

BOARD POLICY REVIEW CYCLE SET #9

OPERATIONS POLICIES

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Bomb Threats

The Superintendent/designee shall develop procedures to promote the safety of students and personnel in the event of a bomb threat. Building administrators shall implement the procedures.

REFERENCES:

[OAG 77-254](#)

[KRS 508.075](#)

[KRS 508.078](#)

Adopted/Amended: 6/10/2013

Order #: 2013-095

Crowd Control

The Superintendent/ ~~or~~-designee shall develop procedures to promote the orderly conduct and safety of students and other spectators who attend a school-sponsored events.

Crowd control procedures shall include notifying the Security and Investigations Department ~~District's security department~~ prior to the event and providing adequate supervision by appropriate school officials in all cases. In the case of an event ~~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 an adequate number of School Safety Officers, police, or security personnel.

RELATED POLICY:

09.35

Adopted/Amended: 6/10/2013

Order #: 2013-095

Transportation**SERVICES MANAGEMENT**

The transportation program is a District-wide function administered by the Superintendent/designee in keeping with Board policies and District administrative procedures.

IMPLEMENTATION OF SYSTEM

The Superintendent/designee shall develop and administer the necessary administrative procedures to implement the pupil transportation system, subject to review by the Board and consistent with 702 Kentucky Administrative Regulations, Chapter 5.¹

RECORDS AND REPORTS

The Superintendent/designee shall be responsible for filing reports as required by the Kentucky Department of Education. Such reports shall include, but not be limited to, safety inspections, bus accident reports, program cost calculations, and reimbursements for exceptional child education and technical education students.

REFERENCES:

¹ [702 KAR 005:010](#)
[702 KAR 005:020](#), [702 KAR 005:030](#)
[KRS 158.110](#); [KRS 158.115](#)

Adopted/Amended: 6/10/2013
Order #: 2013-095

Bus Fleet**PUBLIC SCHOOL STUDENTS**

The ~~District Board~~ owns and operates the bus fleet exclusively for the transportation of public school pupils to and from the public schools or ~~such other facilities state institutions~~ that may be required, and for ~~such other educational~~ and extracurricular purposes as the Board ~~may~~ deems advisable.

REFERENCES:

[KRS 156.153](#)
[KRS 157.370](#)
[KRS 158.110](#)
[KRS 158.115](#)
[702 KAR 005:060](#)
[OAG 80-390](#)
[OAG 82-392](#)
[OAG 83-294](#)

RELATED POLICY:

09.36

Adopted/Amended: 6/10/2013
Order #: 2013-095

Transportation Safety**DEVELOPMENT OF PROGRAM**

The Superintendent/~~designee~~ shall develop a transportation safety program as required by applicable federal and state laws and administrative regulations. Appropriate safety information shall be disseminated annually in writing to District employees, parents, and ~~students-pupils~~.

BOOSTER SEATS

When ~~a student~~ ~~students who are~~ under eight (8) years ~~of age old~~ and between forty (40) and fifty-seven (57) inches in height ~~is are~~ transported in ~~a~~ District-owned or leased vehicles designed for nine (9) or fewer passengers, ~~the student they~~ shall be properly secured in a child booster seat. ~~Per~~ In accordance with 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.

REFERENCES:

[KRS 158.110](#)

[KRS 189.125](#)

[702 KAR 005:030](#)

[702 KAR 005:060](#)

[702 KAR 005:080](#)

45 C.F.R. § 1310.11

RELATED POLICY:

06.12

Adopted/Amended: 12/11/2018

Order #: 2018-278

Purchase of School Buses**SCHOOL BUS SPECIFICATIONS**

~~The Board requires that school~~ School buses purchased ~~for use by the District shall~~ meet all Kentucky state and federal statutory requirements and all Kentucky ~~State~~ Department of Education specifications established for school buses at the time of purchase.

RETIREMENT OF SCHOOL BUSES

Every effort shall be made to retire buses from regular service when the amount calculated for annual depreciation under Kentucky administrative ~~state~~ regulations reaches zero (0) percent of the state bid price.

