to-six week summer educational program with instructional services being provided at least 3 times per week with a minimum of 80 hours to migrant children who are most academically at need.	N/A		

Label	Assurance	Response	Comment	Attachment
3.5	Section 1304 of the Elementary and Secondary Education Act states that districts will form and implement a Parent Advisory Council (PAC) and convene at least 3 times annually.	N/A		

Label	Assurance	Response	Comment	Attachment
3.6	Districts/regional migrant service centers will fully participate in a system for the storage of data and the transfer of migrant student records.	N/A		

Label	Assurance	Response	Comment	Attachment
3.7	Each district should employ a recruiter and advocate ensuring the identification and recruitment of all eligible migrant children. It is highly recommended that these positions be full-time and bilingual.	N/A		

**4. NO CHILD LEFT BEHIND ACT (NCLB) TITLE I PART D SUBPART 2 ASSURANCES: NEGLECTED AND DELINQUENT**

Label	Assurance	Response	Comment	Attachment
4.1	Districts and schools receiving Title I, Part D, Subpart 2 funds will comply with all applicable requirements outlined in Sections 1421-1432 of the Elementary and Secondary Education Act (No Child Left Behind Act) of 2001. This includes submission of a program application to the state by prescribed deadlines.	Yes		

Label	Assurance	Response	Comment	Attachment
4.2	Districts and schools receiving Title I, Part D, Subpart 2 funds will maintain records that support their compliance with applicable requirements and to support that they are adhering to their state-approved plans.	Yes		

Label	Assurance	Response	Comment	Attachment
4.3	The district will submit to state-conducted Title I, Part D monitoring and will comply with all corrective actions/findings that result from such monitoring.	Yes		

## 5. NO CHILD LEFT BEHIND ACT (NCLB) TITLE II PART A ASSURANCES: HIGH QUALITY TEACHERS AND PRINCIPALS

Label	Assurance	Response	Comment	Attachment
5.1	The district has conducted a comprehensive assessment of the professional learning needs of local teachers. The assessment identifies subject matter knowledge and skills that are necessary for teachers to possess to ensure all students have the opportunity to meet state and local achievement standards and be college and career ready.	Yes		

Label	Assurance	Response	Comment	Attachment
5.2	The district has conducted a comprehensive assessment of the professional learning needs of local principals. The assessment identifies the knowledge and effective instructional leadership skills that are necessary for principals to possess to ensure all students have the opportunity to meet state and local achievement standards and be college and career ready.	Yes		

Label	Assurance	Response	Comment	Attachment
5.3	The district has worked with local schools to assess needs that will result in increased student growth; therefore, the district will target funds to schools that have (a) the lowest proportion of highly qualified and effective teachers and/or; (b) have been identified as a priority school under Title I, Part A and/or; (c) the largest average class size. Funds utilized for class size reduction must meet the following criteria: • Class size reduction teachers are placed in elementary schools and/or middle and high schools in core subject areas required for graduation (not elective courses) e.g., Algebra I, II, English I, II, III, IV, U.S. History.	Yes		

Label	Assurance	Response	Comment	Attachment
5.4	The district has offered services to all private and/or home school(s) within district boundaries. The LEA consulted with private school personnel regarding the design, development and implementation of strategies to address the professional learning of private school(s) staff as determined by the assessment of needs. The LEA has provided private nonpublic school officials with an estimate of the value of the service that will be available to them.	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
5.5	Professional learning activities and strategies provided through Title II, Part A are coordinated with other federal, state and local professional learning activities.	Yes		

Label	Assurance	Response	Comment	Attachment
5.6	All activities and strategies implemented with Title II, Part A funds will be measured to determine their impact on student growth through a measure identified by the district in cooperation with the schools (public and private where applicable).	Yes		

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## 6. NO CHILD LEFT BEHIND ACT (NCLB) TITLE III ASSURANCES: LANGUAGE INSTRUCTION FOR LIMITED ENGLISH PROFICIENT AND IMMIGRANT STUDENTS

Label	Assurance	Response	Comment	Attachment
6.1	The eligible entity (LEA/school district/consortium) assures that it has developed a district plan for educating all Limited English Proficient (LEP) students within its jurisdiction and submitted the plan and budget to KDE for approval each year it receives Title III funds. It also assures that a copy of the district LEP plan will be provided to all schools receiving Title III funds and that the plan and its contents will be made available to LEP families and the public in compliance with open records laws.	Yes		

Label	Assurance	Response	Comment	Attachment
6.2	The eligible entity (LEA/school district/consortium) assures that it will provide equal educational opportunities to all LEP and immigrant students and uphold such rights regardless of citizenship or nationality status, as provided under Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunity Act of 1974, Sec. 204(f), and as affirmed in the Supreme Court ruling in Plyler v. Doe, 1982, and any other civil rights guaranteed by federal law.	Yes		

Label	Assurance	Response	Comment	Attachment
6.3	The eligible entity (LEA/school district/consortium) assures that it will expend all Title III funds to improve the education of limited English proficient (LEP) children by assisting the children to speak, read, write and comprehend the English language and to meet challenging state content and performance standards.	Yes		

Label	Assurance	Response	Comment	Attachment
6.4	The eligible entity (LEA/school district/consortium) with substantial increases in immigrant children and youth students assures that it will use Title III immigrant funds in a manner consistent with activities under Sec. 3115 (e) of Title III.	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
6.5	The eligible entity (LEA/school district/consortium) assures that its proposed LEP plan is based on approaches and methodologies consistent with scientifically based research on teaching LEP students.	Yes		

Label	Assurance	Response	Comment	Attachment
6.6	The eligible entity (LEA/school district/consortium) assures that its proposed LEP plan describes how language instruction programs will ensure that LEP students develop English proficiency.	Yes		

Label	Assurance	Response	Comment	Attachment
6.7	The eligible entity (LEA/school district/consortium) assures that all teachers in its LEP programs are fluent in English and any other language used for instruction, including written and oral communication skills.	Yes		

Label	Assurance	Response	Comment	Attachment
6.8	The eligible entity (LEA/school district/consortium) assures that it will use Title III funds in ways that will build district and school capacity to continue to offer high-quality language instruction educational programs for LEP students. This includes allocating Title III funds for high quality professional development.	Yes		

Label	Assurance	Response	Comment	Attachment
6.9	The eligible entity (LEA/school district/consortium) assures that its LEP and immigrant programs, strategies and funding allocations are aligned and integrated with the Comprehensive District Improvement Plan (CDIP) and Comprehensive School Improvement Plans (CSIP).	Yes		

**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
6.10	The eligible entity (LEA/school district/consortium) assures that it has developed annual specific, measurable achievement objectives for LEP and immigrant students to include, at a minimum, a. Annual increases in the number or percentage of students making progress in learning English (as measured by an approved English language proficiency assessment for Kentucky); b. Annual increases in the number or percentage of students attaining English language proficiency (as measured by an approved English language proficiency assessment for Kentucky); and c. Achieving Annual Measurable Objective (AMO) for the LEP gap group as measured by (a) academic achievement and gap closing in the content areas of reading, mathematics, science, social studies, and writing, (b) individual student growth in reading and mathematics, (c) college/career readiness, and (d) graduation rate.	Yes		

Label	Assurance	Response	Comment	Attachment
6.11	The eligible entity (LEA/school district/consortium) assures that it will hold accountable all elementary, middle and high schools receiving Title III funds in meeting the district's annual measurable objectives (as stated in the previous assurance statement) through a program evaluation submitted to the district at the end of the fiscal year.	Yes		

Label	Assurance	Response	Comment	Attachment
6.12	The eligible entity (LEA/school district/consortium) assures that it will annually assess the English language proficiency (in reading, writing, listening, speaking and understanding) of all identified LEP students in the district using a test approved by the Kentucky Board of Education.	Yes		

Label	Assurance	Response	Comment	Attachment
6.13	The eligible entity (LEA/school district/consortium) assures that schools will identify and address achievement gaps between non-LEP and LEP students by analyzing achievement data from all components of Kentucky State-Required Assessments to determine if significant performance differences exist, and will set annual measurable goals for closing the gap between LEP and non-LEP students as required by Kentucky Senate Bill 168 (SB 168, codified as KRS 158.649).	Yes		



**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
6.14	The eligible entity (LEA/school district/consortium) assures that a Program Services Plan (PSP) will be developed for each LEP student in the district. The Program Services Plan will, at a minimum, include all essential elements required by Title III of No Child Left Behind (NCLB) and Kentucky's Regulations on Inclusion of Special Populations in State Assessment and Accountability (703 KAR 5:070, revised February 12, 2009 [p1]).	Yes		

Label	Assurance	Response	Comment	Attachment
6.15	The eligible entity (LEA/school district/consortium) assures that all LEP students enrolled on the first day of the Kentucky State-Required Assessment testing window shall be assessed in all parts of the state-required assessments and their scores shall be included in accountability calculations consistent with state law, unless the students are in their first year of enrollment in a United States (U.S.) school.	Yes		

Label	Assurance	Response	Comment	Attachment
6.16	The eligible entity (LEA/school district/consortium) assures that parents/legal guardians of all LEP students in the district will be notified within 30 days after the beginning of the school year of a) the child's identification as LEP, b) the child's program instructional services, and c) parental rights to opt out of services or to seek alternative services as outlined in Sec. 3302 (a) (b) (c) of Title III. For a child who has not been identified for participation in a language instruction education program prior to the beginning of the school year, the eligible entity (LEA/school district/consortium) assures that it will carry out subsections (a) through (c) within two (2) weeks of the child's being placed in such a program.	Yes		

Label	Assurance	Response	Comment	Attachment
6.17	The eligible entity (LEA/school district/consortium) assures that it will promote parental and community participation in programs for LEP and immigrant students.	Yes		

Label	Assurance	Response	Comment	Attachment
6.18	The eligible entity (LEA/school district/consortium) assures that it will determine primary or home languages of LEP children under Sec.3214(g)(1)(a)((ii)(1) through the use of a home language survey administered to all students enrolled in the district as a first screening process to identify students with limited English proficiency (703 KAR 5:070 revised February 2009) [p2].	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
6.19	The eligible entity (LEA/school district/consortium) assures that it will submit to the Kentucky Department of Education all demographic and programmatic information, including the requirements of Sec. 3116 of Title III, pertinent to the implementation of the Title III program and the provision of services to LEP and immigrant students.	Yes		

Label	Assurance	Response	Comment	Attachment
6.20	The eligible entity (LEA/school district/consortium) assures that it developed its proposed LEP and immigrant plans in consultation with teachers, school administrators, parents, researchers, and if appropriate, with education-related community groups and nonprofit organizations, and institutions of higher education.	Yes		

Label	Assurance	Response	Comment	Attachment
6.21	The eligible entity (LEA/school district/consortium) assures that it has consulted with non-public schools within its area of service in the development of the district LEP plan, and that it will administer and provide on an equitable basis educational services to LEP students in non-public schools through a public agency or a contractual entity independent of the non-public schools or religious organizations.	Yes		

Label	Assurance	Response	Comment	Attachment
6.22	The eligible entity (LEA/school district/consortium) assures that all Title III funds will supplement, but in no case supplant, federal, state and local public funds for programs for LEP and immigrant students as set forth in Sec. 3115 (g) of Title III.	Yes		

Label	Assurance	Response	Comment	Attachment
6.23	The eligible entity (LEA/school district/consortium) assures that at the end of the fiscal year it will submit to the KDE Title III Program an Annual Performance Report (APR) evaluating the LEP and immigrant plans to include a description of programs and activities and of the progress made by LEP and immigrant students towards attaining English language proficiency and meeting state academic achievement standards as set forth in Sec. 3121 of Title III.	Yes		

## 7. NO CHILD LEFT BEHIND ACT (NCLB) TITLE VI PART B, SUBPART 2 ASSURANCES: RURAL AND LOW-INCOME SCHOOLS PROGRAM

Label	Assurance	Response	Comment	Attachment
7.1	<p>Rural-Low Income Funds will be used to support local education reform efforts consistent with statewide education reform efforts to:</p> <p>1) Provide funding to implement promising education reform programs and school improvement programs based on scientifically-based research;  2) Provide a continuing source of innovative and educational improvement;  3) Meet the educational needs of all students; and  4) Develop and implement education programs to improve student achievement and teacher performance.</p>	N/A		

Label	Assurance	Response	Comment	Attachment
7.2	<p>Rural-Low Income Funds will be used to:</p> <p>1) Support efforts for recruitment and retention of highly qualified, highly effective teachers;  2) Provide for research-based professional development to address an identified need at the school(s) or district;  3) To support parent involvement and engagement activities at the school(s) or district; and/or  4) To support activities authorized under Title I, Part A, or Title III, Part A.</p>	N/A		

Label	Assurance	Response	Comment	Attachment
7.3	<p>Rural-Low Income Funds will be used to address priority needs identified as part of the school(s) or district Needs Assessment diagnostic tool from ASSIST. Funds will be used first to address needs in identified Focus or Priority School(s) or at the district level if the district has been identified as a Focus or Priority District.</p>	N/A		

## 8. NO CHILD LEFT BEHIND ACT (NCLB) TITLE X PART C ASSURANCES: STEWART B. MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Label	Assurance	Response	Comment	Attachment
8.1	The local school district will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.	Yes		

Label	Assurance	Response	Comment	Attachment
8.2	The local school district will designate an appropriate staff person, who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths.	Yes		

Label	Assurance	Response	Comment	Attachment
8.3	The school district will adopt policies and practices to ensure that transportation is provided at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin, in accordance with the following as applicable: If the homeless child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.	Yes		

## 9. CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT

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**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
9.1	<p>The local school district (eligible recipient) shall submit a local application in accordance with requirements established by the state agency. The local application shall describe how the career and technical education programs required under section 135 (b) will be carried out with funds received under this title. The LEA shall:</p> <p>a. Carry out career and technical education activities with respect to meeting state and local adjusted levels of performance established under section 113.</p> <p>b. Offer the appropriate courses of not less than one of the career and technical programs of study described in section 122 (c) (1) (A).</p> <p>c. Improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in the core academic subjects (as defined by ESEA) and career and technical education subjects.</p> <p>d. Provide students with strong experience in, and understanding of, all aspects of an industry.</p> <p>e. Ensure that students who participate in such career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students.</p> <p>f. Provide comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development).</p> <p>g. Involve parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of business and industry, labor organizations, representatives of special populations and other interested individuals in the development, implementation, and evaluation of career and technical education programs assisted under this title. Maintain documentation on how such individuals and entities are effectively informed about, and assisted in understanding the requirements of this title, including career and technical programs of study.</p> <p>h. Provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs.</p> <p>i. Implement a process to evaluate and continuously improve the performance of career and technical education programs.</p> <p>j. Review career and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations; provide programs that are designed to enable the special populations to meet the local adjusted levels of performance; and provide activities to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that will lead to self-sufficiency.</p>	Yes		

**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
9.2	Individuals who are members of special populations will not be discriminated against on the basis of their status as members of special populations. (Section 134 (b)(9)).	Yes		

Label	Assurance	Response	Comment	Attachment
9.3	Funds will be used to promote preparation for non-traditional fields.	Yes		

Label	Assurance	Response	Comment	Attachment
9.4	Career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities.	Yes		

Label	Assurance	Response	Comment	Attachment
9.5	Address the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teacher profession and the transition to teaching from business and industry.	Yes		

Label	Assurance	Response	Comment	Attachment
9.6	Master schedule forms will be submitted for all CTE programs at each high school and middle school that receives Perkins funds.	Yes		

Label	Assurance	Response	Comment	Attachment
9.7	Accurate data will be entered into the Technical Education Database System (TEDS) for the previous school year.	Yes		

Label	Assurance	Response	Comment	Attachment
9.8	The local school district shall follow guidelines for Levels of Consequences for Perkins Accountability based on Perkins Performance Indicators as notified by KDE. The district must use a specified percentage of Perkins funds to address the areas of deficiency.	Yes		

**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
9.9	No more than 5 percent of the funds are used for administrative costs associated with the administration of activities assisted under this section.	Yes		

Label	Assurance	Response	Comment	Attachment
9.10	In any academic year that an eligible recipient does not expend all of the amounts the eligible recipient is allocated for such year under section 131 or 132, such eligible recipient shall return any unexpended amounts to the eligible agency.	Yes		

Label	Assurance	Response	Comment	Attachment
9.11	Eligible recipients shall not receive an allocation under Section 131 (a) unless the initial amount allocated is greater than \$15,000. Those whose allocation is not greater than \$15,000 may apply for a waiver or form a consortium.	Yes		

Label	Assurance	Response	Comment	Attachment
9.12	The local district shall not bar students attending private, religious, or home schools from participation in programs or services under this Act (Section 313).	Yes		

Label	Assurance	Response	Comment	Attachment
9.13	No funds made available under the Carl D. Perkins Career and Technical Education Act of 2006 shall be used to require any secondary school student to choose or pursue a special career path or major OR to mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standards, or certificate of mastery. (Section 314).	Yes		

Label	Assurance	Response	Comment	Attachment
9.14	No funds received under this Act may be used to provide career and technical programs to students prior to the seventh grade, except that such students may use equipment and facilities purchased (Section 135).	Yes		

Label	Assurance	Response	Comment	Attachment
9.15	Funds are used according to the requirements identified in Title I, Part C, Section 135 (Documentation of nine required use of funds).	Yes		



## 10. INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) PART B ASSURANCES: BASIC AND PRESCHOOL

Label	Assurance	Response	Comment	Attachment
10.1	The expenditures of IDEA-B funds for services and goods are made exclusively for the benefit of children who meet the definitions and eligibility criteria for programs for exceptional children as found in 707 KAR Chapter 1.	Yes		

Label	Assurance	Response	Comment	Attachment
10.2	Special education and related services are provided in a manner consistent with policies and procedures required by the Individuals with Disabilities Education Act (IDEA) Part B. These policies and procedures address: free appropriate public education, child identification, due process, evaluation, eligibility, individual education programs, placement in least restrictive environment, delivery of services, confidentiality, non-public schools, comprehensive system of personnel development, and IDEA-B funds.	Yes		

Label	Assurance	Response	Comment	Attachment
10.3	A goal of full educational opportunity has been established for all children with disabilities, aged three (3) to twenty-one (21).	Yes		

## 11. CHILD NUTRITION AND WIC REAUTHORIZATION ACT OF 2010, SECTION 204 ASSURANCES: LOCAL WELLNESS POLICIES

Label	Assurance	Response	Comment	Attachment
11.1	The local educational agency will comply with all provisions of this part.	Yes		

Label	Assurance	Response	Comment	Attachment
11.2	The local educational agency will keep such records, and provide such information to the State educational agency, as may reasonably be required for program evaluation (consistent with the responsibility of the State educational agency under this part).	Yes		

Label	Assurance	Response	Comment	Attachment
11.3	That (a) all programs carried out under this part will be assessed annually (pursuant both to this part and to KRS 158.856); (b) a report of the assessment will be issued to parents, local board members and council members; (c) comment will be solicited regarding the findings of the report and the recommendations for improvement contained in the report; and (d) the recommendations and public comments will be used to make decisions about improvements in the covered programs for the subsequent year and beyond.	Yes		

Label	Assurance	Response	Comment	Attachment
11.4	A summary of the findings of the assessment and the recommendations will be submitted to the Kentucky Board of Education on or before March 1 of each year.	Yes		

**12. STATE PRESCHOOL PROGRAM ASSURANCES (FLEXIBLE FOCUS FUND)**

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
12.1	The local school district makes preschool program services available to all three and four-year-old children with disabilities and at-risk four-year-old children in a manner consistent with KRS 157.3175.	Yes		

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
12.2	The district has a current, signed agreement with the local Head Start program to maximize Head Start funds to serve as many eligible four-year-old children as possible, with certification from the Head Start director that the Head Start program is fully utilized.	Yes		

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
12.3	When the district contracts with an outside agency for preschool placements, the contractor has been approved by the Kentucky Department of Education for these purposes and the contracted services meet all state and federal education requirements.	N/A		

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
12.4	All preschool education programs operated by or located on school grounds meet state education facility requirements for preschool programs. All materials and equipment used by these programs are appropriate for young children. Test sheets, workbooks and ditto sheets shall not be used (704 KAR 3:410).	Yes		

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
12.5	All children enrolled in preschool education programs that operate at least half-day are offered a meal while in the program (breakfast and/or lunch).	Yes		

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
12.6	All instructional staff for preschool education programs meets qualification standards and professional development requirements for preschool, as specified by regulation.	Yes		

**KDE District Funding Assurances**

Kenton County

Label	Assurance	Response	Comment	Attachment
12.7	The district has a written plan (policies and procedures) for the operation of the preschool program that addresses: recruitment of children; educational programming and related services; developmentally appropriate experiences in cognitive, communication, social, physical, and emotional development as well as creative expression; a curriculum which is relevant and reflective of the needs of the population served, in which a variety of skills are integrated into activities targeted toward the interests of children (704 KAR 3:410); parent outreach and active involvement; coordination of health and social services; coordination with the primary program; and an evaluation plan.	Yes		

Label	Assurance	Response	Comment	Attachment
12.8	At least annually, parents, staff and other professionals shall be involved in evaluating the effectiveness of the preschool program in meeting the needs of participating children.	Yes		

Label	Assurance	Response	Comment	Attachment
12.9	Funds for districts shall be allocated based on the number of eligible children enrolled in the district's preschool programs on December 1 of the previous year (702 KAR 3:250 Preschool Grant Allocations). Local districts submit the December 1 count form and the Supplemental Threes Count form to generate funding. This process assures funding for the state funded preschool program. Local school districts shall assure that appropriations to the local school district for the preschool program shall be separate and apart from all other funds and that the use of the funds appropriated for the preschool program shall be limited to activities for the implementation of the preschool program. (702 KAR 3:250).	Yes		

Label	Assurance	Response	Comment	Attachment
12.10	The district ensures appropriate implementation of the Child Find process, delivering appropriate, relevant, research-based instruction and intervention services (Kentucky System of Intervention or KSI) prior to or as a part of the special education referral process.	Yes		

### 13. PROFESSIONAL DEVELOPMENT ASSURANCES (FLEXIBLE FOCUS FUND)

Label	Assurance	Response	Comment	Attachment
13.1	The district certifies that each teacher participates in high quality professional development and that instructional improvement and training needs of staff are addressed in accordance with the goals in KRS 158.6451.	Yes		

Label	Assurance	Response	Comment	Attachment
13.2	School and districts will adhere to professional development options embedded in their school or district improvement plans as professional development programs are implemented under KRS 158.070.	Yes		

Label	Assurance	Response	Comment	Attachment
13.3	The district certifies that all persons affected by the professional development program are represented or included on the school and district planning teams.	Yes		

Label	Assurance	Response	Comment	Attachment
13.4	The district certifies that the local professional development coordinator is qualified for that position and provides technical assistance to school councils, staff members and professional development committees as described in Section 5 of 704 KAR 3:035.	Yes		

Label	Assurance	Response	Comment	Attachment
13.5	Professional development funds are expended and accounted for as required in 704 KAR 3:035 and funds are used for needs identified in the school and district planning process.	Yes		

**14. TEXTBOOKS AND INSTRUCTIONAL MATERIALS ASSURANCES (FLEXIBLE FOCUS FUND)**

Label	Assurance	Response	Comment	Attachment
14.1	The district certifies that the textbook/instructional materials purchasing plans for all schools serving grades P-8 have been approved by the appropriate school councils and the local board of education and are on file in the district office. The plans address the requirements as stated in KRS 156.439 and 704 KAR 3:455.	Yes		

Label	Assurance	Response	Comment	Attachment
14.2	The district certifies that an annual report and summary of expenditures for textbooks and instructional materials is available on the district's MUNIS report. The annual report addresses the requirements as stated in KRS 156.439 and 704 KAR 3:455.	Yes		

## 15. GIFTED AND TALENTED ASSURANCES

Label	Assurance	Response	Comment	Attachment
15.1	The local school district has in operation and available for public inspection local board approved policies and procedures which address each requirement in 704 KAR 3:285 (Sections 1-10), the administrative regulation for programs for the gifted and talented, and are consistent with KRS 157.200, 157.224, 157.230 and 703 KAR 4:040.	Yes		

Label	Assurance	Response	Comment	Attachment
15.2	The local school district adheres to the definitions in Section 1 of 704 KAR 3:285 for primary through grade twelve (12).	Yes		

Label	Assurance	Response	Comment	Attachment
15.3	The local school district has adopted policies and procedures for the identification and diagnosis of gifted characteristics, behaviors, and talent and determination of eligibility for services, primary through grade twelve (12) consistent with 704 KAR 3:285 (Section 3).	Yes		

Label	Assurance	Response	Comment	Attachment
15.4	The local school district has implemented a procedure to obtain information related to the interests, needs, and abilities of an identified student from her/his parent or guardian for use in determining appropriate services and notifies a parent or guardian annually of services included in her/his child's gifted and talented student services plan and specific procedures to follow in requesting a change in services (Section 3).	Yes		

Label	Assurance	Response	Comment	Attachment
15.5	The local school district has adopted a procedure for determining eligibility for services primary through grade twelve (12) (Section 4).	Yes		

Label	Assurance	Response	Comment	Attachment
15.6	The local school district conducts an annual program evaluation process. The local school district has ensured that school personnel report to a parent or guardian the progress of her/his child related to the gifted and talented student services plan at least once each semester (Section 5).	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
15.7	The local school district provides articulated primary through grade twelve (12) multiple service delivery options. No single service option exists alone, district wide, at a grade level (Section 6).	Yes		

Label	Assurance	Response	Comment	Attachment
15.8	A comprehensive framework or course of study for children and youth, primary through grade twelve (12), who are diagnosed as possessing gifted characteristics, behaviors and talent is based on a district or school's curricula required to meet the goals established in KRS 158.6451 (Section 7).	Yes		

Label	Assurance	Response	Comment	Attachment
15.9	Each school has differentiated, replaced, supplemented, or modified curricula to facilitate high level attainment of the learning goals established in KRS 158.6451 and assists students identified as gifted and talented to further develop their individual interests, needs, and abilities (Section 7).	Yes		

Label	Assurance	Response	Comment	Attachment
15.10	The local school district has ensured that direct services to students identified as demonstrating gifted and talented behaviors and characteristics are provided by professionally qualified and certified personnel as required by the Education Professional Standards Board (Section 8).	Yes		

Label	Assurance	Response	Comment	Attachment
15.11	State funds for gifted education are used specifically for direct services to students who are gifted and talented. Direct services to students identified as demonstrating gifted and talented behaviors and characteristics are provided by professionally qualified and certified personnel as required by the Education Professional Standards Board. Seventy-five (75) percent of the district's gifted education allocation is used to employ properly certified personnel to provide direct instructional services (Section 9).	Yes		



## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
15.12	The district has designated a gifted education coordinator to oversee the district gifted education operation, serve as liaison between the district and the state, ensure internal compliance with state statutes and administrative regulations, administer and revise the gifted education program budget, and submit to the Kentucky Department of Education for approval as an amendment any local district budget decision change causing a major or significant adjustment, thereby, impacting state funds for gifted education after the annual submission of the local district education plan (Section 9).	Yes		

Label	Assurance	Response	Comment	Attachment
15.13	State funding is contingent upon employing properly certified personnel to administer and teach in the program, annual submission of the local district gifted education year-end report, summative evaluation of the program and student progress, and complying with this regulation (Section 9).	Yes		

Label	Assurance	Response	Comment	Attachment
15.14	The local school district has established a district wide 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 (Section 10).	Yes		

**16. EXTENDED SCHOOL SERVICES (ESS) ASSURANCES (FLEXIBLE FOCUS FUND)**

Label	Assurance	Response	Comment	Attachment
16.1	The local board of education and the district have approved and disseminated procedures whereby pupils who have a greater need as determined by the eligibility criteria as stated in KRS 158.070 and 704 KAR 3:390 shall be referred and selected first to receive extended school services. The district further ensures that students who have greater academic need as stated in KRS 158.070 and 704 KAR 3:390 are not excluded from referral or selection for extended school services due to the inability of the parent or student to provide transportation to or from the school or site of extended school services programs.	Yes		

Label	Assurance	Response	Comment	Attachment
16.2	The school informs parents or guardians of extended school services as follows:  a. A general notification which describes the nature of the services to be offered including the opportunities for maintenance of performance, prevention of failure and reduction of academic deficiencies; b. A specific notification of their child's eligibility to receive extended school services; and c. Written procedures for parents or guardians to request reconsideration of their children's identification or lack of identification of eligibility for extended school services.	Yes		

Label	Assurance	Response	Comment	Attachment
16.3	(If applicable) The most current policy developed by the local school board that mandates attendance for any student(s) to Extended School Services is on file at the offices of Extended School Services, Kentucky Department of Education.	Yes		

Label	Assurance	Response	Comment	Attachment
16.4	Accurate time logs are maintained for personnel receiving salary from Extended School Services. Such salary is for direct services to the Extended School Services program. No ESS staff member is paid more than his/her actual hourly rate for a comparable position in the regular program.	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
16.5	The district has written criteria for the selection of ESS staff (certified and classified). ESS teachers and other ESS staff are first employed based on having the specific expertise to meet the needs of the students being served. All other criteria for employment are both fair and equitable to applicants.	Yes		

Label	Assurance	Response	Comment	Attachment
16.6	Accurate records are maintained for student attendance to Extended School Services and of student progress toward individual goals.	Yes		

Label	Assurance	Response	Comment	Attachment
16.7	Students not enrolled in ESS are allowed to ride the buses provided through ESS funds only to the extent that it does not increase the cost of such transportation to ESS.	N/A		

DRAFT

## 17. KENTUCKY EDUCATION TECHNOLOGY SYSTEM (KETS) ASSURANCES AND UNIVERSAL SERVICE ADMINISTRATIVE COMPANY (USAC) E-RATE ASSURANCES

The KETS program requires that districts complete and submit an updated technology plan on a yearly basis. Successful technology plans align the criteria in these eight assurances with the overall education improvement objectives. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be strong connections between the infrastructure of the information technology and the professional development, curriculum resources; and effective uses by teachers, students, and school leaders.

Label	Assurance	Response	Comment	Attachment
	The local school district establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education.	Yes		

Label	Assurance	Response	Comment	Attachment
17.2	The local board of education agrees to conform to the guidelines for filtering, content management, caching, and auditing technologies regarding student and staff Internet access as provided in the Master Plan for Education Technology, including the implementation and maintenance of approved filtering and caching technology in the district for all students, teachers and administrators. The local school district agrees to adopt an acceptable use policy (AUP) in accordance with the guidelines for acceptable use policies as provided in the Master Plan for Education Technology. This AUP includes addressing the nine elements of digital citizenship as identified by the International Society for Technology in Education for all students, teachers and administrators. The AUP contains language compliant with the Children's Internet Protection Act (CIPA) which will prohibit access to objectionable materials, including sexually explicit materials, and shall include, but not be limited to, parental consent for student Internet use, teacher supervision of student computer use, auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material, and provide for the educating of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response. The local school district acknowledges that these protections apply to all district owned devices and/or district-provided access to the network/internet without regard to the location of students, devices, or point of access.	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
17.3	The acceptable use policy also contains provisions that prohibit students, faculty, staff and others with network access from using district resources to establish Internet email accounts through third party providers or any other non-standard electronic mail. [KRS 156.160 (SB 230 (1998) which is codified as KRS 156.675), 701 KAR 5:120].	Yes		

Label	Assurance	Response	Comment	Attachment
17.4	Districts are required by state regulation 701 KAR 5:110 to procure only those technologies that meet KETS technical, product and design standards, if a technical, product or design standard for that category has been established, regardless of source of funds as set forth in the Master Plan for Education Technology.	Yes		

Label	Assurance	Response	Comment	Attachment
17.5	The local school district has a professional development strategy to ensure that all students, teachers, and administrators know how to use current and new technologies to support educational goals.	Yes		

Label	Assurance	Response	Comment	Attachment
17.6	The local school district assesses the telecommunication services, hardware, software, and other services that will be needed to support education.	Yes		

Label	Assurance	Response	Comment	Attachment
17.7	The local board provides for sufficient funds to acquire and support the elements of technology: hardware, software, professional development, and other services that will be needed to implement the strategy.	Yes		

Label	Assurance	Response	Comment	Attachment
17.8	The local district agrees to conform to the KETS electronic mail product and design standards. These guidelines communicate the basic product and design standards for statewide electronic mail including State Level Shared Distribution Lists as incorporated by reference into the Master Plan for Education Technology. (<a href='http://www.education.ky.gov/districts/tech/kmp/Pages/default.aspx'TARGET='_blank'> 2013-2018 KETS Master Plan </a>)	Yes		

## KDE District Funding Assurances

Kenton County

Label	Assurance	Response	Comment	Attachment
17.9	The local school district includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.	Yes		

Label	Assurance	Response	Comment	Attachment
17.10	The local school district acknowledges, and to the best of its ability responds to, the recommendations and timelines that resulted from the Personal Data Security Study as directed in HB 341 (2006), part of which was codified in KRS 160.380 and 161.175.	Yes		

DRAFT

**18. TECHNOLOGY TOOLS READINESS SURVEY—DUE DECEMBER 1**

Label	Assurance	Response	Comment	Attachment
18.1	The district will complete the Technology Tools Readiness Survey. The information collected will be used by local school districts, local boards of education, legislators, and the Kentucky Board of Education to determine the needs for implementing the KETS Master Plan initiatives, technology funding, on-line applications, and on-line testing. The District Technology Leader (CIO/DTC) should work with the KETS Customer Relationship Manager (CRM - formerly KETS Engineer) to complete this form. Upon completion, the final report must be submitted to the KETS CRM. The District Technology Leader should make a copy of the Technology Tools Readiness Survey to be placed with the Comprehensive Improvement Plan documentation filed at the district. The report due December 1 will reflect the most current information at the time the survey response is submitted.	Yes		

19. TECHNOLOGY ACTIVITY REPORT—DUE SEPTEMBER 30

Label	Assurance	Response	Comment	Attachment
19.1	The district will complete the Technology Activity Report. Upon completion, this report is submitted to the Office of Knowledge, Information and Data Services (KIDS). The Technology Activity Report reflects district technology expenditures and progress on categorical purchases for statewide reporting. The report September 30 will reflect data for July 1 - June 30 of the previous fiscal year.	Yes		



## 20. VERIFICATION AND APPROVAL OF DISTRICT ASSURANCES

Label	Assurance	Response	Comment	Attachment
20.1	<p>The district Superintendent certifies that all KDE Assurances have been reviewed, completed and approved by the district Board of Education and that an email has been sent to the Kentucky Department of Education as evidence of these actions for the current school year.</p> <p>The district Superintendent must:</p> <ol style="list-style-type: none"> <li>1. Send an email to the Kentucky Department of Education at <a href="mailto:kdeassurances@education.ky.gov">kdeassurances@education.ky.gov</a> to acknowledge the review and approval of the assurances. The email format as follows:</li> </ol> <p>To: <a href="mailto:kdeassurances@education.ky.gov">kdeassurances@education.ky.gov</a>  From: &lt; SUPERINTENDENT EMAIL &gt;</p> <p>Subject: Assurances for &lt; DISTRICT NAME HERE &gt;</p> <p>Copy and paste the following content in the body of the email:</p> <p>As Superintendent of the &lt; DISTRICT NAME HERE &gt; school district, I declare that all the schools in our district (including private schools receiving funding from our district) are in compliance with all of the assurances listed in the Assurances document. These assurances were approved at a regular meeting of the &lt; DISTRICT NAME HERE &gt; Board of Education on &lt; ENTER DATE &gt;. The approval is contained in all Board minutes that are available for review at the district's central office. All pertinent information related to these assurances is available for review at the district's office.</p> <ol style="list-style-type: none"> <li>2. Provide evidence of the approval of the assurances at a regular meeting of the district Board of Education by uploading a copy of the board minutes as evidence of the discussions and approval.</li> </ol>			

## **Certified School Nurse Job Description**

The EPSB added a certification process for the school nurse position and several Kenton County school nurses have completed the certification requirements. This new job description reflects the EPSB certification for the school nurse position and the corresponding salary from the annual certified salary schedule.

**Recommendation: It is recommended the Board approve the Certified School Nurse Job Description and annual certified salary as presented.**

TITLE: Assistant Director of Transportation

QUALIFICATIONS:

1. Demonstrates knowledge of bus mechanics.
2. Demonstrates aptitude or competence for performing assigned responsibilities and tasks.
3. Is a certified school bus driver by the state of Kentucky.
4. Is either a certified licensed school bus driver instructor or agrees to become one within one (1) year after accepting the position.
5. No DUI or felony convictions.
6. If not previously employed by the Board must take and pass a pre-employment drug/alcohol test.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: All Transportation Personnel

JOB GOAL: To insure that all students are able to take full advantage of the complete range of curricular and extracurricular activities offered by the school district. Also, makes sure all transportation vehicles are maintained in a high state of efficiency and safety and to insure that the bus garage is operated in a safe and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Is the primary instructor in teaching state and federal driver training programs along with in-service and update classes.
2. Works with Director of Transportation to coordinate all Special Education and Preschool bus routes.
3. Works with the drivers on routing and working out solutions to related problems.
4. Works with the Director in preparing and updating bus schedules for all schools in the district.
5. Works with parents, drivers, students and other school personnel in the handling of bus problems and complaints.
6. Works with the Director in preparing the transportation budget.
7. Works with Director in the recruiting, screening and evaluating garage personnel.
8. Works with shop supervisor in setting up appointments for brake inspections, servicing and bus repairs.
9. Advises Superintendent or Director on road hazards for decision on school closing during inclement weather.
10. Maintains and compiles parochial school totals so that proper reimbursement can be given.
11. Performs as a working leader.
12. Instructs drivers in maintenance tasks which the driver must perform.
13. Attends appropriate committee, staff and Board meetings.

14. Investigates all accidents involving school buses.
15. When necessary submits reports required by state and local authorities.
16. Takes an active role in solving personnel problems connected with the transportation of students and acts as a liaison with parents for complaints.
17. Promotes high standards of safety and good housekeeping methods in all work.
18. Gathers and compiles necessary information for monthly reports.
19. When required works with Shop Supervisor in analyzing mechanical problems so that the problem is corrected.
20. Handles the duties of Shop Supervisor in the event of his/her absence.
21. Keeps records of vacation, sick, bereavement and personal days for garage personnel.
22. Verifies time cards of garage workers.
23. Handles the duties of Director of Transportation in the event of his/her absence.
24. Performs such other assigned duties and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT: 230/225 days. Pay Grade ~~26~~ ADTR

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 02/12/90  
REVISED: 7/23/03  
REVISED: 4/23/07  
REVISED: 06/01/2015  
~~REVISED:~~ 08/03/15

TITLE: Assistant School Plant Manager

QUALIFICATIONS:

1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery.
2. Must pass health examination required of all school employees and pass the district Job Analysis - JPA Testing Protocol for the Job Title "General Maintenance Technician".
3. Demonstrates aptitude or competence for assigned responsibilities.
4. Computer literate for proper reporting purposes and maintaining records.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal, School Plant Manager

SUPERVISES: Building Operations Support employees in that building in the absence of the School Plant Manager

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES: (The following are in addition to responsibilities as a Building Operations Support employee.)

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
2. Assists the School Plant Manager to plan and oversee all maintenance repair work, maintaining a high standard of safety, cleanliness, and efficiency in the building.
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments.
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Evaluates the performance of the custodial staff on a regular basis.
6. Strives constantly to promote the safety, health, and comfort of the students and employees.

7. Assumes the School Plant Manager duties and responsibilities in the absence of the School Plant Manager.

TERMS OF EMPLOYMENT: 245-240 Days. **Pay Grade G11**  
**Journeyman Level ASPJ**

EVALUATION: Performance of this job will be evaluated annually by the principal and the Building, Grounds & Maintenance Supervisor.

DATE APPROVED: 10/17/05

DATE REVISED: 05/15/06

**DATE REVISED: 08/03/15**

**TITLE:** Substitute Building Operations Supervisor

**QUALIFICATIONS:**

1. Must pass health examination required of all school employees and pass the district Job Analysis – JPA Testing Protocol for the Job Title “Building Operations Support”.
2. Demonstrates aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Support Operations Supervisor

**SUPERVISES:** Building Operations Support employees in the assigned building.

**JOB GOAL:** To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

**PERFORMANCE RESPONSIBILITIES:** (The following are in addition to responsibilities as a Building Operations Support Staff employee.)

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency of all buildings.
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments.
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Evaluates the performance of the custodial staff on a regular basis.
6. Strives constantly to promote the safety, health, and comfort of the students and employees.

**TERMS OF EMPLOYMENT:** Salary and work year established by the Classified Salary Schedule for the type and size of building assigned to.  
**HCME/HCMS/HCHS-G8**

**DATE APPROVED:** 06-01-2015

**REVISED:** 08/03/2015

**TITLE:** Building Operations Supervisor

**QUALIFICATIONS:**

1. Must pass health examination required of all school employees and pass the district Job Analysis- JPA Testing Protocol for the Job Title "Building Operations Support.
2. Demonstrates aptitude or competence for assigned responsibilities.
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal, School Plant Manager, (indirectly, Buildings, Grounds & Maintenance Supervisor).

**SUPERVISES:** Building Operations Support employees in that building.

**JOB GOAL:** To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

**PERFORMANCE RESPONSIBILITIES:** (The following are in addition to responsibilities as a building custodian.)

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency of all buildings.
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments.
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Evaluates the performance of the custodial staff on a regular basis.
6. Strives constantly to promote the safety, health, and comfort of the students and employees.



TERMS OF EMPLOYMENT: 245/240 Days. Pay Grade ~~8~~/9

Large Elem	HCLE
Med Elem	HCME
Middle/RR	HCMS
Middle JR	HCMC
High School	G8
High Sch JR	HCHJ
Elem JR	HCLJ

EVALUATION: Performance of this job will be evaluated annually by the principal and the Director of Building, Grounds and Maintenance Supervisor.

DATE APPROVED:

11/25/8

DATE REVISED: 7/21/03

DATE REVISED: 6/21/04

DATE REVISED: 5/15/06

DATE REVISED: 10/19/09

REVISED: 06/01/2015

REVISED: 08/03/2015

TITLE: Building Operations Support

QUALIFICATIONS:

1. Must pass health examination required of all school employees and pass the district Job Analysis-JPA Testing Protocol for the Job title "Building Operations Support".
2. Demonstrates aptitude or competence for assigned responsibilities.
3. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal; Building Operations Supervisor

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keeps all buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sand walks, driveways, parking areas, and steps, as appropriate.
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps classrooms daily and dusts furniture.
6. Cleans corridors after school each day, and during the day when their condition requires it.
7. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
9. Keeps the grounds free from rubbish.
10. Performs such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.