REFERENCES:

[KRS 156.152](#)

[KRS 156.153](#)

[KRS 156.154](#)

[KRS 158.110](#)

[702 KAR 005:020](#)

[702 KAR 005:060](#)

[702 KAR 005:130](#)

Adopted/Amended: 6/10/2013

Order #: 2013-095

Maintenance of Bus Fleet

The Superintendent/designee shall be responsible for the mechanical maintenance of the District's school buses and for their safe operating condition.

INSPECTION

The Superintendent/designee shall require that, at least once each month that District schools are in session, a safety inspection shall be made on each school bus owned and operated by the Board or contracted to the Board. If any bus is found to be in an unsafe condition, it shall not be used to transport students until the required repairs are made.

REPORTING DEFECTS

The Superintendent shall develop administrative procedures ~~rules and regulations~~ requiring drivers to report school bus mechanical defects and for the repair of such defects.

REFERENCES:

[KRS 158.110](#)

[702 KAR 005:030](#)

[702 KAR 005:130](#)

Adopted/Amended: 6/10/2013

Order #: 2013-095

Fuel and Equipment**PROCEDURES FOR ACQUIRING**

When a driver~~s~~ assumes the duties of the position, the Superintendent/designee shall furnish to the ~~each bus~~-driver and any other users of a Board-owned vehicles, the process ~~procedure~~ and place for acquiring fuel, oil, maintenance, and repairs, both on a regular and an emergency basis.

REFERENCES:

[KRS 158.110](#)
[702 KAR 005:030](#)

Adopted/Amended: 6/10/2013

Order #: 2013-095

Authority for Use of Buses**APPROVAL FROM SUPERINTENDENT**

Any use of a school buses beyond the daily routing schedules shall require approval from the Superintendent/~~or the Superintendent's~~ designee.

REFERENCES:

[KRS 157.370](#)

[KRS 158.110](#)

[702 KAR 005:030](#)

RELATED POLICIES:

06.5

09.36

Adopted/Amended: 6/10/2013

Order #: 2013-095

Bus Drivers' Responsibilities

All school bus drivers shall meet the qualifications of and be in compliance with the responsibilities set forth noted in Kentucky Administrative Regulations.¹

EXAMINATION AND LICENSING

The Superintendent/designee is authorized to require that a ~~all~~ school bus drivers shall have satisfactorily passed an annual drug screening, and an annual physical examination by a physician, as designated by the Board. A school bus driver ~~Drivers~~ shall have a record of safe driving experience prior to employment.

WALKTHROUGH AT END OF RUN

A school bus driver ~~Bus drivers~~ shall conduct a walkthrough of the bus ~~their buses~~ at the end of each run to ensure that all students have disembarked.

DISCIPLINARY ACTION

A school bus driver ~~Bus drivers~~ who fails to ~~observe~~ perform his/her their responsibilities shall be subject to appropriate disciplinary action, up to and including termination.

REFERENCES:

¹[702 KAR 005:080](#); [702 KAR 005:150](#)
[KRS 189.370](#)
[KRS 189.375](#)
[KRS 189.380](#)
[KRS 189.450](#)
[KRS 189.540](#)
[KRS 189.550](#)
[KRS 281A.170](#) to [KRS 281A.175](#)
[KRS 281A.205](#)

RELATED POLICIES:

03.211
06.23

Adopted/Amended: 6/10/2013
Order #: 2013-095

Bus Scheduling and Routing

RESPONSIBILITIES

The Superintendent/designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and administrative regulations and ~~shall route all school buses~~ in the most efficient and effective routing system possible. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes. ~~and, for~~ For those schools serving breakfast, ~~arranging~~ bus schedules shall be set so that students ~~buses~~ arrive in sufficient time to provide breakfast prior to the instructional day.

INFORMATION TO BE PREPARED

The Superintendent/designee shall prepare or cause to be prepared the following information:

- Pupil transportation maps; ~~;~~
- Bus route descriptions; ~~;~~ and
- Reports necessary for calculating the amount to which the District is entitled under the Fund for Excellence in Education in Kentucky.

REGULAR ROUTE VEHICLES

Except in ~~the case of an emergency~~ ~~eases of emergencies~~ or for the transportation of a student with a disability ~~students with disabilities~~, only school buses or approved vehicles as defined by applicable statute and administrative regulation shall be used for transporting students to and from school along regular bus routes.