11. Keeps all floors in a clean and attractive condition and in a good state of preservation.
12. Cleans all chalkboards at least once a week.
13. Makes such minor building repairs as he is capable of.
14. Reports major repairs needed promptly to the principal.
15. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
16. Reports immediately to the principal any damage to school property.
17. Remains on the school premises during school hours, and during nonschool hours when the use of the building has been authorized and his attendance required by the principal.
18. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
19. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
20. Conducts an ongoing program of general maintenance, upkeep, and repair.
21. Moves furniture or equipment within buildings are required for various activities and as directed by the principal.
22. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

TERMS OF EMPLOYMENT:      245/240 days      Pay Grade ~~5/6~~ CUST  
Journeyman Level CUSJ

EVALUATION:      Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 11/25/08  
 REVISED: 7/21/03  
 REVISED: 6/21/04  
 REVISED: 5/15/06  
 REVISED: 10/19/09  
 REVISED: 06/01/2015  
REVISED: 08/03/2015

CODE: E11.220

TITLE: Buildings, Grounds and Maintenance Supervisor

QUALIFICATIONS:

1. Knowledge of the basic principles of construction, maintenance, custodial services and security
2. Certification and/or extensive training in the areas of HVAC, Electrical Functions, Asbestos Management, Energy Audits, Refrigeration, Boiler Management and Plumbing Systems.
3. Ability to effectively lead, supervise, and communicate with employees under his/her jurisdiction.
4. Minimum four (4) years supervisory experience.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Facilities

SUPERVISES: All maintenance, custodial, and grounds personnel

JOB GOAL: Provide all students with a physical learning environment that is safe, clean, and attractive where all building operating systems are smoothly functioning.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and implements orientation and training programs for the various segments of the custodial and maintenance staff.
2. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial and maintenance personnel.
3. Schedules work routines for custodial and maintenance personnel.
4. Recommends purchase of equipment and supplies.
5. Organizes and implements a program of preventative maintenance.
6. Supervises operations of heating and cooling plants.
7. Directs and inspects the maintenance of all buildings and grounds as to cleanliness and safety.

CODE: ELL.220

8. Assumes primary responsibility for the safe conditions of lighting fixtures, electrical apparatus, fixtures, wiring, air conditioning, refrigeration, heating units, similar electric elements, and plumbing in the facilities owned or operated by the district.
9. Coordinates program for receiving, storing, and issuing all maintenance and grounds supplies, materials, and equipment.
10. Conducts periodic inspection of all facilities to audit energy consumption and inspect fire safety and submits a monthly report regarding these inspections to appropriate assistant superintendent/director.
11. Works collaboratively with the Facilities Manager to supervise and inspect improvements and renovations performed by outside contractors and verifies completion of contracts before authorizing final payments.
12. Reviews on a regular basis all security precautions and procedures.
13. Prepares a plan for snow removal.
14. Establishes and supervises summer crews for cleaning, painting, and other summer maintenance activities.
15. Performs such other tasks and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT: (230/225 Days) Pay Grade ~~23~~ G24

EVALUATION: Performance of this job will be evaluated annually by the Director of Facilities, Executive Director, Assistant Superintendent, or his/her designee.

DATE APPROVED: 6/16/97

REVISED: 07/21/03

REVISED: 05/15/06

REVISED: 08/03/15

**TITLE:** Bus Driver

**QUALIFICATIONS:**

1. Valid operator's license.
2. Must pass health examination required by all school employees.
3. Positive character references.
4. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent, Executive Director, or designee  
Director of Transportation

**JOB GOAL:** To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Fuels bus.
9. Notifies the proper authority in case of mechanical failure or lateness.
10. Discharges students only at authorized stops.
11. Exercises responsible leadership when out-of-district school trips.
12. Transports only authorized students.
13. Reports all accidents and completes required reports.
14. Enforces regulations specified in Bus Drivers Manual as approved by the Board of Education.

E11.214

TERMS OF EMPLOYMENT: Length of year not to exceed 175 pupil attendance days, 4 holidays and 2 in-service days. ~~Salary established by Classified Salary Schedule.~~ Pay Grade G6

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 11/25/80  
DATE REVISED: 5/19/03  
DATE REVISED: 10/19/09  
REVISED: 06/01/2015  
~~REVISED:~~ 08/03/2015

TITLE: BUS DRIVER TRAINER

QUALIFICATIONS:

1. Valid operator's License (CDL required).
2. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law.
3. Must pass all requirements of the State and Kenton County Board of Education. Positive character references.
4. Minimum five years school bus driving experience.
5. Ability to work with other drivers and assist in their training.
6. Kentucky certified school bus driver trainer or willing to complete the course within one year.
7. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular activities.

PERFORMANCE RESPONSIBILITIES:

1. First priority will be to serve as a full-time route or full-time substitute bus driver.
2. Assist with driver training by teaching or doing reviews with drivers and monitors.
3. Performs other job related duties as assigned by his/her immediate supervisor.
4. Obeys all traffic laws.
5. Observes all mandatory safety regulations for school buses.
6. Maintains discipline of students on bus.
7. Reports undisciplined students to the proper authority.
8. Keeps assigned bus clean.
9. Keeps to assigned route and schedule.
10. Checks bus before each operation as required by pre-trip inspection.
11. Maintains proper level of fuel and fluids in bus.
12. Notifies the proper authority in case of mechanical failure or lateness.



13. Discharges students only at authorized stops.
14. Exercises responsible leadership when on out-of-district school trips.
15. Transports only authorized students.
16. Reports all accidents and completes required reports.
17. Enforces regulations specified by the KCSD and in the School Bus Drivers Manual as approved by the State and Local Boards of Education.

TERMS OF EMPLOYMENT: Length of year not to exceed 175  
pupil attendance days, 4 holidays and  
2 in-service days. Pay Grade 8 BUST

EVALUATION: Performance of this job will be evaluated by an Assistant  
Superintendent, Executive Director, or designee.

DATE REVISED: 12/16/96  
05/19/03  
10/19/09  
05/06/2013  
REVISED: 06/01/2015  
REVISED: 08/03/2015

TITLE: BUS GARAGE MANAGER

QUALIFICATIONS:

1. At least 10 years Diesel Mechanic or 10 years combined experience as a Mechanic and supervisor or Manager of Diesel shop.
2. Demonstrates aptitude or competence in assigned responsibilities including use of computer programs.
3. Possess and maintain class A or B license and be able to obtain passenger and school bus endorsements within 6 months of hire date.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee.

SUPERVISES: Mechanics and Assistant Mechanics and office staff

JOB GOAL: To insure that all pupil transportation vehicles are maintained in a high state of efficiency and safety, to insure that the bus garage is operated in a safe and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Is a leader and leads by example. Advocates and supports all district policies, Procedures and personnel; works cooperatively with others. Professional appearance, organized, sets standard for employees to follow.
2. Schedules mechanics work projects. Can Multi-task, plans and organizes. Monitors employee productivity. Verifies all time entries.
3. Monitors and supervises procedure for requisitioning parts and supplies, ensuring proper documentation and records are maintained and district purchasing procedures are followed to manage cost.
4. Maintains quality workmanship in all shop operations, addresses deficiencies, identifies and addresses rework. Makes regular and thorough inspections of work completed in the Bus Garage.

5. Analyzes mechanical problems and schedules their correction. Assists mechanics and assistants in analyzing and determining vehicle problems.
6. Instructs drivers in maintenance tasks which the driver must perform.
7. Ensures timely, up-to-date and accurate records exist and are properly maintained, of a repair work, inspections, training and other such records as need and required by law or statute. Verifies that all records are correct and complete.
8. Operations to maintain cost effective and efficient performance on key cost factors such as safety, staffing, asset usage and utilization, preventative maintenance and repairs, parts inventory and fuel. Promotes a clean and safe work environment in office and shop operations.
9. Is "on call" on nights and weekends and carries a district issued cell phone to address emergencies.
10. Performs such other tasks and assumes such other duties as may be assigned.

TERMS OF EMPLOYMENT: 245/240 Days. Pay Grade ~~22~~ SHOP

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 11/25/80

REVISED: 01/21/14

REVISED: 06/01/2015

REVISED: 08/03/2015

TITLE: BUS MONITOR/HEALTH ASSISTANT

QUALIFICATIONS:

1. High School Diploma or GED
2. Demonstrated competence and/or experience with supervising and monitoring children and specifically special education children;
3. Perform assigned responsibilities, including medical treatments.
4. Positive character references.
5. Health examination required of all school employees.
6. CPR - current certification.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: Students assigned to bus.

JOB GOAL: To work with school bus driver to provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program and directly provide medical assistance and monitoring for targeted students.

PERFORMANCE RESPONSIBILITIES:

1. Works with driver, parents, and/or school personnel so that safe and proper student loading and unloading procedures are followed at home, schools, or designated stops.
2. Attends to the needs of students on bus and informs school personnel of any unusual behavior or health problem; attends to the specialized health needs of students including providing medical treatment in accordance with physician instruction, State Law and District regulations and as delegated by the District Health Coordinator. May include oral or tracheal suctioning, tracheal tube replacement, seizure monitoring, administration of emergency medicines and knowledgeable in emergency care of students with some chronic diseases (diabetes, asthma).
3. Will display competence and ability in performing medical procedures as trained by the District Nurse or School Nurse
4. Along with driver, works in keeping order and discipline on bus.
5. Makes sure all students are seated properly and all special education students are secured properly either in their seat or their wheelchair.
6. Along with driver, acts as liaison between parent and school.
7. When needed, requests proper equipment and/or supplies from the transportation department.
8. In the event of breakdown, works with driver to insure that the safety of the children is maintained.
9. Attends in-service meetings when required.
10. Informs transportation office of any problems or unsafe practices that may arise which could result in injury to the occupants of the bus.

11. Performs other reasonable duties or assignments as pertaining to the transportation of all students.
12. Performs such other assigned duties and assumes other responsibilities as assigned.

TERMS OF EMPLOYMENT: Length of school year not to exceed 175 pupil attendance days + 4 holidays, and 2 in-service days. Pay Grade ~~4~~ **G 2**

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 2/28/05

REVISED: 06/01/2015

**REVISED: 08/03/2015**

TITLE: Construction Project Manager

QUALIFICATIONS:

1. Extensive experience in construction project management.
2. Minimum of three years experience in school related new construction and/or renovation project management.
3. Possesses leadership and advisory abilities to effectively manage the capital construction process.
4. Possess a full understanding of the Kentucky Department of Education Capital Construction
5. Such alternatives to the aforementioned qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Executive Director of Support Operations

JOB GOAL: Supervises district wide construction projects to provide a physical learning environment that is conducive for successful student achievement.

PERFORMANCE RESPONSIBILITIES:

1. Serves as manager working toward full implementation of the Kenton County Local Facilities Plan.
2. Provides support to administrators and staff in the areas of facilities operational management.
3. Supervises and works with architects, engineers, contractors, and all entities involved in the construction, equipping, and maintenance of the Kenton County Schools.
4. Prepare and maintain a construction program that reflects the design intentions of the Kenton County School District.
5. Assist with the coordination and facilitation of all school level design strategies and program development.
6. Prepare, maintain, and implement a construction safety plan for each construction job site.
7. Coordinate with local police departments, fire departments, building inspectors, highway departments, and all utility providers regarding all construction projects.
8. Prepare and maintain a facility data base that accounts for all building operation manuals and warranty information relative to each school site.
9. Manage all digital drawings and hard copy drawings for each school site.

10. Ensure the development of procedures and specifications for all work to be contracted by outside construction companies and provide ongoing support to the Facilities Systems Director in the preparation of bidding documents.
11. Coordinate with the management and supervision of any annual summer maintenance construction projects.
12. Maintain a complete and thorough understanding of the most current procedures and state regulations related to the capital construction process and maintenance of school facilities.
13. Coordinate the annual facility needs assessment process with each school administrator and assist in the prioritization of the same work.
14. Prepare and maintain an annual budget for all capital construction improvements.
15. Serves as District liaison on all Kentucky Department of Education committees related to capital construction.
16. Prepare monthly reports to the Board of Education related to ongoing construction activities and related costs.
17. Assist all necessary school district personnel with local planning efforts related to facility safety and space utilization.
18. Manage account for all school facilities and equipment in accordance with Kenton County fixed asset requirements related to school projects.
19. Calculate the annual property insurance requirements in accordance with State recommended guidelines.
20. Assumes such other duties as are assigned by the Executive Director of Support Operations.

TERMS OF EMPLOYMENT: 230 Days. Pay Grade **24 26**

EVALUATION: Performance of the job will be evaluated annually by the Executive Director of Support Operations, Assistant Superintendent, or his/her designee.

APPROVED: 6/6/11

REVISED: 06/01/2015

**REVISED: 08/03/2015**

TITLE: Coordinator of School Health Services

QUALIFICATIONS:

1. Holds current license (Registered Nurse) in the State of Kentucky or shows proof of temporary Work permit issued by the Kentucky Board of Nursing.
2. Agrees to uphold the Nurse Practice Act for Registered Nurses as set forth by the Kentucky Board of Nursing. This will include maintenance of active license and accumulation of continuing education hours as required.
3. Baccalaureate in Nursing preferred.
4. Such other qualifications and/or experience as the Board of Education may deem appropriate and advisable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To provide the fullest possible educational opportunity for each child by minimizing absence due to illness, and creating a climate of health and well-being in the schools of the District. Develop a staff wellness plan and work to develop partnerships to ensure a healthy work environment.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates health services for the School District which will include:  
Compliance with State-mandated regulations regarding immunizations, and physical examinations for the student population.  
Screening activities to include visual, impediments, spinal curvature, hypertension, childhood obesity, communicable disease, etc.  
Referral of students for needed medical/dental care.  
Provides for and monitors state required medication training and KHSAA required trainings.  
Monitors records for AED and other health equipment.  
Monitors field trip request for appropriate medical compliance.
2. Coordinates regular and timely maintenance of student health records.
3. Accepts, when possible, referrals relating to students from appropriate school personnel and provides recommendations regarding management of these problems.



4. Contacts students' homes when deemed necessary.
5. Works collaboratively with the Family resource/Youth Service Center and other school staff.
6. Prepares and submits reports as may be required/requested by the Board of Education, the Superintendent or state pertaining to school health matters.
7. Provides training to staff in the prevention of communicable health problems, emergency response, etc.
8. Recommends the exclusion and re-admission of students suspected to have communicable health problems.
9. Advises and instructs faculty, parents, health care agencies and local health care community on health matters pertaining to students, including childhood obesity.
10. Initiates proactive, preventative district programs to promote mental and physical health and well being.
11. Assumes the authority- when possible- for the care of students/staff experiencing acute health care crisis.
12. Coordinates the efforts of nursing personnel in the school district, including scheduling, supervision and evaluation.
13. Oversees the maintenance of the School Health Center and plans for the growth of same.
14. Works collaboratively with school staff to support secondary health career classes. This may include serving as a liaison, providing direct instruction or serving as a consultant to the teacher.
15. Performs other tasks and assumes duties as may be assigned by the Executive Director of Academic Support.

TERMS OF EMPLOYMENT: 220 Days ~~Pay Grade 24~~ Salary determined by the  
Administrative Salary Schedule – Coordinator IV

EVALUATION: Performance will be evaluated annually by an Assistant Superintendent,  
Executive Director, or designee.

DATE APPROVED: 05/14/90  
DATE REVISED: 02/22/00  
DATE REVISED: 06/06/11  
REVISED: 06/01/2015  
~~REVISED:~~ 08/03/2015

TITLE: District Mental Health Services Coordinator

QUALIFICATIONS: 1. Teaching, Counseling, School Psychologist,  
Social Worker Certification Required  
2. Such alternatives as the Board may find  
appropriate.

REPORTS TO: Assistant Superintendent, Executive Director, or designee.

JOB GOALS: To coordinate the mental health services for students

PERFORMANCE RESPONSIBILITIES:

1. Consult with and advise district mental health unit teachers regarding current concerns on a regular basis.
2. Facilitate the coordination of mental health services for students
3. Support teachers, psychologists, and counselors with the completion of assessments and development of plans to address student mental health needs.
4. Regularly consult with mental health unit teachers regarding current program and students.
5. Serve as a liaison between schools and families of students with mental health needs.
6. Maintain consultation notes and share on a regular basis with district administrative staff.
7. Attend scheduled district meetings as needed or requested.
8. Participate in ongoing professional learning related to job duties.
9. Plan and facilitate professional learning for district staff, schools and teams of teachers based on identified needs related to mental health services.
10. Conduct threat assessments with students as necessary.
11. Facilitate the implementation, monitoring and analysis of mental health services in the district.
12. Performs other tasks and responsibilities which assure successful implementation of the Kenton County Schools Reducing Barriers to Learning/Safe and Drug Free Schools activities.

TERMS OF EMPLOYMENT: 190 days Pay Grade ~~24~~ 23

EVALUATOR: Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 08/15/94 DATE

REVISED: 06/04/01 DATE

REVISED: 07/16/01 DATE

REVISED: 05/19/03 DATE

REVISED: 06/02/14

REVISED: 06/01/2015

REVISED: 08/03/2015

**TITLE:** **Preschool Secretary**

**QUALIFICATIONS:**

1. High School Diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law.
2. Technology skills
3. Written and verbal communication skills
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** **Executive Director of Elementary Education and Federal Programs**

**JOB GOAL:** **To assure the smooth and efficient operation of the preschool program so to facilitate the maximum positive impact on the education of preschool students.**

**PERFORMANCE RESPONSIBILITIES:**

1. Performs usual office routines and practices such as organizing, filing, and scheduling.
2. Maintains a current knowledge of preschool programs and practices.
3. Receives and routes all in-coming calls; utilizes professional communication/phone skills and responds appropriately to requests for information.
4. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
5. Reports immediately the presence in the building of any visitor who by-passes the reception desk and/or any suspicious activity or unusual behavior on the part of visitors.
6. Utilizes technology (including word processing, database, and spreadsheets) in order to prepare a variety of material, such as letters, student records, reports, memos, monthly statements, etc.
7. Verifies totals on report forms, requisitions, etc., and proofreads work as requested.
8. Assists preschool staff in developing, assembling, and distributing materials for the preschool program.
9. Manages mass mailings for preschool including preparing forms/letters, assembling mailings, creating labels, etc.
10. Requests necessary office supplies.
11. Works cooperatively with district staff in other departments such as transportation, food service and facilities as well as outside agencies and other stakeholders.
12. Provides secretarial assistance to preschool coordinator, consultant, and teachers.
13. Maintains up-to-date information in student data base system for preschool and private school students.
14. Develop and update master list of preschool and RTI students in collaboration with school preschool staff.
15. Performs such other tasks and assumes other responsibilities as requested by the principal.

**E11.31-08aa**

**TERMS OF EMPLOYMENT:**

**197 days Pay Grade G7**

**Salary established by Classified Salary Schedule**

**EVALUATION:**

**Performance of this job will be evaluated annually by the Executive Director**

**DATE APPROVED: 10/19/09**

**DATE REVISED: 06/06/11**

**REVISED: 08/03/2015**

TITLE:	Educational Interpreter I
QUALIFICATION:	<ol style="list-style-type: none"><li>1. High school diploma or equivalent required.</li><li>2. Some experience interpreting in an educational setting or working with the deaf community with supporting documentation preferred.</li><li>3. Temporary license from the Kentucky Board of Interpreters (KBI).</li><li>4. Actively working with a mentor to achieve full licensure.</li></ol>
REPORTS TO:	Assistant Superintendent, Executive Director, or designee
JOB GOAL:	Apply ASL interpreting, English transliterating and/or other communication modalities to facilitate communication in the educational environment and to ensure access to information and maximum learning between students who are hearing impaired and faculty, staff, and other students.
DISTINGUISHING CHARACTERISTICS:	Serve as an integral member of the educational team serving students who are hearing impaired in the educational environment according to the specifications of the student's individualized educational program (IEP). This environment includes the classroom laboratory, field trip, assembly, and other educational sites that are deemed appropriate for student learning.
KNOWLEDGE AND ABILITIES:	<ol style="list-style-type: none"><li>1. American Sign Language, Signed English, Signed Exact English or other recognized modes of communication with the deaf and hard of hearing community.</li><li>2. Correct English usage, grammar, spelling, punctuation and vocabulary.</li><li>3. Kentucky Core Content and Program of Studies.</li><li>4. Applicable sections of the law, including Kentucky Administrative Regulations.</li><li>5. Special education, language development of, and effective strategies for educating students with hearing loss.</li></ol>

6. Values, behavior, and language of the American Deaf culture.
7. NAD-RID Code of Professional Conduct.

ABILITY TO:

1. Interpret from spoken English to the IEP specified modality (ASL, Signed English, etc.) and from the IEP specified modality to spoken English.
2. Facilitate communication between deaf and hard of hearing students and faculty, staff, and other students.
3. Implement knowledge of the field of interpreting.
4. Relate well to hearing impaired individuals.
5. Establish and maintain cooperative working relationships with others.
6. Provide instructional staff with relevant information regarding student's functional abilities in the classroom.
7. Communicate effectively orally, in writing, and across the signing continuum.
8. Work independently with little direction.
9. Maintain current knowledge of school rules, regulations, requirements, and restrictions.

PERFORMANCE RESPONSIBILITIES:

1. Use recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard of hearing students and faculty, staff, administrators, students, and others.
2. Attend and interpret the educational environment including but not limited to classrooms, laboratories, field trips, assemblies, meetings, conferences, graduation ceremonies, sports practices, school-sponsored extra-curricular activities, and all other educational opportunities provided to students. •
3. Interpret into spoken English the questions and verbal presentations of deaf and hard of hearing students.
4. Allow deaf and hard of hearing students to communicate with faculty, staff, administrators, students, and others.
5. Interpret at meetings, conferences, appointments, and during other educational activities.
6. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
7. Perform other duties as assigned that do not interfere with the community and accessibility of assigned students.

TERMS OF EMPLOYMENT: 185 Calendar Days Pay Grade ~~43~~ INTR

EVALUATION: Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 07/17/95  
REVISED: 04/24/2000  
REVISED: 03/15/2010  
REVISED: 06/01/2015  
~~REVISED:~~ 08/03/2015

TITLE:	Educational Interpreter II
QUALIFICATIONS:	<ol style="list-style-type: none"><li>1. Temporary license from Kentucky Board of Interpreters.</li><li>2. Actively working with a mentor to achieve full licensure.</li><li>3. Holds Associate's Degree or Bachelor's Degree preferably from an Interpreter Training Program.</li></ol>
REPORTS TO:	Assistant Superintendent, Executive Director, or designee
JOB GOAL:	Apply ASL interpreting, English transliterating and/or other communication modalities to facilitate communication in the educational environment and to ensure access to information and maximum learning between students who are hearing impaired and faculty, staff and other students.
DISTINGUISHING CHARACTERISTICS:	Serve as an integral member of the educational team serving students who are hearing impaired in the educational environment according to the specifications of the student's individualized educational program (IEP). This environment includes the classroom, laboratory, field trip, assembly, and other educational sites that are deemed appropriate for student learning.
KNOWLEDGE OF:	<ol style="list-style-type: none"><li>1. American Sign Language, Signed English, Signed Exact English and other recognized modes of communication within the deaf and hard of hearing community.</li><li>2. Correct English usage, grammar, spelling, punctuation, and vocabulary.</li><li>3. Kentucky Core Content and Program of Studies.</li><li>4. Applicable sections of the law, including Kentucky Administrative Regulations.</li><li>5. Special education, language development of, and effective strategies for educating students with hearing loss.</li><li>6. Values, behavior, and language of the American Deaf culture.</li><li>7. NAD-RID Code of Professional Conduct.</li></ol>



## ABILITY TO:

1. Interpret from spoken English to the IEP specified modality (ASL, Signed English, etc.) and from the IEP specified modality to spoken English.
2. Facilitate communication between deaf and hard of hearing students and faculty, staff, and other students.
3. Implement knowledge of the field of interpreting.
4. Relate well to deaf and hard of hearing individuals.
5. Establish and maintain cooperative working relationships with others.
6. Provide instructional staff with relevant information regarding student's functional abilities in the classroom.
7. Communicate effectively orally, in writing, and across the signing continuum.
8. Work independently with little direction.
9. Maintain current knowledge of school rules, regulations, requirements, and restrictions.

## PERFORMANCE RESPONSIBILITIES:

1. Use recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard of bearing students and faculty, staff, administrators, students, and others.
2. Attend and interpret the educational environment including but not limited to classrooms, laboratories, field trips, assemblies, meetings, conferences, graduation ceremonies, sports practices, school-sponsored extra-curricular activities, and all other educational opportunities provided to students.
3. Interpret into spoken English the questions and verbal presentations of deaf and hard of hearing students.
4. Encourage deaf and hard of hearing students to communicate with faculty, staff, administrators, students, and others.
5. Interpret at meetings, conferences, appointments, and during other educational activities.
6. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
7. Utilize planning time to meet with teachers and staff as deemed appropriate by the education team/or supervisors.
8. Perform other duties as assigned that do not interfere with the communication accessibility of assigned students.

E11.270(c) 2

TERMS OF EMPLOYMENT: 185 Calendar Days. Pay Grade ~~45~~ INTM

EVALUATION: Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 07/17/95

REVISED: 04/24/2000

REVISED: 03/15/2010

REVISED: 06/01/2015

REVISED: 08/03/2015

TITLE:	Educational Interpreter III
QUALIFICATION:	<ol style="list-style-type: none"><li>1. Full licensure from the Kentucky Board of Interpreters.</li><li>2. Willingness to serve as a mentor for interpreters without full licensure.</li></ol>
REPORTS TO:	Assistant Superintendent, Executive Director, or designee
JOB GOAL:	Apply ASL interpreting, English transliterating and/or other communication modalities to facilitate communication in the educational environment and to ensure access to information and maximum learning between students who are deaf or hard of hearing and faculty, staff, and other students.
DISTINGUISHING CHARACTERISTICS:	Serve as an integral member of the educational team serving students who are deaf or hard of hearing in the educational environment according to the specifications of the student's individualized educational program (IEP). This environment includes the classroom, laboratory, field trip, assembly, and other educational sites that are deemed appropriate for student learning.
KNOWLEDGE OF:	<ol style="list-style-type: none"><li>1. American Sign Language, Signed English, Signed Exact English or other recognized modes of communication with the deaf and hard of hearing community.</li><li>2. Correct English usage, grammar, spelling, punctuation and vocabulary.</li><li>3. Kentucky Core Content and Program of Studies.</li><li>4. Applicable sections of the law, including Kentucky Administrative Regulations.</li><li>5. Special education, language development of, and effective strategies for educating students with hearing loss.</li><li>6. Values, behavior, and language of the American Deaf culture.</li><li>7. NAD-RID Code of Professional Conduct.</li><li>8. Effective mentoring strategies based on best practice for interpreters.</li></ol>

ABILITY TO:

1. Interpret from spoken English to the IEP specified modality (ASL, Signed English, etc.) and from the IEP specified modality to spoken English.
2. Facilitate communication between deaf and hard of hearing students and faculty, staff, and other students.
3. Fully and effectively implement knowledge of the field of interpreting.
4. Mentor other educational interpreters.
5. Analyze situations accurately and adopt an effective course of action.
6. Relate well to deaf and hard of hearing individuals.
7. Establish and maintain cooperative working relationships with administrators, teachers, and directors of special education.
8. Provide instructional staff with relevant information regarding student's functional abilities in the classroom.
9. Provide professional development on deafness and interpreting related topics.
10. Communicate effectively orally, in writing, and across the signing continuum.
11. Work independently with little direction.
12. Maintain current knowledge of school rules, regulations, requirements, and restrictions.

PERFORMANCE RESPONSIBILITIES:

1. Use recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard of hearing students and faculty, staff, administrators, students, and others.
2. Attend and interpret the educational environment including but not limited to classrooms, laboratories, field trips, assemblies, meetings, conferences, graduation ceremonies, sports practices, school sponsored extra-curricular activities, and all other educational opportunities provided to students.
3. Interpret into spoken English the questions and verbal presentations of deaf and hard of hearing students.
4. Encourage deaf and hard of hearing students to communicate with faculty, staff, administrators, students, and others.
5. Interpret at meetings, conferences, appointments, and during other educational activities.

6. Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
7. Utilize planning time to meet with teachers and staff as deemed appropriate by the education team/or supervisors and help to coordinate efforts in achieving the instructional goals of the education team.
8. Make recommendations to instructional staff based on the learning styles of students being served.
9. Perform other duties as assigned that do not interfere with the communication accessibility of assigned students.

TERMS OF EMPLOYMENT: 185 Calendar Days Pay Grade ~~18~~ INTI

EVALUATION: Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee

DATE APPROVED: 07/17/95  
REVISED: 04/24/2000  
REVISED: 03/15/2010  
REVISED: 06/01/2015  
**REVISED: 08/03/2015**

TITLE: ENERGY SYSTEMS COORDINATOR

QUALIFICATIONS: 1. Minimum of two years of college/technical school for heating and cooling systems  
2. 10 years experience in HVAC systems

REPORTS TO: Executive Director, Assistant Superintendent or his/her designee.

JOB GOAL: Assure the development, installation and maintenance of an energy management system and comfort control for the District.

PERFORMANCE RESPONSIBILITIES:

1. Supervise, inspect and verify acceptance of the Energy Management System and controls by contractors.
2. Develop software and programs to be used in the Energy Management and Security System.
3. Test and approve program changes, microcomputers and components parts associated with the Energy Management and Security System.
4. Develop and test programs and equipment for interfacing computer hardware and software off the Energy Management System with existing comfort controls.
5. Consult with Principals and Building Managers to answer concerns with the Energy Management and Security System.
6. Train, supervise, evaluate and coordinate activities of personnel in the maintenance, repair, installation and calibration of the Energy Management computers and temperature control systems.
7. Assign, review and inspect work in progress and completed by assigned personnel.
8. Prepare and coordinate purchasing, specifications and recommendations for equipment used with the Energy Management and Security System and Comfort Controls.
9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Health and safety regulations.
2. Microcomputers, programming and HVAC systems.
3. District organization, operations, policies and objectives.
4. Principles and practices of administration, supervision and training.
5. Budget preparation and control.
6. Technical aspects of field of specialty.
7. Interpersonal skills using tact, patience and courtesy.
8. Operation of a computer terminal and data entry techniques.
9. Oral and written communication skills.
10. Record-keeping techniques.

CODE: E11.228

ABILITY TO:

1. Assure the development, installation and maintenance of an energy management system and comfort control for the District.
2. Train, supervise and evaluate personnel.
3. Prioritize and schedule work.
4. Work independently with little direction.
5. Communicate effectively both orally and in writing.
6. Maintain records and prepare reports.
7. Establish and maintain cooperative and effective working relationships with others.
8. Perform heavy physical labor.
9. Observe legal and defensive driving practices.

TERMS OF EMPLOYMENT: 230/225 Days Twelve Months. Pay Grade ~~22~~ ENER

Evaluation: Performance of this job will be evaluated annually by Executive Director, Assistant Superintendent or his/her designee.

Date Approved: 12/13/ 2004

REVISED: 06/01/2015

REVISED: 08/03/2015

TITLE: Lead Mechanic

QUALIFICATIONS:

1. Prior experience as a qualified mechanic.
2. Ability to accept responsibility, assist mechanics to make decisions as may be required and work without direct supervision
3. Class A CDL or obtains a CDL License within three months after obtaining their position.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: Mechanics and Assistant Mechanics

JOB GOAL: To insure that all pupil transportation vehicles are maintained in a professional and safe manner and that the bus garage is operated in a safe, professional and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Performs any work that is required of a mechanic.
2. Performs as a working leader.
3. Assists the shop supervisor in the scheduling of work, analyzing problems and instructs drivers in maintenance tasks.
4. Makes thorough inspections of all work completed in the garage.
5. Promotes a high standard of safety, good housekeeping and professionalism in the work area.
6. Performs such other tasks and duties as may be required or assigned.

TERMS OF EMPLOYMENT: 245/240 days. Pay Grade ~~18~~ MECL

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 06/11/90  
AMENDED: 08/17/98  
REVISED: 07/21/03  
REVISED: 06/01/2015  
REVISED: 08/03/2015



JOB TITLE: Personnel Coordinator

QUALIFICATIONS:

1. High School Diploma
2. Computer Skills-Word Processing, Spread Sheet Applications
3. Excellent Verbal and Communication Skills
4. Such Alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Personnel

JOB GOAL: Perform a wide variety of specialized and responsible administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility. Plan, organize, implement and coordinate a project, program or activity having significant impact on the District routinely affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside the unit require exercise of judgment to obtain approval.

PERFORMANCE RESPONSIBILITIES:

1. Distribute, receive, record and maintain files on job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.
2. Orient new employees and provide necessary information; assist in the enrollment in fringe benefits programs and in the completion of necessary documentation process salary placement forms making changes as required.
3. Plan, organize, implement and coordinate a project, program or activity.
4. Develop, establish or administer project, program or activity.
5. Serve as liaison with other units, departments or outside agencies as required.
6. Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
7. Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
8. Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
9. Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Assistant Superintendent, Executive Director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
10. Coordinate communication between educational institutions and other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
11. Research, review, check, correct and compile a variety of information; verify data for accuracy,

completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.

12. Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
13. Compile information and data for a variety of reports; organize type and print reports and other written materials related to assigned office functions.
14. Coordinate and compile Board Agenda materials.
15. Respond to requests for information from staff and the general public regarding District programs, policies, procedures and regulations.
16. Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
17. Perform related duties as assigned.

Terms of Employment: 230/225 Days Pay Grade ~~13~~ 12

Evaluation: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

Approved: 6/19/06

Revised: 06/01/2015

Revised: 08/03/2015

**TITLE:** Reserve Maintenance Worker

- QUALIFICATIONS:**
1. Demonstrates aptitude or competence for assigned maintenance responsibilities.
  2. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools.
  3. Must be literate, and have general skills in various maintenance trades.
  4. Ability to effectively communicate in verbal and written forms.
  5. Hold a State Driver's License in good standing.
  6. Hold a High School Diploma, GED, or equivalent.
  7. Must have completed all necessary OSHA training modules in order to meet performance responsibilities.
  8. Must pass health examination required of all school employees and pass the district Job Analysis – JPA Testing Protocol for the Job Title "Maintenance".
  9. Such alternatives as the Board may find appropriate and acceptable.

**REPORTS TO:** Jointly to the Buildings, Grounds, and Maintenance Supervisor and the Support Operations Supervisor

**JOB GOAL:** To help maintain the physical school plants in condition of operating excellence so that full educational use of it may be made at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. Is responsible for the preparation and application of parking lot paint for parking lot spaces, cross walks, and any parking lot stencil painted areas.
2. Must safely operate and maintain all parking lot painting equipment and supplies.
3. Responsible for the removal and installation of campus road signs.
4. Required to apply asphalt patch to pot-holes and other asphalt irregularities as assigned.
5. Paint interior and exterior areas as assigned, while being able to climb and work comfortably on a 6' ladder.
6. In the absence of the district mail courier, assumes district mail route on an as needed basis.

7. Responsible for packing, loading, delivery, and installation if necessary of district furniture, equipment, and supplies.
8. Recommends supplies and equipment needed for above operations.
9. Assumes responsibility that safety standards are met in all job aspects.
10. Applicant must be able to lift 50lbs.
11. Takes direction and assists other Maintenance Workers when assigned to support them.
12. Performs other such tasks, and assumes other responsibilities as assigned.

**TERMS OF EMPLOYMENT:** Hourly as needed. Salary determined by the  
~~Classified—Salary~~ Support Personnel Salary  
Schedule. ~~Pay Grade 10~~

**EVALUATION:** Performance of this job will be evaluated annually by the  
Buildings, Grounds & Maintenance Supervisor and the Support  
Operations Supervisor.

**DATE APPROVED:**

**REVISED:**

06/01/2015

**REVISED:**

08/03/2015

Code: E11.319

TITLE: School Food Service Manager

QUALIFICATIONS:

1. High School Diploma Experience preferred
2. Meets required physical examination
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To insure that food of high nutritious quality, according to USDA standards for Child Feeding Programs, is made available to each student in that school, and to insure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Assigns, directs, plans, and supervises the work of school food service employees.
2. Plans and directs the preparation and serving of all food in the school cafeteria.
3. Directs sanitation procedures in accordance with acceptable sanitation rules.
4. Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
5. Assumes responsibility for the security of food and supplies from successful bidders.
6. Assumes responsibility for the security of revenue of school food services and deposits in bank in accordance with directives from Directory of Food Services.
7. Checks food shipments into school cafeteria, signing all invoices.
8. Determines quantities of each food to be prepared daily.
9. Determines size of servings to meet necessary age requirements and instructs cafeteria workers in same.

Code: E11.319

10. Makes reports to Director of Food Services as required to meet cash-based accounting procedures as deemed necessary by State Department of Education, Division of School Food Services.
11. Confers with Director of Food Services regarding any personnel problems.
12. Reports to Director of Food Services any faulty or inferior quality food and/or other items received.
13. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils.
14. Supervises the daily perpetual inventory of food and supplies and the actual count at end of month for inventories.
15. Oversees the locking of the storerooms.
16. Works with the Director of Food Services, teachers, principal, parents and students for input into child nutrition programs.
17. Attends meetings as designated by Director of Food Services to attend.
18. Performs such other tasks as may be assigned.

TERMS OF EMPLOYMENT: Length of year not to exceed 175 pupil attendance days, 4 holidays, and ~~5~~ 8 in-service days. Pay Grade 5 for enrollment 500-850 and Pay Grade FMHS if enrollment >850

EVALUATION: Performance of this job is to be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 11/25/80  
DATE REVISED: 05/19/03  
REVISED: 06/01/2015  
REVISED: 08/03/2015



TITLE: School Nurse (L.P.N.)

QUALIFICATIONS:

1. Hold current licensure (Licensed Practical Nurse, Licensed Vocational Nurse) in the State of Kentucky or show proof of temporary work permit issued by the Kentucky Board of Nursing.
2. Agree to uphold the Nurse Practice Acts for Licensed Practical Nurses as set forth by the Kentucky Board of Nursing. This will include maintenance of active nursing license, accumulating continuing education hours as required by the Kentucky Board of Nursing.
3. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To make sure the special health needs of students are met and to provide and promote a positive health orientation for these students.

PERFORMANCE RESPONSIBILITIES:

1. Dispense medication to students, maintain records of medications given and help maintain secure storage thereof. Assist principal and Registered Nurse in securing parental permissions for medications.
2. Provide for medical needs of students as dictated by school based ARC (Admissions and Release Committee). This may involve those activities or treatments permitted to be performed by an LPN either directly or under the supervision of a Registered Nurse.
3. Provide first aid to students as needed and assist staff in learning various first aid procedures.
4. Confer with principal, staff and parents and recommend various medical or social work specialists as the student's health needs may require.
5. Maintain required medical records, assisting teachers as needed in periodic screenings and checking of immunizations, etc.
6. Perform such other tasks as may be assigned by the principal and/or Registered Nurse.
7. Is specifically not permitted to:
  - a. Participate in IV Therapy
  - b. Receive and implement physician's orders by telephone.All Physician's Orders have to be received in writing to the LPN.

TERMS OF EMPLOYMENT: 185 Days, 6.5 Hours, Pay Grade ~~44~~ LPN

EVALUATION: Job performance to be evaluated annually by an Assistant Superintendent, Executive Director, or designee

DATE APPROVED:

REVISED: 06/01/2015

REVISED: 08/03/2015

**TITLE:** Pool/Aquatics Coordinator

**QUALIFICATIONS:**

1. Extensive knowledge of pool maintenance required.
2. Life Saving and Water Safety Instructor Certification
3. Current in CPR and first aid certification.
4. Other qualifications as found appropriate by the Board.

**REPORTS TO:** Assistant Superintendent, Executive Director, or designee

**SUPERVISES:** All personnel associated with the aquatics program.

**JOB GOAL:** To provide supervision of the pool both daily and long term.  
Also to activate a commitment to providing a wide range of aquatic activities in order to promote health, fitness, safety, and well-being.

**PERFORMANCE RESPONSIBILITIES:**

1. Ongoing daily maintenance of pools, pumps, filters, water chemistry as per health department and manufacturer's specifications.
2. Coordinates with the plant manager, athletic director, and principal the installation of new, additional, or replacement pool equipment.
3. Administers and coordinates schedules for aquatics activities.
4. Maintains and replenishes supplies for aquatics program as needed.
5. Other duties as deemed necessary by supervisor.

**TERMS OF EMPLOYMENT:** 230 Days      Pay Grade ~~7~~ **G6**

**EVALUATION:** Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

Revised: 07/2/2012  
Revised: 06/01/2015  
**Revised: 08/03/2015**



TITLE: Licensed Physical Therapist

QUALIFICATIONS: 1. Hold current licensure (Physical Therapist) in the State of Kentucky.  
2. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: An Assistant Superintendent, Executive Director, or designee

JOB GOAL: To identify, evaluate and provide specialized services directed towards the development and maintenance of the handicapped student's physical potential or independence in all education related activities. Physical therapy is a related service in which the therapist is a member of an inter-disciplinary team whose purpose is to provide an appropriate educational program for identified handicapped students.

PERFORMANCE RESPONSIBILITIES:

1. To provide physical therapy evaluations, as prescribed by a licensed physician, as part of multi- factored evaluations in areas of motor skills and coordination, self-care, muscle strength and range of motion, postural reflexes, needs for adaptive devices and/or prosthesis and vocational skills.
2. To comply with local, state and federal regulations regarding due process procedures.
3. To assist in the development of individualized educational goals and strategies based on evaluation data and the physician's prescription.
4. To work cooperatively with local district administrators, administrators of assigned schools, teachers, parents and other support service team members.
5. To provide physical therapy services designed to improve or maintain the student's physical potential or independence.
6. To provide counseling and guidance for parents, students, teachers and other personnel.
7. To establish a caseload in compliance with state standards and federal mandates regarding students with suspected handicaps.
8. To formulate jointly formal long and short term goals to meet individual needs, to maintain complete student files for all students enrolled for service.
9. To provide therapy to improve or restore strength and/or range of motion impaired or lost through illness, injury and/or deprivation as related to the educational program and encourage motor and reflex development of the child.
10. To function as a consultant with the child's parent and school personnel.

11. To direct and supervise the activities of the certified physical therapy assistant when appropriate.
12. To instruct students, parents, teachers and other school personnel in the use of techniques and equipment
13. To assist in the provision of the specialized and adaptive equipment to aid the child in performing ambulation, physical exercises, communication skills, wheelchair activities and proper positioning.
14. To make appropriate referrals to medical agencies, specialists and other professionals on a need basis and approved by parent
15. To comply with KCBE (Kenton County Board of Education) policy and procedures including protecting confidentiality of students.
16. To promptly submit all administrative reports and forms by the deadline stipulated.
17. To maintain professional currency and actively participate in growth and development programs.
18. To assume responsibilities assigned by the Director of Special Education and/or those requested by participating schools and endorsed by the Director.

TERMS OF EMPLOYMENT: Length of year determined by appropriate program.  
Pay Grade ~~26/27~~ Bachelor THEB Masters THEM

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 5/16/94  
REVISED: 06/01/2015  
**REVISED: 08/03/2015**

TITLE: Mechanic

QUALIFICATIONS: 1. Prior experience as an Assistant Mechanic.  
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOALS: To ensure that all transportation vehicles are maintained in a high state of repair.

PERFORMANCE RESPONSIBILITIES:

1. Complete overhaul: Engines, transmissions, differential, other component parts.
2. Engine tune-up.
3. Electrical repairs.
4. Installs tires.
5. Body repair.
6. Complete repair on brake systems.
7. Complete steering repair.
8. Road service calls.
9. Repairs seats.
10. Repairs glass.
11. Repairs mirrors.
12. Repairs doors.
13. Performs such other tasks as may be assigned.