REFERENCES:

[KRS 156.153](#)

[KRS 158.070](#)

[KRS 158.110](#)

[702 KAR 005:030](#)

Adopted/Amended: 6/10/2013

Order #: 2013-095

Regular Bus Stops**DISCHARGE OF PUPILS**

~~A The~~ bus driver shall discharge ~~a student pupils~~ at ~~the student's their~~ regularly assigned scheduled stop stops only, except with written authorization from the Principal/designee or radio communication from the Transportation Department to discharge a student pupil at another location.¹ Preschool students shall be transported in accordance with applicable administrative regulations.²

The Principal/designee shall have authorization from a student's parent/guardian ~~child's parents~~ before permitting discharge at a location other than the student's regular stop.

EXCEPTION

The driver may discharge a pupil for disciplinary reasons in accordance with Board Policy 06.34 ~~of this manual~~ and with 702 KAR 005:080.¹

REFERENCES:

¹702 KAR 005:080

²702 KAR 005:150

KRS 158.110

KRS 189.370

KRS 189.375

KRS 189.540

Adopted/Amended: 8/7/2018
Order #: 2018-177

TECHNOLOGY POLICY

No change 05.22 Compliance with FCC Regulations

Compliance With FCC Regulations

ELECTRONIC

The use of technology shall comply with Federal Communication Commission (FCC) Rules and Regulations regarding Radio Frequency (RF) emission limits to provide an interference free radio frequency spectrum.

REFERENCES:

Kentucky Education Technology System (KETS)

Federal Communication Commission (FCC) Rules and Regulations

Adopted/Amended: 6/10/2013

Order #: 2013-095

FINANCE POLICIES

Change	04.12	School Activity Account Budgets
Change	04.3122	Internal Petty Cash
No Change	04.3123	School Stores
No Change	04.3125	Shop Sales and Service
No Change	04.4	Bonding of Employees
Change	04.41	Fraud Prevention
No Change	09.23	Student Accident Insurance

School Activity Accounts Budgets**PREPARATION OF BUDGETS**

Each school council or Principal, as appropriate, shall prepare a budget for all school activity accounts for the school year. The budget shall include a complete financial forecast of anticipated receipts and expenditures for the school year for each activity fund and shall be prepared on the state-required forms in accordance with Kentucky Administrative Regulations.

DUE DATE

Each club and organization shall prepare a tentative budget of receipts and expenditures for the next school year to be submitted to the Principal by April 15 on the state required form in accordance with Kentucky Administrative Regulations. The Principal shall submit the school activity account budgets to the Superintendent, through the Chief Financial Officer, no later than May 15 for submission to the Board.

REFERENCES:

[KRS 160.160](#)

[KRS 160.290](#)

[KRS 160.340](#)

[OAG 60-1149](#)

[702 KAR 003:130](#); Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

04.312

Adopted/Amended: 5/13/2013

Order #: 2013-78

Internal Petty Cash**PETTY CASH FUND**

In order to facilitate refunds of minor purchases, the Board authorizes a petty cash fund in each school or approved District department. The custodian for such account will be the Principal/~~designee or his/her designated representative~~. The petty cash fund shall not exceed one hundred dollars (\$100).

PURPOSES

Petty cash funds shall be used for the following purposes: miscellaneous, postage, collect deliveries, and other small disbursements. The petty cash fund ~~shall will~~ be replenished as imprest funds and ~~is to be reimbursed to~~ each account shall be reimbursed through accounts payable. Each transaction ~~shall must~~ be supported with proper receipts by the account custodian. Petty cash funds ~~shall must~~ be reconciled at the end of each month.

REFERENCES:

[KRS 160.290](#)

[702 KAR 003:130](#)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 5/9/2017

Order #: 2017-138

School Stores

All schools may operate a school store for the convenience of its students and employees.

The store may stock school supplies (not provided by District funds), school-spirit and souvenir items, and convenience articles. Any markup is intended to cover administrative overhead on sales. All funds derived from the school store shall be accounted for in accordance with the Accounting Procedures for Kentucky School Activity Funds.

REFERENCE:

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

04.312

Adopted/Amended: 5/13/2013

Order #: 2013-78

Shop Sales and Services

Fair and reasonable charges shall be established for products and services offered as a result of training programs for students in the District. Students and District employees who purchase such products and services shall do so at the established rate, and no warranty shall be implied.