TERMS OF EMPLOYMENT: 245/240 Days. Pay Grade **46 MECH**

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 11/25/80

REVISED: 07/21/03

REVISED: 06/01/2015

**REVISED: 08/03/2015**

CODE: E11.270(b)

TITLE: Physical Therapy Assistant

QUALIFICATIONS: 1. Certified Physical Assistant Licensure in Kentucky.  
2. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

REPORTS TO: Licensed Physical Therapist

JOB GOAL: Provide physical therapy services to handicapped students. These services are the related services of assessment, direct individual and group therapy and indirect therapy in the form of consultation and monitoring. Therapy services are provided under the supervision of a Licensed Physical Therapist and may include:

PERFORMANCE RESPONSIBILITIES:

1. Assist in assessing students' level of functioning and need for therapy.
2. Assist in developing an Individual Educational Program (IEP) for each student and participate in IEP meetings with parents at the direction of the LPT.
3. Implement therapy programs to meet IEP goals.
4. Teach parents, teachers or aides and other appropriate personnel to implement motor programs as prescribed by the LPT.
5. Collect and record data on therapy programs.
6. Monitor therapy programs using observation, data and/or pre-post testing.
7. Manage student behavior during therapy.
8. Work cooperatively and communicate appropriately with teaching and support staff.
9. Develop and adhere to a daily schedule.
10. Order appropriate materials and equipment; use and maintain them.
11. Monitor and report student performance and progress, as directed by the LPT.
12. Attend staff meetings and serve on committees as directed.
13. Complete required reports, and other forms promptly and in an acceptable manner.
14. Perform such other educationally related duties as assigned by the supervisor.

CODE: E11.270(b)

TERMS OF EMPLOYMENT: 187 Days, Pay Grade ~~48~~ THEA

APPROVED: 5/16/94  
REVISED: 06/01/2015  
~~REVISED:~~ 08/03/2015

TITLE: Maintenance – Plumber

- QUALIFICATIONS:
1. Successful completion of a 2-year vocational program of Plumbing or at least 5 years of progressive work experience in the field.
  2. Must be a Kentucky certified/licensed plumber.
  3. Should have a working knowledge of installations/repairs of the following; toilets/sinks, hot water tanks, grease traps, drinking fountains, irrigation systems, sewage connections, and irrigation systems.
  4. Demonstrates aptitude or competence for assigned responsibilities.
  5. Any equivalent combination of experience, training, and / or education approved by Kenton County Schools.
  6. Must be literate, and have general skills in various maintenance trades.
  7. Demonstrates aptitude or competence for assigned responsibilities.
  8. Ability to effectively communicate in verbal and written forms.
  9. Hold a State Driver's License in good standing.
  10. Hold a High School Diploma, GED, or equivalent.
  11. Must have completed all necessary OSHA training modules in order to meet performance responsibilities.
  12. Computer literate for proper reporting purposes and maintenance records.
  13. Must pass health examination required of all school employees and pass the district Job Analysis – JPA Testing Protocol for the Job Title "Plumber".
  14. Such alternatives as the Board may find appropriate and acceptable.

REPORTS TO: Buildings, Grounds, and Maintenance Supervisor

JOB GOAL: To help maintain the physical school plants in condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe condition of pipes, drains, plumbing fixtures, grease traps, drinking fountains, and irrigation systems.
2. Assumes responsibility for hot water heaters/tanks, making sure that they are in good working condition at all times in the facilities owned and operated by the Board of Education.

3. Recommends supplies and equipment needed for above operations.
4. Assumes responsibility that safety standards are met in all repairs.
5. Performs such other tasks and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT: 245/240 Days. Pay Grade ~~16-14~~, Journeyman G16  
on call 24 hours/day, 7 days/week.

EVALUATION: Performance of this job will be evaluated annually by the Buildings,  
Grounds & Maintenance Supervisor.

DATE APPROVED: 11/25/80  
REVISED: 07/21/03, 03/03/14  
REVISED: 06/01/2015  
**REVISED: 08/03/2015**

**TITLE:** School Secretary

**QUALIFICATIONS:**

1. High school diploma
2. Typing skills
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of the children can be realized.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly-run office.
2. Receives and routes all in-coming calls. Responds appropriately to requests for information.
3. Maintains a daily teacher attendance log, and the concomitant records for substitute teachers.
4. Greets all visitors courteously, determines their needs, checks appointments, directs or escorts them to proper person, and maintains a visitors log.
5. Reports immediately the presence in the building of any visitor who bypasses the reception desk and/or any suspicious activity or unusual behavior on the part of visitors.
6. Types a variety of material, such as letters, student records, reports, memos, monthly statements, etc., from rough drafts or corrected copy.
7. Verifies totals on report forms, requisitions, etc., and proofreads work of other typists as requested.
8. Assists teachers in preparing instructional materials, as required.
9. Assists teachers in preparing instructional materials, as required.
10. Requests necessary office supplies.



**Code: E11.316**

- 11. Supervises student aids, as required.**
- 12. Provides secretarial assistance to guidance counselors and deans.**
- 13. Performs such other tasks and assumes other responsibilities as requested by the principal.**

**TERMS OF EMPLOYMENT:** Salary and extended time established by  
Classified Salary Schedule. **Pay Grade G7**

**EVALUATION:** Performance of this job will be evaluated annually by the  
Principal.

**DATE APPROVED:** 11/25/80

**REVISED:** 08/03/2015

**Code: E11.240a**

**TITLE:** School Nutrition Operations Coordinator

**QUALIFICATIONS:**

1. B.S. Degree in Food Service, Nutrition, Business, or related field
2. Five years food service experience
3. Valid Driver's License
4. Experience with food service computer systems

**REPORTS TO:** Assistant Superintendent, Executive Director, or designee

**JOB GOAL:** To coordinate and monitor district food service programs such as food purchasing, computer systems training and upkeep, and meal participation. Prepare participation and revenue reports to meet state and federal requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Plan and coordinate food purchasing, to include food orders, problems with products, food preparation, and problems with vendors.
2. Make recommendations to director concerning new product ideas and recipes.
3. Coordinate the computer system and work with district technology staff to solve problems.
4. Plan and conduct in-service as needed involving computers, food preparation and purchasing, and other topics as assigned by the director of food services.
5. Assist with menu development to increase meal participation.
6. Assure quality of food service program by on-going monitoring of schools.
7. Represent the department and district at various local, state and federal workshops, conferences and seminars as assigned by Director of Food Services.
8. Perform other duties as assigned by Director of Food Services.

**TERMS OF EMPLOYMENT:** 225 Days **Pay Grade 14**

**SALARY:** Determined by Classified Salary Schedule

**EVALUATION:** Annually by Assistant Superintendent, Executive Director, or designee

**APPROVED:** August 18, 2003

**REVISED:** 06/01/2015

**REVISED:** 08/03/2015

**Code: E11.262 a**

**TITLE:** Speech Language Pathologist Assistant

**QUALIFICATIONS:** Bachelor's Degree in Communication Disorders/Speech  
Language Pathology Assistant

Licensed as a Speech Language Pathologist Assistant by the  
Kentucky Board of Speech Language Pathology

Experience in school setting preferred

**REPORTS TO:** Supervising SLP and Principal

**JOB GOAL:** Under the supervision of an appropriately qualified SLP, to  
assist in enabling students to develop communication skills  
needed to achieve and derive benefit from academic and social  
interactions

**PERFORMANCE RESPONSIBILITIES:**

1. Assists with screenings and evaluation of students with communication or hearing disorders
2. Assists in the implementation of individualized education plans (IEP) to meet the unique needs of each student receiving speech therapy services
3. Through consultation with supervising SLP, develops appropriate service delivery models to meet the needs of students
4. Through the supervising SLP, refers students to other professional and community agencies as needed
5. Consults with classroom teachers and other school personnel to facilitate carryover of therapy gains into classroom activities
6. Provides information, support and guidance regarding communication needs to parents/guardians and families
7. Maintains records and progress data for students receiving services
8. Engages in personal professional growth activities
9. Demonstrates professional ethics
10. Demonstrates proficiency in oral and written communication
11. Adheres to school district rules, administrative procedures, local board policy, and state and federal regulations
12. Performs other related duties as assigned

Code: E11.262 a

TERMS OF EMPLOYMENT: 185 Days Pay Grade **26 SPAS**

EVALUATION: Performance of this job will be evaluated by Supervising SLP and  
Principal

APPROVED: 5/15/06

REVISED: 06/01/2015

**REVISED: 08/03/2015**

TITLE: Social Worker

QUALIFICATIONS: 1. Bachelors Degree in Social Work  
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: Provides individual, group and family counseling services.  
Counsels students with problems with impede learning and result in unacceptable social behavior in the educational setting.  
Provide school-related social service needs of the students enrolled.

PERFORMANCE RESPONSIBILITIES:

1. Conducts counseling and educational sessions with elementary students on an individual and small group basis.
2. Confers with itinerant teachers, classroom teachers, principal and supervisors in order to assess current needs of elementary students.
3. Conducts whole class sessions as needed.
4. Conducts home visits, as appropriate.
5. Administers appropriate diagnostic tests to elementary students and interprets the results, as warranted, to teachers, principals, parents and students.
6. Maintains a current file of appropriate service agencies and professional consultants. Suggests appropriate person or agency to the principal for individual students.
7. Assists with transition of students between elementary and middle schools.
8. Keeps a daily log of conferences with students, teachers, and parents and appropriate others.
9. Assumes responsibility for his/her own professional growth and development.

Code: E11.304b

10. Participates in the student assistance team.
11. Perform related duties as assigned.

TERMS OF EMPLOYMENT: 185 Days Pay Grade ~~20~~ CFRC

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 09/21/98  
REVISED: 06/01/2015  
REVISED: 08/03/2015

TITLE: Support Operations Supervisor

- QUALIFICATIONS:
1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery.
  2. Must pass health examination required of all school employees and pass the district Job Analysis - JPA Testing Protocol for the Job Title "General Maintenance Technician".
  3. Minimum of 5 years experience in building maintenance and commercial cleaning.
  4. Must have completed all necessary OSHA training modules in order to meet performance responsibilities.
  5. Computer literate for proper reporting purposes and maintenance records.
  6. Such alternatives as the Board may find appropriate and acceptable.

REPORTS TO: Executive Director, Assistant Superintendent, or his/her designee.

JOB GOAL: To help maintain the physical school plants' condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assists each principal with the evaluation of all plant manager positions and support operations staff.
2. Assists the principal and school level support operation staff in the preparation of the annual facility needs assessment process.
3. Assists with staffing and scheduling activities for all support operation staff.
4. Assists with the preparation of all cleaning strategies for each school.
5. Assists the Director of Facilities in the preparation of any/all necessary bids for contract services associated with the maintenance and upkeep with District owned facilities.
6. Coordinates the snow and ice removal efforts associated with pedestrian pathways for all District owned facilities.
7. Prepares and coordinates all annual training in-service for all support operations staff.
8. Maintains the safety training program for all support operations staff.
9. Responsible for maintaining all Material Safety Data Sheets required for each school location.
10. Assists the LEA with proper maintenance of the Asbestos Management Plan for each school location.
11. Responsible for correcting any deficiencies noted on local board of health inspections and fire department inspections.

12. Assists with the coordination of any outside repairs necessary at each school district owned facility.
13. Reviews and approves all support operations staff timesheets.
14. Assists each principal with the interview and selection process for all new support operation personnel.
15. Assists the Energy Systems Coordinator with the District energy conservation efforts including but not limited to the periodic building shut down procedures
16. Maintains the district routine and preventative maintenance program for all building systems at each school location.
17. Supervises the Plant Manager and Building Operations Supervisor.
18. Assumes responsibility that safety standards are met during all cleaning operations and while making necessary repairs and that all necessary safety inspections are completed as required.
19. Assumes responsibility for the safe condition and cleanliness of flooring door frames, doors, window frames, window glass, hardware, and similar structural elements in the facilities owned or operated by the Board of Education.
20. Recommends supplies and equipment needed for operation of the school plant and ensures that all tools and equipment are in safe working condition.
21. Coordinates all yard-keeping chores such as grass cutting, tree trimming, as necessary, to maintain the school grounds in a safe and attractive condition.
22. Maintains and verifies the completion of all required internal checklist.
23. Performs such other tasks and assumes such other responsibilities as assigned.

## TERMS OF EMPLOYMENT:

1. 230/225 Days Pay Grade ~~20~~ 19
2. On call 24 hours/day, 7 days/week

## EVALUATION:

Performance of this job will be evaluated annually by the Executive Director, Assistant Superintendent, or his/her design

## DATE APPROVED:

8/6/12

## REVISED:

06/01/2015

## REVISED:

08/03/2015



**Code: E11.262**

**TITLE:** Speech Language Pathologist

**QUALIFICATIONS:** Masters Degree in Communication Disorders  
State of Kentucky Teaching Certificate in Communication Disorders

**REPORTS TO:** Assistant Superintendent, Executive Director, or designee

**JOB GOAL:** To enable students to develop communication skills needed to achieve and derive benefit from academic and social interactions

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts screenings and evaluation of students with communicative or hearing disorders
2. Evaluates and diagnoses speech and language disorders according to the Kentucky Eligibility Guidelines
3. Develops and implements individualized education plans (IEP) to meet the unique needs of each student receiving therapy services
4. Develops appropriate service delivery models to meet the needs of students
5. So Refers students to other professional and community agencies as needed
6. Consults with classroom teachers and other school personnel to facilitate carryover of therapy gains into classroom activities
7. Provides information, support and guidance regarding communication to parents/guardians and families
8. Assists teachers in the identification of students with communicative disorders
9. Maintains records and progress data for students evaluated and receiving services
10. Engages in personal professional growth
11. Demonstrates professional ethics and leadership
12. Coordinates services with other school programs
13. Demonstrates proficiency in oral and written communication
14. Adheres to school district rules, administrative procedures, local board policy, and state and federal regulations
15. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** 187 Days  
Pay Grades ~~23/25/27~~ Masters SPTM, Rank 1 SPTE

**EVALUATION:** Performance of this job will be evaluated by an Assistant Superintendent, Executive Director, or designee.

**Code: E11.262**

Approved: 11/25/80

Revised: 3/15/04

REVISED 06/01/15

REVISED: 08/03/15

TITLE: Non-Licensed Health Technician

QUALIFICATION:

1. High School diploma or GED
2. Demonstrated aptitude or competence for assigned responsibilities
3. Such alternatives to the above qualifications that the Board may find appropriate and acceptable
4. Able to lift weight necessary to perform all duties listed below
5. CPR/First Aid/AED certification
6. Complete training deemed necessary to perform duties listed below

REPORTS TO: Principal ~~or designee (Teacher)~~ and District Health Coordinator for medical responsibilities.

JOB GOAL: To support ~~teaching staff in providing a well organized, smoothly functioning class environment in which students can take full advantage of the instructional programs and available resource materials~~ AND directly ~~provide~~ health assistance to targeted students

PERFORMANCE RESPONSIBILITIES:

1. ~~Distributes and collects workbooks, papers, and other materials for instruction.~~
2. ~~Reads to students, listens to students read, and participate in other forms of oral communication with students.~~
3. ~~Helps students to master equipment or instructional materials assigned by the teacher.~~
4. ~~Assist students in the library or media center.~~
5. Assists with the supervision of students during emergency drills, assemblies, play periods, and fieldtrips.
6. ~~Assists with lunch, snack and clean-up routines.~~
7. Helps students with their clothing.

~~8. Assists with bulletin boards and other learning displays.~~

9. Administration of health service that includes assisting students with special needs including but not limited to: transferring from a wheelchair; toileting and diapering; performing catheterizations or assisting students who self-catheterize; assisting with the needs of students with diabetes, including blood sugar monitoring, administration or assist with the self administration of insulin subcutaneously; assisting with feedings; seizure monitoring; suctioning; and other clinical procedures.

10. Assist the school nurse in maintaining the health office in a clean, orderly, safe and secure condition; assists in maintaining inventory and orders first aid supplies as necessary.

11. Administer routine and emergency medications and performs medical treatment in accordance with physician's instructions within State law and District regulations as delegated by the School Health Coordinator or other delegating RN.

~~12. Attend ARC meetings as needed.~~

13. Performs other duties consistent with the position assigned as may be requested by supervisor.

Terms of Employment: Length of year (185) determined by appropriate program.

TERMS OF EMPLOYMENT: Length of school year not to exceed 175 pupil attendance days, 4 holidays, and 6 in-service/opening and closing days. Salary determined by ~~Classified Salary Schedule.~~  
**Miscellaneous Position Schedule**

DATE APPROVED: 3/25/02

DATE REVISED: 6/2/14

**DATE REVISED: 8/3/15**



TITLE: Reducing Barriers to Learning Interventionist

QUALIFICATION: Minimum 48 hours college credit hours or completion of an Associate's Degree

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: The primary function of this position will be to work with families and schools to identify the "barriers" the at-risk student faces and to determine and monitor the strategies being incorporated to overcome these barriers.

RESPONSIBILITIES:

1. Possess working knowledge of social service and health resources in the community.
2. Consult and cooperate with school and district personnel, FRYSC staff, parents and community agencies to determine how best to meet the needs of students and families.
3. Monitoring and intervening with students who exhibit repeated behavior issues or extreme behavioral situations
4. Monitoring and intervening with students who have excessive student absenteeism and/or are habitual truant.
5. Visiting the homes of at-risk students and families.
6. Provide information and referrals to families seeking services.
7. Providing case management to families identified as requiring follow-up services and support
8. Keep accurate documentation of casework and other data required for reports.
9. Attend district and school meetings, staff meetings, interagency and professional meetings as necessary.
10. Assisting with grant writing.
11. Other duties as assigned by the ~~Court Liaison/Homeless Coordinator~~ supervisor.

TERMS OF EMPLOYMENT: 185 Days, Pay Grade 5

EVALUATION: Performance of this job will be evaluated annually by an Assistant Superintendent, Executive Director, or designee

DATE APPROVED: 04/24/2000

REVISED: 06/01/2015

REVISED: 08/03/2015

## Title

**TITLE:** Diversion to Expulsion Program Head Teacher

## Qualifications

**QUALIFICATIONS:**

1. Kentucky teaching certificate, license and other legal credentials needed.
2. A minimum of three years successful teaching experience.
3. Instructional Leadership or school administrator certificate
4. **Such alternatives to the above qualifications as the Board may find appropriate and acceptable**

## Reports to:

**REPORTS TO:** ~~Director of Student Services~~ **Assistant Superintendent, Executive Director, or designee**

## Supervises:

All Kenton County School District employees assigned to the Diversion Program

## Job Goal:

To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to provide students in the Diversion Program with appropriate educational experiences.

## Performance Responsibilities:

1. Monitor instruction and student progress on instructional tasks
2. Collaborate with district and school administrators regarding intake, transition, and instruction of students in the program
3. Schedule and conduct intake and transition meetings for students in the program
4. Oversee attendance, enrollment and withdrawal of students.
5. Chair ARC meetings and monitor the development, progress monitoring and implementation of student IEP's.
6. Research and maintain educational records.
7. Perform duties of Building Assessment Coordinator and monitor student assessment procedures.
8. Represent Diversion Program at all necessary district and state meetings, as appropriate.
9. Monitor on-line learning for Credit Recovery.
10. Collaborate with Director of Student Services on drop-out prevention activities.
11. Other responsibilities as assigned.

## Terms of Employment:

~~Basic eContract is for 192 days with the salary determined by the board approved salary schedule. Additional duties will be recognized with stipend as listed on the administrative schedule.~~ **Salary determined by Administrative Index**

## Evaluation:

Performance of the position will be evaluated annually by the ~~Director of Student Services~~ **by an Assistant Superintendent, Executive Director, or designee**

## Approved:

**REVISED:** 08/03/2015

# KCSD CLASSIFIED POSITION INDEX

POSITION	JOB CODE	PAY GRADE	DAYS	HRS
BUILDING OPERATIONS SUPERVISOR - HS JOURNEYMAN	HCHJ		245	8
ENERGY SYSTEMS COORDINATOR	ENER	G22	230	7.5
<del>DISTRICT HEALTH COORDINATOR</del>	<del>DHCM</del>	<del>G24</del>	<del>220</del>	<del>7.5</del>
<del>CERTIFIED REGISTERED NURSE</del>	<del>RNUR</del>	<del>G23</del>	<del>187</del>	<del>7</del>
<del>NURSE</del>	<del>RNC</del>	<del>G24</del>	<del>187</del>	<del>7</del>
<del>NURSE</del>	<del>RNC1</del>	<del>G27</del>	<del>187</del>	<del>7</del>

Kenton County School District  
2015-2016 CLASSIFIED EMPLOYEES SALARY SCHEDULE  
PAY GRADE FOR EACH POSITION

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		ENER	HCHJ
LEVEL OF EXPERIENCE	0	\$ 29.93	\$ 17.42
	1	\$ 30.31	\$ 17.63
	2	\$ 30.75	\$ 17.87
	3	\$ 31.29	\$ 18.18
	4	\$ 31.74	\$ 18.43
	5	\$ 32.02	\$ 18.62
	6	\$ 32.55	\$ 18.75
	7	\$ 33.37	\$ 18.85
	8	\$ 34.35	\$ 18.98
	9	\$ 34.90	\$ 19.28
	10	\$ 35.75	\$ 19.67
	11	\$ 36.80	\$ 20.24
	12	\$ 37.85	\$ 20.81
	13	\$ 38.54	\$ 21.32
	14	\$ 39.49	\$ 21.78
	15	\$ 39.80	\$ 22.25
	16	\$ 40.41	\$ 22.76
	17	\$ 40.93	\$ 23.23
	18	\$ 41.45	\$ 23.69
	19	\$ 41.98	\$ 24.16
	20	\$ 42.50	\$ 24.62
	21	\$ 43.02	\$ 25.09
	22	\$ 43.54	\$ 25.55
	23	\$ 44.06	\$ 26.02
	24	\$ 44.32	\$ 26.16
	25	\$ 45.09	\$ 26.60
	26	\$ 46.41	\$ 27.36
	27	\$ 46.72	\$ 27.54
	28	\$ 47.11	\$ 27.76
	29	\$ 47.32	\$ 27.88



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KENTON COUNTY BOARD OF EDUCATION  
BALANCE SHEET REPORT FOR FY2015

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GENERAL FUND (1)	ACCOUNT BALANCE
ASSETS	
CASH IN BANK	333,887.41
CASH IN BANK	7,026.80
CASH IN BANK	41,196.16
CASH IN BANK	9,266.22
CASH IN BANK	9,646,313.77
CASH WITH FISCAL AGENTS	167,321.00
INVESTMENTS	3,000,000.00
ACCOUNTS RECEIVABLE	1,374,129.40
INVENTORIES FOR CONSUMPTION	270,498.70
TOTAL ASSETS	14,849,639.46
LIABILITIES	
ACCOUNTS PAYABLE	-578,881.13
ACCR SALARIES & BENEFIT PAYABLE	-37,175.87
KTRS WITHHELD PAYABLE	2,135.94
CERS WITHHELD PAYABLE	-9,406.28
DEFERRED REVENUE	-15,700.00
SICK LEAVE PAYABLE IN PROCESS	-2,652.00
TOTAL LIABILITIES	-641,679.34
FUND BALANCE	
NONSPENDABLE-INVENTORIES	-270,498.70
RESTRICTED GRANTS	-56,353.13
RESTRICTED - OTHER	-156,221.00
COMMITTED - SITE-BASED CFWD	-200,081.17
COMMITTED - SICK LEAVE PAYABLE	-1,036,651.67
COMMITTED - OTHER	-572,296.00
ASSIGNED-PURCH OBL - PRD 13/YE	-143,235.85
ASSIGNED - OTHER	-1,000,000.00
UNASSIGNED FUND BALANCE	-10,772,622.60
TOTAL FUND BALANCE FOR FUND 1	-14,207,960.12

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KENTON COUNTY BOARD OF EDUCATION  
BALANCE SHEET REPORT FOR FY2015

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SPECIAL REVENUE (2)	ACCOUNT BALANCE
ASSETS	
CASH IN BANK	-18,259.59
ACCOUNTS RECEIVABLE	1,159,484.60
TOTAL ASSETS	1,141,225.01
LIABILITIES	
ACCOUNTS PAYABLE	-42,061.07
DEFERRED REVENUE	-1,099,163.94
TOTAL LIABILITIES	-1,141,225.01

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KENTON COUNTY BOARD OF EDUCATION  
BALANCE SHEET REPORT FOR FY2015

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DISTRICT ACTIVITY FUND (21)	ACCOUNT BALANCE
<hr/>	
ASSETS	
CASH IN BANK	593,834.21
TOTAL ASSETS	593,834.21
LIABILITIES	
ACCOUNTS PAYABLE	-3,214.48
TOTAL LIABILITIES	-3,214.48
FUND BALANCE	
COMMITTED FUND BALANCE	-581,400.94
ASSIGNED-PURCH OBL - PRD 13/YE	-9,218.79
TOTAL FUND BALANCE FOR FUND 21	-590,619.73

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| KENTON COUNTY BOARD OF EDUCATION  
| BALANCE SHEET REPORT FOR FY2015

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CAPITAL OUTLAY FUND (310)	ACCOUNT BALANCE
<hr/>	
ASSETS	
CASH IN BANK	14,433.27
TOTAL ASSETS	14,433.27
FUND BALANCE	
RESTRICTED-SFCC ESCROW-CURRENT	-14,433.27
TOTAL FUND BALANCE FOR FUND 310	-14,433.27

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KENTON COUNTY BOARD OF EDUCATION  
BALANCE SHEET REPORT FOR FY2015

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CONSTRUCTION FUND (360)	ACCOUNT BALANCE
ASSETS	
CASH IN BANK	10,001,110.00
CASH IN BANK	6,879,017.67
TOTAL ASSETS	16,880,127.67
LIABILITIES	
ACCOUNTS PAYABLE	-606,283.93
TOTAL LIABILITIES	-606,283.93
FUND BALANCE	
RESTRICTED-FUTURE CONSTR BG-1	-16,273,843.74
TOTAL FUND BALANCE FOR FUND 360	-16,273,843.74

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| KENTON COUNTY BOARD OF EDUCATION  
| BALANCE SHEET REPORT FOR FY2015

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FOOD SERVICE FUND (51)	ACCOUNT BALANCE
ASSETS	
CASH IN BANK	676,728.53
ACCOUNTS RECEIVABLE	7,406.90
INVENTORIES FOR CONSUMPTION	261,777.75
TOTAL ASSETS	945,913.18
LIABILITIES	
ACCOUNTS PAYABLE	-18,565.56
ACCRUED SICK PAY LIABILITY	-74,203.86
TOTAL LIABILITIES	-92,769.42
FUND BALANCE	
NONSPENDABLE-INVENTORIES	-261,777.75
RESTRICTED-NET ASSETS(FD SVC)	-591,366.01
TOTAL FUND BALANCE FOR FUND 51	-853,143.76

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| KENTON COUNTY BOARD OF EDUCATION  
| BALANCE SHEET REPORT FOR FY2015

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GOVERNMENTAL ASSETS (8)	ACCOUNT BALANCE
<hr/>	
ASSETS	
LAND	6,359,319.00
LAND IMPROVEMENTS	3,818,447.58
ACCUM DEPR LAND IMPROVEMENTS	-2,492,427.48
BUILDINGS & BLDG IMPROVEMENTS	254,249,977.90
ACCUM DEPR BUILDINGS	-80,897,080.45
TECHNOLOGY EQUIPMENT	10,466,004.89
ACCUM DEPR TECHNOLOGY EQUIP	-6,832,388.22
VEHICLES	10,917,527.26
ACCUM DEPR VEHICLES	-7,833,254.09
GENERAL EQUIPMENT	2,098,887.79
ACCUM DEPR GENERAL EQUIPMENT	-1,632,687.80
CWIP	14,574,820.35
ACCUM DEPR INFRASTRUCTURE	-114,118.36
TOTAL ASSETS	202,683,028.37
FUND BALANCE	
INVESTMENT GOVERNMENTAL ASSETS	-202,683,028.37
TOTAL FUND BALANCE FOR FUND 8	-202,683,028.37

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FOOD SERVICE ASSETS (81)	ACCOUNT BALANCE
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ASSETS	
TECHNOLOGY EQUIPMENT	7,399.20
ACCUM DEPR TECHNOLOGY EQUIP	-3,372.78
VEHICLES	74,488.00
ACCUM DEPR VEHICLES	-64,219.00
GENERAL EQUIPMENT	3,216,063.55
ACCUM DEPR GENERAL EQUIPMENT	-2,186,100.44
TOTAL ASSETS	1,044,258.53
FUND BALANCE	
INVESTMENT GOVERNMENTAL ASSETS	596,594.73
INVESTMENT BUSINESS ASSETS	-1,640,853.26
TOTAL FUND BALANCE FOR FUND 81	-1,044,258.53



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FOOD SERVICE ASSETS (81)	ACCOUNT BALANCE
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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	12,839,160.16	12,839,160.16	.00	100.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
AD VALOREM TAXES				
1111 GENERAL REAL PROPERTY TAX	29,725,966.00	29,801,409.61	-75,443.61	100.25
1112 GENERAL PERS PROPERTY TAX	.00	.00	.00	.00
1113 FRANCHISE TAX	1,584,133.00	1,521,600.23	62,532.77	96.05
1114 PSC PERS PROPERTY TAX	.00	.00	.00	.00
1115 DELINQUENT PROPERTY TAX	400,000.00	302,542.51	97,457.49	75.64
1116 DISTILLED SPIRITS TAX	.00	.00	.00	.00
1117 MOTOR VEHICLE TAX	4,475,000.00	4,711,213.30	-236,213.30	105.28
1118 UNMINED MINERALS TAX	.00	.00	.00	.00
TOTAL AD VALOREM TAXES	36,185,099.00	36,336,765.65	-151,666.65	100.42
SALES & USE TAXES				
1121 UTILITIES TAX	6,300,000.00	6,219,962.60	80,037.40	98.73
TOTAL SALES & USE TAXES	6,300,000.00	6,219,962.60	80,037.40	98.73
INCOME TAXES				
1131 OCCUPATIONAL LICENSE TAX	.00	.00	.00	.00
TOTAL INCOME TAXES	.00	.00	.00	.00
PENALTIES & INTEREST ON TAXES				
1140 PENALTIES & INTEREST ON TAXES	.00	.00	.00	.00
TOTAL PENALTIES & INTEREST ON TAXES	.00	.00	.00	.00
OTHER TAXES				
1191 OMITTED PROPERTY TAX	130,000.00	471,961.46	-341,961.46	363.05
1192 EXCISE TAX	.00	.00	.00	.00
TOTAL OTHER TAXES	130,000.00	471,961.46	-341,961.46	363.05
REVENUE OTHER LOCAL GOVERNMENT UNITS				
1280 REVENUE IN LIEU OF TAXES	.00	.00	.00	.00
TOTAL REVENUE OTHER LOCAL GOVERNMENT UNITS	.00	.00	.00	.00

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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TUITION				
1310 TUITION FROM INDIVIDUALS	155,000.00	131,688.00	23,312.00	84.96
1312 SUMMER SCHOOL TUITION	.00	.00	.00	.00
1320 TUITION FROM KY LSD	175,000.00	156,175.00	18,825.00	89.24
1330 TUITION FROM NON-KY LSD	.00	.00	.00	.00
1340 OTHER TUITION	.00	.00	.00	.00
TOTAL TUITION	330,000.00	287,863.00	42,137.00	87.23
TRANSPORTATION				
1410 TRANSP FEES - INDIVIDUALS	.00	.00	.00	.00
1420 TRANSP FEES - KY LSD	.00	.00	.00	.00
1430 TRANSP FEES - NON KY LSD	.00	.00	.00	.00
1441 TRANSP FEES - NON PUBLIC SCH	.00	.00	.00	.00
1442 TRANSP FEES - FISCAL CT	680,000.00	639,178.89	40,821.11	94.00
TOTAL TRANSPORTATION	680,000.00	639,178.89	40,821.11	94.00
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	25,032.00	42,002.87	-16,970.87	167.80
1520 SEEK INTEREST	.00	.00	.00	.00
1540 RENTS FROM INVESTMENT PROPERTY	.00	.00	.00	.00
TOTAL EARNINGS ON INVESTMENTS	25,032.00	42,002.87	-16,970.87	167.80
STUDENT ACTIVITIES				
1740 STUDENT FEES	.00	.00	.00	.00
1750 DONATIONS (ACTIVITY FND)	.00	.00	.00	.00
1790 OTHER DISTRICT/STUDENT ACTIVIT	.00	.00	.00	.00
TOTAL STUDENT ACTIVITIES	.00	.00	.00	.00
COMMUNITY SERVICE ACTIVITIES				
1811 COMMUNITY SERVICE ACTIVITIES	30,000.00	28,551.50	1,448.50	95.17
TOTAL COMMUNITY SERVICE ACTIVITIES	30,000.00	28,551.50	1,448.50	95.17
OTHER REVENUE FROM LOCAL SOURCES				
1911 BUILDING RENTAL	70,000.00	50,883.28	19,116.72	72.69
1912 BUS RENTAL	175,000.00	173,327.92	1,672.08	99.04
1920 CONTRIBUTIONS/DONATIONS	.00	-1,425.00	1,425.00	.00
1925 REIMBURSEMENTS	360,067.00	232,009.45	128,057.55	64.44
1941 TEXTBOOK SALES	.00	.00	.00	.00
1942 TEXTBOOK RENTALS	.00	.00	.00	.00
1951 SERVICE TO KY LSD	.00	.00	.00	.00
1952 SERVICE TO NON KY LSD	.00	.00	.00	.00

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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
1980 REFUND OF PRIOR YR EXPENDITURE	10,000.00	75,524.99	-65,524.99	755.25
1990 MISCELLANEOUS REVENUE	25,000.00	19,170.06	5,829.94	76.68
1991 TRANSCRIPT FEES	.00	.00	.00	.00
1993 LOCAL MISCELLANEOUS REIMBURSEM	.00	49,961.10	-49,961.10	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	640,067.00	599,451.80	40,615.20	93.65
TOTAL REVENUE FROM LOCAL SOURCES	44,320,198.00	44,625,737.77	-305,539.77	100.69
REVENUE FROM STATE SOURCES				
STATE PROGRAM				
3111 SEEK PROGRAM	44,223,667.00	43,965,574.00	258,093.00	99.42
TOTAL STATE PROGRAM	44,223,667.00	43,965,574.00	258,093.00	99.42
OTHER STATE FUNDING				
3122 VOCATIONAL TRANSPORTATION	35,876.00	39,352.00	-3,476.00	109.69
3123 STATE VOCATIONAL SCHOOL	.00	.00	.00	.00
3124 DIST VOCATIONAL SCHOOL	.00	.00	.00	.00
3125 BUS DRVR TRAINING REIMB	.00	.00	.00	.00
3126 SUB SALARY REIMB (STATE)	.00	.00	.00	.00
3127 FLEXIBLE SPENDING REFUND	.00	.00	.00	.00
3128 AUDIT REIMBURSEMENT	.00	.00	.00	.00
3129 KSB/KSD TRANSP REIMBURSEMENT	.00	.00	.00	.00
TOTAL OTHER STATE FUNDING	35,876.00	39,352.00	-3,476.00	109.69
EXPENDITURE REIMBURSEMENTS				
3130 NATIONAL BOARD CERIFICATION SU	93,500.00	81,709.00	11,791.00	87.39
TOTAL EXPENDITURE REIMBURSEMENTS	93,500.00	81,709.00	11,791.00	87.39
RESTRICTED				
3200 RESTRICTED STATE REVENUE	.00	.00	.00	.00
TOTAL RESTRICTED	.00	.00	.00	.00
REVENUE IN LIEU OF TAXES/STATE				
3800 REVENUE IN LIEU OF TAXES/STATE	345,000.00	356,438.32	-11,438.32	103.32
TOTAL REVENUE IN LIEU OF TAXES/STATE	345,000.00	356,438.32	-11,438.32	103.32
REVENUE FOR ON BEHALF PAYMENTS				
3900 ON BEHALF PAYMENTS	.00	19,239,132.52	-19,239,132.52	.00
TOTAL REVENUE FOR ON BEHALF PAYMENTS	.00	19,239,132.52	-19,239,132.52	.00

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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TOTAL REVENUE FROM STATE SOURCES	44,698,043.00	63,682,205.84	-18,984,162.84	142.47
REVENUE FROM FEDERAL SOURCES				
UNRESTRICTED DIRECT				
4100 UNRESTRICTED DIRECT FEDERAL	.00	.00	.00	.00
TOTAL UNRESTRICTED DIRECT	.00	.00	.00	.00
FEDERAL REIMBURSEMENT				
4810 MEDICARE REIMB	210,000.00	191,120.35	18,879.65	91.01
TOTAL FEDERAL REIMBURSEMENT	210,000.00	191,120.35	18,879.65	91.01
TOTAL REVENUE FROM FEDERAL SOURCES	210,000.00	191,120.35	18,879.65	91.01
OTHER RECEIPTS				
BOND ISSUANCE				
5110 BOND PRINCIPAL PROCEEDS	.00	.00	.00	.00
TOTAL BOND ISSUANCE	.00	.00	.00	.00
INTERFUND TRANSFERS				
5210 FUND TRANSFER	679,775.15	1,234,954.00	-555,178.85	181.67
5220 INDIRECT COSTS TRANSFER	.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS	679,775.15	1,234,954.00	-555,178.85	181.67
SALE OR COMP FOR LOSS OF ASSETS				
5311 SALE OF LAND & IMPROVEMENTS	.00	.00	.00	.00
5312 LOSS COMP - LAND & IMPROVEMNTS	.00	.00	.00	.00
5331 SALE OF BUILDINGS	.00	.00	.00	.00
5332 LOSS COMP - BUILDINGS	.00	.00	.00	.00
5341 SALE OF EQUIPMENT ETC	15,000.00	17,723.89	-2,723.89	118.16
5342 LOSS COMP - EQUIPMENT ETC	.00	-674.13	674.13	.00
TOTAL SALE OR COMP FOR LOSS OF ASSETS	15,000.00	17,049.76	-2,049.76	113.67
CAPITAL LEASE PROCEEDS				
5500 CAPITAL LEASE PROCEEDS	.00	1,345,000.00	-1,345,000.00	.00
TOTAL CAPITAL LEASE PROCEEDS	.00	1,345,000.00	-1,345,000.00	.00
TOTAL OTHER RECEIPTS	694,775.15	2,597,003.76	-1,902,228.61	373.79

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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TOTAL RECEIPTS	89,923,016.15	111,096,067.72	-21,173,051.57	123.55
TOTAL REVENUES	102,762,176.31	123,935,227.88	-21,173,051.57	120.60

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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0100 SALARIES PERSONNEL SERVICES	47,048,708.60	45,727,929.12	1,320,779.48	97.19
0200 EMPLOYEE BENEFITS	2,873,592.27	2,767,138.22	106,454.05	96.30
0280 ON-BEHALF	.00	13,823,215.66	-13,823,215.66	.00
0300 PURCHASED PROF AND TECH SERV	170,316.60	205,878.07	-35,561.47	120.88
0400 PURCHASED PROPERTY SERVICES	207,863.55	175,188.59	32,674.96	84.28
0500 OTHER PURCHASED SERVICES	134,422.02	113,840.77	20,581.25	84.69
0600 SUPPLIES	3,001,129.05	1,566,206.25	1,434,922.80	52.19
0700 PROPERTY	964,098.95	521,522.97	442,575.98	54.09
0800 DEBT SERVICE AND MISCELLANEOUS	83,674.66	84,287.76	-613.10	100.73
TOTAL 1000 INSTRUCTION	54,483,805.70	64,985,207.41	-10,501,401.71	119.27
2100 STUDENT SUPPORT SERVICES				
0100 SALARIES PERSONNEL SERVICES	5,746,153.10	5,448,974.62	297,178.48	94.83
0200 EMPLOYEE BENEFITS	336,742.64	461,013.69	-124,271.05	136.90
0280 ON-BEHALF	.00	1,431,764.70	-1,431,764.70	.00
0300 PURCHASED PROF AND TECH SERV	4,282.50	951.00	3,331.50	22.21
0400 PURCHASED PROPERTY SERVICES	421.17	302.90	118.27	71.92
0500 OTHER PURCHASED SERVICES	17,179.38	27,432.52	-10,253.14	159.68
0600 SUPPLIES	129,994.19	117,492.27	12,501.92	90.38
0700 PROPERTY	.00	549.99	-549.99	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2100 STUDENT SUPPORT SERVICES	6,234,772.98	7,488,481.69	-1,253,708.71	120.11
2200 INSTRUCTIONAL STAFF SUPP SERV				
0100 SALARIES PERSONNEL SERVICES	2,248,505.52	2,076,471.86	172,033.66	92.35
0200 EMPLOYEE BENEFITS	196,586.82	189,887.62	6,699.20	96.59
0280 ON-BEHALF	.00	607,776.53	-607,776.53	.00
0300 PURCHASED PROF AND TECH SERV	1,370.40	275.00	1,095.40	20.07
0400 PURCHASED PROPERTY SERVICES	6,685.28	-19,943.73	26,629.01	-298.32
0500 OTHER PURCHASED SERVICES	11,721.94	12,298.45	-576.51	104.92
0600 SUPPLIES	121,845.83	117,773.49	4,072.34	96.66
0700 PROPERTY	7,100.71	17,211.65	-10,110.94	242.39
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2200 INSTRUCTIONAL STAFF SUPP SERV	2,593,816.50	3,001,750.87	-407,934.37	115.73
2300 DISTRICT ADMIN SUPPORT				
0100 SALARIES PERSONNEL SERVICES	242,392.75	234,609.49	7,783.26	96.79
0200 EMPLOYEE BENEFITS	654,636.89	576,874.99	77,761.90	88.12
0280 ON-BEHALF	.00	60,245.51	-60,245.51	.00
0300 PURCHASED PROF AND TECH SERV	1,037,535.67	1,009,266.00	28,269.67	97.28
0400 PURCHASED PROPERTY SERVICES	163,877.92	155,521.28	8,356.64	94.90
0500 OTHER PURCHASED SERVICES	317,657.47	337,301.74	-19,644.27	106.18
0600 SUPPLIES	49,282.23	36,189.39	13,092.84	73.43



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GENERAL FUND (1)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
0700	PROPERTY	59,579.92	4,569.34	55,010.58	7.67
0800	DEBT SERVICE AND MISCELLANEOUS	3,625.10	28,570.56	-24,945.46	788.13
0840	CONTINGENCY	.00	.00	.00	.00
TOTAL 2300 DISTRICT ADMIN SUPPORT		2,528,587.95	2,443,148.30	85,439.65	96.62
2400 SCHOOL ADMIN SUPPORT					
0100	SALARIES PERSONNEL SERVICES	5,491,961.25	5,129,896.79	362,064.46	93.41
0200	EMPLOYEE BENEFITS	454,892.46	509,319.14	-54,426.68	111.96
0280	ON-BEHALF	.00	1,484,733.02	-1,484,733.02	.00
0300	PURCHASED PROF AND TECH SERV	1,000.00	4,187.50	-3,187.50	418.75
0400	PURCHASED PROPERTY SERVICES	.00	11,818.74	-11,818.74	.00
0500	OTHER PURCHASED SERVICES	15,900.00	27,444.20	-11,544.20	172.61
0600	SUPPLIES	9,307.15	25,610.10	-16,302.95	275.17
0700	PROPERTY	20,000.00	4,433.00	15,567.00	22.17
0800	DEBT SERVICE AND MISCELLANEOUS	545.00	648.97	-103.97	119.08
TOTAL 2400 SCHOOL ADMIN SUPPORT		5,993,605.86	7,198,091.46	-1,204,485.60	120.10
2500 BUSINESS SUPPORT SERVICES					
0100	SALARIES PERSONNEL SERVICES	1,021,637.69	895,642.90	125,994.79	87.67
0200	EMPLOYEE BENEFITS	125,791.35	96,583.56	29,207.79	76.78
0280	ON-BEHALF	.00	207,752.73	-207,752.73	.00
0300	PURCHASED PROF AND TECH SERV	65,921.65	105,186.49	-39,264.84	159.56
0400	PURCHASED PROPERTY SERVICES	560.65	.00	560.65	.00
0500	OTHER PURCHASED SERVICES	10,416.51	182,678.97	-172,262.46	999.99
0600	SUPPLIES	81,345.57	76,042.96	5,302.61	93.48
0700	PROPERTY	41,044.98	3,111.14	37,933.84	7.58
0800	DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2500 BUSINESS SUPPORT SERVICES		1,346,718.40	1,566,998.75	-220,280.35	116.36
2600 PLANT OPERATIONS & MAINTENANCE					
0100	SALARIES PERSONNEL SERVICES	4,187,708.12	4,013,226.63	174,481.49	95.83
0200	EMPLOYEE BENEFITS	939,845.38	963,808.93	-23,963.55	102.55
0280	ON-BEHALF	.00	652,290.89	-652,290.89	.00
0300	PURCHASED PROF AND TECH SERV	143,723.66	164,451.83	-20,728.17	114.42
0400	PURCHASED PROPERTY SERVICES	1,547,919.51	1,692,274.84	-144,355.33	109.33
0500	OTHER PURCHASED SERVICES	429,790.25	302,621.93	127,168.32	70.41
0600	SUPPLIES	2,842,727.52	2,973,737.76	-131,010.24	104.61
0700	PROPERTY	58,641.53	135,778.78	-77,137.25	231.54
0800	DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE		10,150,355.97	10,898,191.59	-747,835.62	107.37
2700 STUDENT TRANSPORTATION					
0100	SALARIES PERSONNEL SERVICES	5,503,833.09	4,894,844.28	608,988.81	88.94
0200	EMPLOYEE BENEFITS	1,243,364.81	1,195,625.74	47,739.07	96.16
0280	ON-BEHALF	.00	829,822.79	-829,822.79	.00

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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
0300 PURCHASED PROF AND TECH SERV	280,053.02	457,124.08	-177,071.06	163.23
0400 PURCHASED PROPERTY SERVICES	293,929.04	323,807.62	-29,878.58	110.17
0500 OTHER PURCHASED SERVICES	235,045.93	251,560.50	-16,514.57	107.03
0600 SUPPLIES	1,744,296.72	1,326,113.80	418,182.92	76.03
0700 PROPERTY	1,038,260.61	1,767,714.76	-729,454.15	170.26
0800 DEBT SERVICE AND MISCELLANEOUS	5,923.00	4,682.55	1,240.45	79.06
TOTAL 2700 STUDENT TRANSPORTATION	10,344,706.22	11,051,296.12	-706,589.90	106.83
3100 FOOD SERVICE OPERATION				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
TOTAL 3100 FOOD SERVICE OPERATION	.00	.00	.00	.00
3300 COMMUNITY SERVICES				
0100 SALARIES PERSONNEL SERVICES	.00	168.14	-168.14	.00
0200 EMPLOYEE BENEFITS	.00	11.22	-11.22	.00
0280 ON-BEHALF	.00	281.68	-281.68	.00
0300 PURCHASED PROF AND TECH SERV	16,270.10	2,856.25	13,413.85	17.56
0400 PURCHASED PROPERTY SERVICES	.00	.00	.00	.00
0500 OTHER PURCHASED SERVICES	5,500.00	46.14	5,453.86	.84
0600 SUPPLIES	1,818.00	100.00	1,718.00	5.50
0700 PROPERTY	.00	.00	.00	.00
TOTAL 3300 COMMUNITY SERVICES	23,588.10	3,463.43	20,124.67	14.68
5100 DEBT SERVICE				
0800 DEBT SERVICE AND MISCELLANEOUS	466,420.34	466,420.34	.00	100.00
TOTAL 5100 DEBT SERVICE	466,420.34	466,420.34	.00	100.00
5200 FUND TRANSFERS				
0900 OTHER ITEMS	787,337.50	894,716.50	-107,379.00	113.64
TOTAL 5200 FUND TRANSFERS	787,337.50	894,716.50	-107,379.00	113.64
5300 CONTINGENCY				
0840 CONTINGENCY	7,808,460.79	.00	7,808,460.79	.00
TOTAL 5300 CONTINGENCY	7,808,460.79	.00	7,808,460.79	.00
TOTAL EXPENDITURES	102,762,176.31	109,997,766.46	-7,235,590.15	107.04
TOTAL FOR GENERAL FUND (1)	.00	13,937,461.42	-13,937,461.42	.00

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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	.00	.00	.00	.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
TUITION				
1310 TUITION FROM INDIVIDUALS	.00	.00	.00	.00
TOTAL TUITION	.00	.00	.00	.00
STUDENT ACTIVITIES				
1740 STUDENT FEES	.00	.00	.00	.00
TOTAL STUDENT ACTIVITIES	.00	.00	.00	.00
COMMUNITY SERVICE ACTIVITIES				
1811 COMMUNITY SERVICE ACTIVITIES	.00	.00	.00	.00
TOTAL COMMUNITY SERVICE ACTIVITIES	.00	.00	.00	.00
OTHER REVENUE FROM LOCAL SOURCES				
1920 CONTRIBUTIONS/DONATIONS	141,201.18	85,986.80	55,214.38	60.90
1925 REIMBURSEMENTS	.00	.00	.00	.00
1980 REFUND OF PRIOR YR EXPENDITURE	.00	.00	.00	.00
1990 MISCELLANEOUS REVENUE	139,825.80	1,205.69	138,620.11	.86
TOTAL OTHER REVENUE FROM LOCAL SOURCES	281,026.98	87,192.49	193,834.49	31.03
TOTAL REVENUE FROM LOCAL SOURCES	281,026.98	87,192.49	193,834.49	31.03
UNDEFINED REV SOURCE				
UNDEFINED REV TYPE				
2200 RESTRICTED REV - INTERMED SRC	.00	.00	.00	.00
TOTAL UNDEFINED REV TYPE	.00	.00	.00	.00
TOTAL UNDEFINED REV SOURCE	.00	.00	.00	.00
REVENUE FROM STATE SOURCES				
OTHER STATE FUNDING				

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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
3125 BUS DRVR TRAINING REIMB	.00	.00	.00	.00
TOTAL OTHER STATE FUNDING	.00	.00	.00	.00
RESTRICTED				
3200 RESTRICTED STATE REVENUE	4,562,376.66	4,037,315.17	525,061.49	88.49
TOTAL RESTRICTED	4,562,376.66	4,037,315.17	525,061.49	88.49
TOTAL REVENUE FROM STATE SOURCES	4,562,376.66	4,037,315.17	525,061.49	88.49
REVENUE FROM FEDERAL SOURCES				
RESTRICTED THROUGH THE STATE				
4500 RESTRICTED FED THRU STATE	5,437,759.75	5,330,965.52	106,794.23	98.04
TOTAL RESTRICTED THROUGH THE STATE	5,437,759.75	5,330,965.52	106,794.23	98.04
TOTAL REVENUE FROM FEDERAL SOURCES	5,437,759.75	5,330,965.52	106,794.23	98.04
OTHER RECEIPTS				
INTERFUND TRANSFERS				
5210 FUND TRANSFER	317,379.00	317,379.00	.00	100.00
5231 NCLB TRANSFER-FR TEACHER QUALI	.00	.00	.00	.00
5241 NCLB TRANSFER TO TITLE I	.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS	317,379.00	317,379.00	.00	100.00
TOTAL OTHER RECEIPTS	317,379.00	317,379.00	.00	100.00
TOTAL RECEIPTS	10,598,542.39	9,772,852.18	825,690.21	92.21
TOTAL REVENUES	10,598,542.39	9,772,852.18	825,690.21	92.21

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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0100 SALARIES PERSONNEL SERVICES	4,444,523.45	4,688,508.54	-243,985.09	105.49
0200 EMPLOYEE BENEFITS	870,821.73	961,594.31	-90,772.58	110.42
0300 PURCHASED PROF AND TECH SERV	894,307.00	414,156.68	480,150.32	46.31
0400 PURCHASED PROPERTY SERVICES	3,255.96	3,903.08	-647.12	119.87
0500 OTHER PURCHASED SERVICES	197,133.65	98,544.26	98,589.39	49.99
0600 SUPPLIES	691,271.66	625,119.78	66,151.88	90.43
0700 PROPERTY	216,244.34	289,859.38	-73,615.04	134.04
0800 DEBT SERVICE AND MISCELLANEOUS	9,466.00	7,228.69	2,237.31	76.36
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 1000 INSTRUCTION	7,327,023.79	7,088,914.72	238,109.07	96.75
2100 STUDENT SUPPORT SERVICES				
0100 SALARIES PERSONNEL SERVICES	216,070.60	223,770.42	-7,699.82	103.56
0200 EMPLOYEE BENEFITS	79,703.00	77,928.58	1,774.42	97.77
0300 PURCHASED PROF AND TECH SERV	.00	7,203.00	-7,203.00	.00
0500 OTHER PURCHASED SERVICES	.00	5,127.84	-5,127.84	.00
0600 SUPPLIES	1,613.64	2,401.00	-787.36	148.79
0700 PROPERTY	.00	.00	.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2100 STUDENT SUPPORT SERVICES	297,387.24	316,430.84	-19,043.60	106.40
2200 INSTRUCTIONAL STAFF SUPP SERV				
0100 SALARIES PERSONNEL SERVICES	545,668.30	503,633.28	42,035.02	92.30
0200 EMPLOYEE BENEFITS	103,821.00	119,759.38	-15,938.38	115.35
0300 PURCHASED PROF AND TECH SERV	27,000.00	26,037.53	962.47	96.44
0500 OTHER PURCHASED SERVICES	38,552.39	28,249.02	10,303.37	73.27
0600 SUPPLIES	28,000.00	2,687.22	25,312.78	9.60
0700 PROPERTY	.00	.00	.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	265.00	-265.00	.00
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 2200 INSTRUCTIONAL STAFF SUPP SERV	743,041.69	680,631.43	62,410.26	91.60
2300 DISTRICT ADMIN SUPPORT				
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2300 DISTRICT ADMIN SUPPORT	.00	.00	.00	.00
2400 SCHOOL ADMIN SUPPORT				
0100 SALARIES PERSONNEL SERVICES	217,867.93	228,139.31	-10,271.38	104.71
0200 EMPLOYEE BENEFITS	13,504.06	16,814.86	-3,310.80	124.52
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0500 OTHER PURCHASED SERVICES	1,801.35	1,048.20	753.15	58.19

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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
0600 SUPPLIES	112.02	112.02	.00	100.00
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2400 SCHOOL ADMIN SUPPORT	233,285.36	246,114.39	-12,829.03	105.50
2500 BUSINESS SUPPORT SERVICES				
0100 SALARIES PERSONNEL SERVICES	.00	6,459.18	-6,459.18	.00
0200 EMPLOYEE BENEFITS	.00	2,603.40	-2,603.40	.00
TOTAL 2500 BUSINESS SUPPORT SERVICES	.00	9,062.58	-9,062.58	.00
2600 PLANT OPERATIONS & MAINTENANCE				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
0300 PURCHASED PROF AND TECH SERV	138,325.80	.00	138,325.80	.00
0400 PURCHASED PROPERTY SERVICES	.00	.00	.00	.00
0600 SUPPLIES	.00	46.04	-46.04	.00
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE	138,325.80	46.04	138,279.76	.03
2700 STUDENT TRANSPORTATION				
0100 SALARIES PERSONNEL SERVICES	224,861.79	247,067.91	-22,206.12	109.88
0200 EMPLOYEE BENEFITS	58,676.00	58,758.53	-82.53	100.14
0300 PURCHASED PROF AND TECH SERV	.00	86.00	-86.00	.00
0600 SUPPLIES	4,500.00	3,127.56	1,372.44	69.50
0700 PROPERTY	.00	.00	.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	500.00	53.00	447.00	10.60
TOTAL 2700 STUDENT TRANSPORTATION	288,537.79	309,093.00	-20,555.21	107.12
3300 COMMUNITY SERVICES				
0100 SALARIES PERSONNEL SERVICES	764,200.48	778,989.26	-14,788.78	101.94
0200 EMPLOYEE BENEFITS	50,595.06	64,385.84	-13,790.78	127.26
0300 PURCHASED PROF AND TECH SERV	28,885.11	29,271.18	-386.07	101.34
0500 OTHER PURCHASED SERVICES	12,627.23	13,418.96	-791.73	106.27
0600 SUPPLIES	76,355.84	84,341.60	-7,985.76	110.46
0700 PROPERTY	479.00	3,027.52	-2,548.52	632.05
0800 DEBT SERVICE AND MISCELLANEOUS	3,040.00	322.90	2,717.10	10.62
TOTAL 3300 COMMUNITY SERVICES	936,182.72	973,757.26	-37,574.54	104.01
4400 EDUCATIONAL SPECIFIC				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0400 PURCHASED PROPERTY SERVICES	.00	18,183.09	-18,183.09	.00
0500 OTHER PURCHASED SERVICES	8,301.00	173.78	8,127.22	2.09
0600 SUPPLIES	50,000.00	250.00	49,750.00	.50

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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
0700 PROPERTY	576,457.00	129,855.05	446,601.95	22.53
0800 DEBT SERVICE AND MISCELLANEOUS	.00	340.00	-340.00	.00
TOTAL 4400 EDUCATIONAL SPECIFIC	634,758.00	148,801.92	485,956.08	23.44
5200 FUND TRANSFERS				
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 5200 FUND TRANSFERS	.00	.00	.00	.00
TOTAL EXPENDITURES	10,598,542.39	9,772,852.18	825,690.21	92.21
TOTAL FOR SPECIAL REVENUE (2)	.00	.00	.00	.00

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DISTRICT ACTIVITY FUND (21)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	46,887.93	267,459.77	-220,571.84	570.42
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
STUDENT ACTIVITIES				
1710 ADMISSIONS	2,855.00	2,855.00	.00	100.00
1710A ADMISSIONS-ATHLETICS	83,663.93	80,649.23	3,014.70	96.40
1720 BOOKSTORE SALES	8,134.05	4,700.15	3,433.90	57.78
1740 STUDENT FEES	191,035.49	232,076.90	-41,041.41	121.48
1750 DONATIONS (ACTIVITY FND)	262,251.22	271,184.46	-8,933.24	103.41
1750A DONATIONS-ATHLETICS	2,350.00	2,350.00	.00	100.00
1790 OTHER DISTRICT/STUDENT ACTIVIT	652,563.33	458,809.55	193,753.78	70.31
1790A OTHER ATHLETIC ACTIVITIES	76,857.70	70,631.45	6,226.25	91.90
TOTAL STUDENT ACTIVITIES	1,279,710.72	1,123,256.74	156,453.98	87.77
TOTAL REVENUE FROM LOCAL SOURCES	1,279,710.72	1,123,256.74	156,453.98	87.77
OTHER RECEIPTS				
INTERFUND TRANSFERS				
5210 FUND TRANSFER	.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS	.00	.00	.00	.00
TOTAL OTHER RECEIPTS	.00	.00	.00	.00
TOTAL RECEIPTS	1,279,710.72	1,123,256.74	156,453.98	87.77
TOTAL REVENUES	1,326,598.65	1,390,716.51	-64,117.86	104.83



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DISTRICT ACTIVITY FUND (21)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0100 SALARIES PERSONNEL SERVICES	143,065.25	137,777.52	5,287.73	96.30
0200 EMPLOYEE BENEFITS	346.10	13,234.75	-12,888.65	999.99
0300 PURCHASED PROF AND TECH SERV	2,535.00	11,723.00	-9,188.00	462.45
0400 PURCHASED PROPERTY SERVICES	.00	26,772.06	-26,772.06	.00
0500 OTHER PURCHASED SERVICES	1,175.12	14,711.25	-13,536.13	999.99
0600 SUPPLIES	810,574.81	270,944.18	539,630.63	33.43
0700 PROPERTY	132,170.72	166,581.69	-34,410.97	126.04
0800 DEBT SERVICE AND MISCELLANEOUS	23,064.37	46,346.27	-23,281.90	200.94
TOTAL 1000 INSTRUCTION	1,112,931.37	688,090.72	424,840.65	61.83
2100 STUDENT SUPPORT SERVICES				
0100 SALARIES PERSONNEL SERVICES	.00	550.00	-550.00	.00
0200 EMPLOYEE BENEFITS	.00	26.98	-26.98	.00
0300 PURCHASED PROF AND TECH SERV	.00	600.00	-600.00	.00
0400 PURCHASED PROPERTY SERVICES	.00	995.00	-995.00	.00
0500 OTHER PURCHASED SERVICES	.00	846.85	-846.85	.00
0600 SUPPLIES	37,899.29	13,294.09	24,605.20	35.08
0800 DEBT SERVICE AND MISCELLANEOUS	.00	55.00	-55.00	.00
TOTAL 2100 STUDENT SUPPORT SERVICES	37,899.29	16,367.92	21,531.37	43.19
2200 INSTRUCTIONAL STAFF SUPP SERV				
0500 OTHER PURCHASED SERVICES	.00	.00	.00	.00
0600 SUPPLIES	95,116.73	72,532.58	22,584.15	76.26
0700 PROPERTY	.00	608.20	-608.20	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	25.00	-25.00	.00
TOTAL 2200 INSTRUCTIONAL STAFF SUPP SERV	95,116.73	73,165.78	21,950.95	76.92
2600 PLANT OPERATIONS & MAINTENANCE				
0100 SALARIES PERSONNEL SERVICES	16,848.00	1,162.10	15,685.90	6.90
0200 EMPLOYEE BENEFITS	.00	290.64	-290.64	.00
0600 SUPPLIES	41,870.78	3,479.69	38,391.09	8.31
0700 PROPERTY	13,725.00	15,744.14	-2,019.14	114.71
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE	72,443.78	20,676.57	51,767.21	28.54
2700 STUDENT TRANSPORTATION				
0600 SUPPLIES	1,000.00	.00	1,000.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	7,207.48	1,795.79	5,411.69	24.92
TOTAL 2700 STUDENT TRANSPORTATION	8,207.48	1,795.79	6,411.69	21.88
TOTAL EXPENDITURES	1,326,598.65	800,096.78	526,501.87	60.31

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DISTRICT ACTIVITY FUND (21)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TOTAL FOR DISTRICT ACTIVITY FUND (21)	.00	590,619.73	-590,619.73	.00

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CAPITAL OUTLAY FUND (310)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	2,122.71	2,122.71	.00	100.00
RECEIPTS				
REVENUE FROM STATE SOURCES				
RESTRICTED				
3200 RESTRICTED STATE REVENUE	1,326,970.00	1,322,409.00	4,561.00	99.66
TOTAL RESTRICTED	1,326,970.00	1,322,409.00	4,561.00	99.66
TOTAL REVENUE FROM STATE SOURCES	1,326,970.00	1,322,409.00	4,561.00	99.66
TOTAL RECEIPTS	1,326,970.00	1,322,409.00	4,561.00	99.66
TOTAL REVENUES	1,329,092.71	1,324,531.71	4,561.00	99.66

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CAPITAL OUTLAY FUND (310)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
2600 PLANT OPERATIONS & MAINTENANCE				
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0400 PURCHASED PROPERTY SERVICES	415,702.14	.00	415,702.14	.00
0500 OTHER PURCHASED SERVICES	.00	.00	.00	.00
0600 SUPPLIES	.00	.00	.00	.00
0700 PROPERTY	29,774.98	.00	29,774.98	.00
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE	445,477.12	.00	445,477.12	.00
4200 LAND IMPROVEMENTS				
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0400 PURCHASED PROPERTY SERVICES	.00	.00	.00	.00
0700 PROPERTY	.00	.00	.00	.00
0840 CONTINGENCY	.00	.00	.00	.00
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 4200 LAND IMPROVEMENTS	.00	.00	.00	.00
5100 DEBT SERVICE				
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 5100 DEBT SERVICE	.00	.00	.00	.00
5200 FUND TRANSFERS				
0900 OTHER ITEMS	883,615.59	1,310,098.44	-426,482.85	148.27
TOTAL 5200 FUND TRANSFERS	883,615.59	1,310,098.44	-426,482.85	148.27
TOTAL EXPENDITURES	1,329,092.71	1,310,098.44	18,994.27	98.57
TOTAL FOR CAPITAL OUTLAY FUND (310)	.00	14,433.27	-14,433.27	.00

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BUILDING FUND (5 CENT LEVY) (320)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	.00	.00	.00	.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
AD VALOREM TAXES				
1111 GENERAL REAL PROPERTY TAX	12,500,757.00	12,500,757.00	.00	100.00
1112 GENERAL PERS PROPERTY TAX	.00	.00	.00	.00
1113 FRANCHISE TAX	.00	.00	.00	.00
1114 PSC PERS PROPERTY TAX	.00	.00	.00	.00
1115 DELINQUENT PROPERTY TAX	.00	.00	.00	.00
1117 MOTOR VEHICLE TAX	.00	.00	.00	.00
TOTAL AD VALOREM TAXES	12,500,757.00	12,500,757.00	.00	100.00
PENALTIES & INTEREST ON TAXES				
1140 PENALTIES & INTEREST ON TAXES	.00	.00	.00	.00
TOTAL PENALTIES & INTEREST ON TAXES	.00	.00	.00	.00
OTHER TAXES				
1191 OMITTED PROPERTY TAX	.00	.00	.00	.00
TOTAL OTHER TAXES	.00	.00	.00	.00
REVENUE OTHER LOCAL GOVERNMENT UNITS				
1280 REVENUE IN LIEU OF TAXES	.00	.00	.00	.00
TOTAL REVENUE OTHER LOCAL GOVERNMENT UNITS	.00	.00	.00	.00
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	.00	.00	.00	.00
TOTAL EARNINGS ON INVESTMENTS	.00	.00	.00	.00
OTHER REVENUE FROM LOCAL SOURCES				
1925 REIMBURSEMENTS	.00	.00	.00	.00
1993 LOCAL MISCELLANEOUS REIMBURSEM	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES	12,500,757.00	12,500,757.00	.00	100.00

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BUILDING FUND (5 CENT LEVY) (320)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUE FROM STATE SOURCES				
RESTRICTED				
3200 RESTRICTED STATE REVENUE	1,605,170.00	1,571,008.00	34,162.00	97.87
TOTAL RESTRICTED	1,605,170.00	1,571,008.00	34,162.00	97.87
TOTAL REVENUE FROM STATE SOURCES	1,605,170.00	1,571,008.00	34,162.00	97.87
OTHER RECEIPTS				
BOND ISSUANCE				
5130 ACCRUED INT ON BONDS	.00	.00	.00	.00
TOTAL BOND ISSUANCE	.00	.00	.00	.00
INTERFUND TRANSFERS				
5210 FUND TRANSFER	.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS	.00	.00	.00	.00
SALE OR COMP FOR LOSS OF ASSETS				
5331 SALE OF BUILDINGS	.00	.00	.00	.00
TOTAL SALE OR COMP FOR LOSS OF ASSETS	.00	.00	.00	.00
TOTAL OTHER RECEIPTS	.00	.00	.00	.00
TOTAL RECEIPTS	14,105,927.00	14,071,765.00	34,162.00	99.76
TOTAL REVENUES	14,105,927.00	14,071,765.00	34,162.00	99.76

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BUILDING FUND (5 CENT LEVY) (320)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
4200 LAND IMPROVEMENTS				
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0400 PURCHASED PROPERTY SERVICES	.00	.00	.00	.00
0700 PROPERTY	.00	.00	.00	.00
0840 CONTINGENCY	.00	.00	.00	.00
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 4200 LAND IMPROVEMENTS	.00	.00	.00	.00
5100 DEBT SERVICE				
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 5100 DEBT SERVICE	.00	.00	.00	.00
5200 FUND TRANSFERS				
0900 OTHER ITEMS	14,105,927.00	14,071,765.00	34,162.00	99.76
TOTAL 5200 FUND TRANSFERS	14,105,927.00	14,071,765.00	34,162.00	99.76
TOTAL EXPENDITURES	14,105,927.00	14,071,765.00	34,162.00	99.76
TOTAL FOR BUILDING FUND (5 CENT LEVY) (320)	.00	.00	.00	.00

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CONSTRUCTION FUND (360)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	3,388,262.16	2,952,406.12	435,856.04	87.14
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	233,473.05	2,020.12	231,452.93	.87
TOTAL EARNINGS ON INVESTMENTS	233,473.05	2,020.12	231,452.93	.87
OTHER REVENUE FROM LOCAL SOURCES				
1925 REIMBURSEMENTS	.00	.00	.00	.00
1990 MISCELLANEOUS REVENUE	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES	233,473.05	2,020.12	231,452.93	.87
OTHER RECEIPTS				
BOND ISSUANCE				
5110 BOND PRINCIPAL PROCEEDS	.00	17,320,000.00	-17,320,000.00	.00
TOTAL BOND ISSUANCE	.00	17,320,000.00	-17,320,000.00	.00
INTERFUND TRANSFERS				
5210 FUND TRANSFER	.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS	.00	.00	.00	.00
TOTAL OTHER RECEIPTS	.00	17,320,000.00	-17,320,000.00	.00
TOTAL RECEIPTS	233,473.05	17,322,020.12	-17,088,547.07	999.99
TOTAL REVENUES	3,621,735.21	20,274,426.24	-16,652,691.03	559.80



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CONSTRUCTION FUND (360)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
4200 LAND IMPROVEMENTS				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
0300 PURCHASED PROF AND TECH SERV	4,163.00	.00	4,163.00	.00
0400 PURCHASED PROPERTY SERVICES	40.40	.00	40.40	.00
0500 OTHER PURCHASED SERVICES	.00	.00	.00	.00
0600 SUPPLIES	.00	.00	.00	.00
0700 PROPERTY	.00	.00	.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
0840 CONTINGENCY	134,570.00	.00	134,570.00	.00
TOTAL 4200 LAND IMPROVEMENTS	138,773.40	.00	138,773.40	.00
4500 BUILDING ACQUISITIONS & CONSTRUCTION				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
TOTAL 4500 BUILDING ACQUISITIONS & CONSTRUCTION	.00	.00	.00	.00
4700 BUILDING IMPROVEMENTS				
0300 PURCHASED PROF AND TECH SERV	.00	972,908.79	-972,908.79	.00
0400 PURCHASED PROPERTY SERVICES	192,104.88	1,837,808.80	-1,645,703.92	956.67
0600 SUPPLIES	.00	.00	.00	.00
0700 PROPERTY	.00	8,651.49	-8,651.49	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	262,696.90	-262,696.90	.00
TOTAL 4700 BUILDING IMPROVEMENTS	192,104.88	3,082,065.98	-2,889,961.10	999.99
4900 OTHER - FACILITIES				
0300 PURCHASED PROF AND TECH SERV	.00	182,035.78	-182,035.78	.00
0400 PURCHASED PROPERTY SERVICES	.00	676,639.90	-676,639.90	.00
0600 SUPPLIES	.00	.00	.00	.00
0700 PROPERTY	.00	59,840.84	-59,840.84	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 4900 OTHER - FACILITIES	.00	918,516.52	-918,516.52	.00
5100 DEBT SERVICE				
0800 DEBT SERVICE AND MISCELLANEOUS	780,983.04	.00	780,983.04	.00
TOTAL 5100 DEBT SERVICE	780,983.04	.00	780,983.04	.00
5200 FUND TRANSFERS				
0900 OTHER ITEMS	.00	.00	.00	.00

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CONSTRUCTION FUND (360)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TOTAL 5200 FUND TRANSFERS	.00	.00	.00	.00
TOTAL EXPENDITURES	1,111,861.32	4,000,582.50	-2,888,721.18	359.81
TOTAL FOR CONSTRUCTION FUND (360)	2,509,873.89	16,273,843.74	-13,763,969.85	648.39

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DEBT SERVICE FUND (400)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
RECEIPTS				
REVENUE FROM STATE SOURCES				
RESTRICTED				
3200 RESTRICTED STATE REVENUE	.00	.00	.00	.00
TOTAL RESTRICTED	.00	.00	.00	.00
REVENUE FOR ON BEHALF PAYMENTS				
3900 ON BEHALF PAYMENTS	.00	1,825,296.78	-1,825,296.78	.00
TOTAL REVENUE FOR ON BEHALF PAYMENTS	.00	1,825,296.78	-1,825,296.78	.00
TOTAL REVENUE FROM STATE SOURCES	.00	1,825,296.78	-1,825,296.78	.00
OTHER RECEIPTS				
INTERFUND TRANSFERS				
5210 FUND TRANSFER	14,887,104.94	14,724,246.94	162,858.00	98.91
TOTAL INTERFUND TRANSFERS	14,887,104.94	14,724,246.94	162,858.00	98.91
OTHER ITEMS				
5600 OTHER ITEMS	.00	628.81	-628.81	.00
TOTAL OTHER ITEMS	.00	628.81	-628.81	.00
TOTAL OTHER RECEIPTS	14,887,104.94	14,724,875.75	162,229.19	98.91
TOTAL RECEIPTS	14,887,104.94	16,550,172.53	-1,663,067.59	111.17
TOTAL REVENUES	14,887,104.94	16,550,172.53	-1,663,067.59	111.17

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DEBT SERVICE FUND (400)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
5100 DEBT SERVICE				
0800 DEBT SERVICE AND MISCELLANEOUS	14,887,104.94	16,550,172.53	-1,663,067.59	111.17
TOTAL 5100 DEBT SERVICE	14,887,104.94	16,550,172.53	-1,663,067.59	111.17
TOTAL EXPENDITURES	14,887,104.94	16,550,172.53	-1,663,067.59	111.17
TOTAL FOR DEBT SERVICE FUND (400)	.00	.00	.00	.00

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FOOD SERVICE FUND (51)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	339,467.67	338,595.43	872.24	99.74
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	250.00	292.21	-42.21	116.88
TOTAL EARNINGS ON INVESTMENTS	250.00	292.21	-42.21	116.88
FOOD SERVICE				
1611 LUNCH - REIMBURSABLE	1,500,000.00	1,392,133.95	107,866.05	92.81
1612 BREAKFAST - REIMBURSABLE	300,000.00	115,329.10	184,670.90	38.44
1621 LUNCH - NON REIMBURSABLE	100,000.00	62,337.65	37,662.35	62.34
1622 BREAKFAST - NON REIMBURSABLE	4,846.00	6,787.50	-1,941.50	140.06
1624 A-LA-CARTE SALES	563,436.00	368,901.19	194,534.81	65.47
1629 OTHER LUNCHRM RECEIPTS	.00	.00	.00	.00
1631 CATERING	1,500.00	.00	1,500.00	.00
TOTAL FOOD SERVICE	2,469,782.00	1,945,489.39	524,292.61	78.77
OTHER REVENUE FROM LOCAL SOURCES				
1990 MISCELLANEOUS REVENUE	138,049.00	30,774.44	107,274.56	22.29
TOTAL OTHER REVENUE FROM LOCAL SOURCES	138,049.00	30,774.44	107,274.56	22.29
TOTAL REVENUE FROM LOCAL SOURCES	2,608,081.00	1,976,556.04	631,524.96	75.79
REVENUE FROM STATE SOURCES				
RESTRICTED				
3200 RESTRICTED STATE REVENUE	65,000.00	62,956.41	2,043.59	96.86
TOTAL RESTRICTED	65,000.00	62,956.41	2,043.59	96.86
REVENUE FOR ON BEHALF PAYMENTS				
3900 ON BEHALF PAYMENTS	.00	359,209.05	-359,209.05	.00
TOTAL REVENUE FOR ON BEHALF PAYMENTS	.00	359,209.05	-359,209.05	.00
TOTAL REVENUE FROM STATE SOURCES	65,000.00	422,165.46	-357,165.46	649.49
REVENUE FROM FEDERAL SOURCES				

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FOOD SERVICE FUND (51)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
RESTRICTED THROUGH THE STATE				
4500 RESTRICTED FED THRU STATE	2,892,234.00	2,915,613.01	-23,379.01	100.81
TOTAL RESTRICTED THROUGH THE STATE	2,892,234.00	2,915,613.01	-23,379.01	100.81
CHILD NUTRITION PROGRAM DONATED COMMODIT				
4950 CHILD NUTR PRG DONATED COMMOD	435,134.00	495,360.38	-60,226.38	113.84
TOTAL CHILD NUTRITION PROGRAM DONATED COMMODIT	435,134.00	495,360.38	-60,226.38	113.84
TOTAL REVENUE FROM FEDERAL SOURCES	3,327,368.00	3,410,973.39	-83,605.39	102.51
OTHER RECEIPTS				
SALE OR COMP FOR LOSS OF ASSETS				
5342 LOSS COMP - EQUIPMENT ETC	.00	7.50	-7.50	.00
TOTAL SALE OR COMP FOR LOSS OF ASSETS	.00	7.50	-7.50	.00
TOTAL OTHER RECEIPTS	.00	7.50	-7.50	.00
TOTAL RECEIPTS	6,000,449.00	5,809,702.39	190,746.61	96.82
TOTAL REVENUES	6,339,916.67	6,148,297.82	191,618.85	96.98

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FOOD SERVICE FUND (51)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
0000 RESTRICT TO REV & BAL SHT ONLY				
0600 SUPPLIES	.00	.00	.00	.00
TOTAL 0000 RESTRICT TO REV & BAL SHT ONLY	.00	.00	.00	.00
3100 FOOD SERVICE OPERATION				
0100 SALARIES PERSONNEL SERVICES	2,135,379.54	2,037,019.32	98,360.22	95.39
0200 EMPLOYEE BENEFITS	477,320.69	465,241.30	12,079.39	97.47
0280 ON-BEHALF	.00	359,209.05	-359,209.05	.00
0300 PURCHASED PROF AND TECH SERV	31,773.62	37,221.44	-5,447.82	117.15
0400 PURCHASED PROPERTY SERVICES	61,318.00	32,632.92	28,685.08	53.22
0500 OTHER PURCHASED SERVICES	38,546.64	16,372.17	22,174.47	42.47
0600 SUPPLIES	3,074,984.03	2,612,366.25	462,617.78	84.96
0700 PROPERTY	162,877.00	41,514.55	121,362.45	25.49
0800 DEBT SERVICE AND MISCELLANEOUS	2,000.00	6,968.60	-4,968.60	348.43
0840 CONTINGENCY	355,717.15	.00	355,717.15	.00
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 3100 FOOD SERVICE OPERATION	6,339,916.67	5,608,545.60	731,371.07	88.46
5200 FUND TRANSFERS				
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 5200 FUND TRANSFERS	.00	.00	.00	.00
TOTAL EXPENDITURES	6,339,916.67	5,608,545.60	731,371.07	88.46
TOTAL FOR FOOD SERVICE FUND (51)	.00	539,752.22	-539,752.22	.00

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TRUST AND AGENCY FUNDS (7)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	.00	.00	.00	.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	.00	.00	.00	.00
TOTAL EARNINGS ON INVESTMENTS	.00	.00	.00	.00
OTHER REVENUE FROM LOCAL SOURCES				
1920 CONTRIBUTIONS/DONATIONS	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL RECEIPTS	.00	.00	.00	.00
TOTAL REVENUES	.00	.00	.00	.00



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TRUST AND AGENCY FUNDS (7)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0600 SUPPLIES	.00	.00	.00	.00
TOTAL 1000 INSTRUCTION	.00	.00	.00	.00
5300 CONTINGENCY				
0840 CONTINGENCY	.00	.00	.00	.00
TOTAL 5300 CONTINGENCY	.00	.00	.00	.00
TOTAL EXPENDITURES	.00	.00	.00	.00
TOTAL FOR TRUST AND AGENCY FUNDS (7)	.00	.00	.00	.00

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GOVERNMENTAL ASSETS (8)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
OTHER REVENUE FROM LOCAL SOURCES				
1930 GAIN ON SALE OF ASSETS	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
OTHER RECEIPTS				
SALE OR COMP FOR LOSS OF ASSETS				
5311 SALE OF LAND & IMPROVEMENTS	.00	.00	.00	.00
5331 SALE OF BUILDINGS	.00	.00	.00	.00
5341 SALE OF EQUIPMENT ETC	.00	-3,295.45	3,295.45	.00
TOTAL SALE OR COMP FOR LOSS OF ASSETS	.00	-3,295.45	3,295.45	.00
TOTAL OTHER RECEIPTS	.00	-3,295.45	3,295.45	.00
TOTAL RECEIPTS	.00	-3,295.45	3,295.45	.00
TOTAL REVENUES	.00	-3,295.45	3,295.45	.00

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GOVERNMENTAL ASSETS (8)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0700 PROPERTY	.00	3,505,585.77	-3,505,585.77	.00
TOTAL 1000 INSTRUCTION	.00	3,505,585.77	-3,505,585.77	.00
2100 STUDENT SUPPORT SERVICES				
0700 PROPERTY	.00	7,513.92	-7,513.92	.00
TOTAL 2100 STUDENT SUPPORT SERVICES	.00	7,513.92	-7,513.92	.00
2200 INSTRUCTIONAL STAFF SUPP SERV				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2200 INSTRUCTIONAL STAFF SUPP SERV	.00	.00	.00	.00
2300 DISTRICT ADMIN SUPPORT				
0700 PROPERTY	.00	12,800.41	-12,800.41	.00
TOTAL 2300 DISTRICT ADMIN SUPPORT	.00	12,800.41	-12,800.41	.00
2400 SCHOOL ADMIN SUPPORT				
0700 PROPERTY	.00	9,666.77	-9,666.77	.00
TOTAL 2400 SCHOOL ADMIN SUPPORT	.00	9,666.77	-9,666.77	.00
2500 BUSINESS SUPPORT SERVICES				
0700 PROPERTY	.00	3,718.02	-3,718.02	.00
TOTAL 2500 BUSINESS SUPPORT SERVICES	.00	3,718.02	-3,718.02	.00
2600 PLANT OPERATIONS & MAINTENANCE				
0700 PROPERTY	.00	3,795,751.17	-3,795,751.17	.00
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE	.00	3,795,751.17	-3,795,751.17	.00
2700 STUDENT TRANSPORTATION				
0700 PROPERTY	.00	871,720.17	-871,720.17	.00
TOTAL 2700 STUDENT TRANSPORTATION	.00	871,720.17	-871,720.17	.00
TOTAL EXPENDITURES	.00	8,206,756.23	-8,206,756.23	.00
TOTAL FOR GOVERNMENTAL ASSETS (8)	.00	-8,210,051.68	8,210,051.68	.00

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FOOD SERVICE ASSETS (81)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
OTHER REVENUE FROM LOCAL SOURCES				
1930 GAIN ON SALE OF ASSETS	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL RECEIPTS	.00	.00	.00	.00
TOTAL REVENUES	.00	.00	.00	.00

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FOOD SERVICE ASSETS (81)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
3100 FOOD SERVICE OPERATION				
0700 PROPERTY	.00	190,727.90	-190,727.90	.00
TOTAL 3100 FOOD SERVICE OPERATION	.00	190,727.90	-190,727.90	.00
TOTAL EXPENDITURES	.00	190,727.90	-190,727.90	.00
TOTAL FOR FOOD SERVICE ASSETS (81)	.00	-190,727.90	190,727.90	.00

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ADULT EDUCATION ASSETS (84)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
3400 ADULT EDUCATION OPERATIONS				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 3400 ADULT EDUCATION OPERATIONS	.00	.00	.00	.00
TOTAL EXPENDITURES	.00	.00	.00	.00
TOTAL FOR ADULT EDUCATION ASSETS (84)	.00	.00	.00	.00

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	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
SUMMARY PAGE				
TOTAL OF REVENUES FUND 1	102,762,176.31	123,935,227.88	-21,173,051.57	120.60
TOTAL OF EXPENDITURES FUND 1	102,762,176.31	109,997,766.46	-7,235,590.15	107.04
TOTAL FOR FUND 1	.00	13,937,461.42	-13,937,461.42	.00
TOTAL OF REVENUES FUND 2	10,598,542.39	9,772,852.18	825,690.21	92.21
TOTAL OF EXPENDITURES FUND 2	10,598,542.39	9,772,852.18	825,690.21	92.21
TOTAL FOR FUND 2	.00	.00	.00	.00
TOTAL OF REVENUES FUND 21	1,326,598.65	1,390,716.51	-64,117.86	104.83
TOTAL OF EXPENDITURES FUND 21	1,326,598.65	800,096.78	526,501.87	60.31
TOTAL FOR FUND 21	.00	590,619.73	-590,619.73	.00
TOTAL OF REVENUES FUND 310	1,329,092.71	1,324,531.71	4,561.00	99.66
TOTAL OF EXPENDITURES FUND 310	1,329,092.71	1,310,098.44	18,994.27	98.57
TOTAL FOR FUND 310	.00	14,433.27	-14,433.27	.00
TOTAL OF REVENUES FUND 320	14,105,927.00	14,071,765.00	34,162.00	99.76
TOTAL OF EXPENDITURES FUND 320	14,105,927.00	14,071,765.00	34,162.00	99.76
TOTAL FOR FUND 320	.00	.00	.00	.00
TOTAL OF REVENUES FUND 360	3,621,735.21	20,274,426.24	-16,652,691.03	559.80
TOTAL OF EXPENDITURES FUND 360	1,111,861.32	4,000,582.50	-2,888,721.18	359.81
TOTAL FOR FUND 360	2,509,873.89	16,273,843.74	-13,763,969.85	648.39
TOTAL OF REVENUES FUND 400	14,887,104.94	16,550,172.53	-1,663,067.59	111.17
TOTAL OF EXPENDITURES FUND 400	14,887,104.94	16,550,172.53	-1,663,067.59	111.17
TOTAL FOR FUND 400	.00	.00	.00	.00
TOTAL OF REVENUES FUND 51	6,339,916.67	6,148,297.82	191,618.85	96.98
TOTAL OF EXPENDITURES FUND 51	6,339,916.67	5,608,545.60	731,371.07	88.46
TOTAL FOR FUND 51	.00	539,752.22	-539,752.22	.00
TOTAL OF REVENUES FUND 7	.00	.00	.00	.00
TOTAL OF EXPENDITURES FUND 7	.00	.00	.00	.00
TOTAL FOR FUND 7	.00	.00	.00	.00
TOTAL OF REVENUES FUND 8	.00	-3,295.45	3,295.45	.00
TOTAL OF EXPENDITURES FUND 8	.00	8,206,756.23	-8,206,756.23	.00
TOTAL FOR FUND 8	.00	-8,210,051.68	8,210,051.68	.00
TOTAL OF REVENUES FUND 81	.00	.00	.00	.00
TOTAL OF EXPENDITURES FUND 81	.00	190,727.90	-190,727.90	.00
TOTAL FOR FUND 81	.00	-190,727.90	190,727.90	.00
TOTAL OF REVENUES FUND 84	.00	.00	.00	.00
TOTAL OF EXPENDITURES FUND 84	.00	.00	.00	.00
TOTAL FOR FUND 84	.00	.00	.00	.00

GRAND TOTALS EXCLUDE THE TOTALS FOR FUNDS 360, 4XX, 6XX, 7XXX, 8XXX and 9XXX

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	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
GRAND TOTAL OF REVENUES	136,462,253.73	156,643,391.10	-20,181,137.37	114.79
GRAND TOTAL OF EXPENDITURES	136,462,253.73	141,561,124.46	-5,098,870.73	103.74
GRAND TOTAL	.00	15,082,266.64	-15,082,266.64	.00

\*\* END OF REPORT - Generated by Susan Bentle \*\*