Adopted/Amended: 5/13/2013

Order #: 2013-78

Bonding of Employees

The treasurer and assistant treasurers of the Board shall be bonded individually in accordance with Kentucky Revised Statutes and Administrative Regulations.

The finance officer and all others who hold similar positions and are responsible for District funds or who receive and expend funds on behalf of the District shall be covered by a fidelity bond provided by the Board. This shall include any secretarial, bookkeeping, or clerical personnel in the central office involved with the functions of cash, accounts receivable, posting of accounts, or banking responsibilities.

Each year on advice of the Commissioner of Education, the Board shall determine the amount of the fidelity bond of the treasurer of the Board and other school employees responsible for District funds. No later than July 31 of each year, the Board shall submit the fidelity bonds to the Commissioner of Education for approval.

All employees of the District shall be covered by a blanket bond in an amount approved by the Kentucky Board of Education.

REFERENCES:

[KRS 160.560](#)

[KRS 160.640](#)

[702 KAR 003:080](#)

Adopted/Amended: 5/13/2013

Order #: 2013-78

Fraud Prevention

All employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources.

DEFINITION

As used in this policy, “fraud” refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to District assets, including theft of funds, securities, supplies, or other District properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating Board conflict of interest policies.
- Mishandling financial records or District assets (destroying, removing, or misusing).

STAFF RESPONSIBILITIES

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions using ~~to~~ the District compliance Financial Fraud Hotline/hotline/online reporting system, their immediate supervisor, ~~and/or~~ the Superintendent/designee, who shall have the primary responsibility for initiating investigations. If the Superintendent is an alleged party in the fraud complaint, provision shall be made for addressing the complaint to the Board Chairperson.

The Superintendent/designee shall inform employees with financial/accounting responsibilities of the following anti-fraud standards established by the Board:

1. The District shall operate in a culture of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, as well as Board policy addressing fiscal matters.
3. Employees shall practice good stewardship of District financial resources, including timely reporting of suspected fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:
 - a. Maintaining and protecting District financial records;
 - b. Performing one’s job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;

Fraud Prevention**STAFF RESPONSIBILITIES (CONTINUED)**

- c. Reporting knowledge of fraud or suspected fraud, including intentional misstatements ~~or and~~ omissions of amounts or disclosures;
- d. Guarding against misappropriation of assets;
- e. Refusing to reveal investment activities engaged in or contemplated by the District to unauthorized persons, organizations, or agencies; and
- f. Resisting incentives and pressures that detract from performance of assigned responsibilities.

INTERNAL CONTROLS/INVESTIGATIONS

The Superintendent/designee shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the District. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoids disclosure of unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates an occurrence of a fraudulent activity, the Superintendent/designee shall issue a report. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Except as required by law, results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

REFERENCES:

Governmental Accounting Standards
[KRS 7.410](#); [KRS 158.155](#)
[725 KAR 001:030](#); [KRS 171.420](#)
Records Retention/Public School District Schedule

RELATED POLICIES:

01.61
03.17/03.27
03.1721/03.2721
04.8; 04.81

Adopted/Amended: 5/13/2013
Order #: 2013-78

Student Accident Insurance

INSURANCE PROGRAM TO BE PROVIDED

The District shall issue a master group policy with an insurance carrier, selected in compliance with prevailing state law, for accident coverage of students.

RELATED POLICY:

09.312

Adopted/Amended: 2/10/2014

Order #: 2014-022

HUMAN RESOURCES POLICIES

Change	03.122	Holidays and Vacation Leave (Certified)
Change	03.222	Holidays and Vacation Leave (Classified)

-CERTIFIED PERSONNEL -**Holidays and Vacation Leave****HOLIDAYS**

Part-time permanent certified and certified job sharing employees assigned to a working calendar shall be paid for four (4) half holidays. Certified employees job sharing for full days and working half the year shall be paid for two (2) full holidays. All certified employees who work less than 260 days per year shall be paid for four (4) holidays. All certified employees who work 260/261/262 days per year shall be paid for ~~ten (10) nine (9)~~ holidays. The paid holidays shall be designated annually by the Superintendent, approved by the Board and included in the official school calendar. These holidays are part of the school year required by state law.¹

VACATION

Full-time certified employees who work 260/261/262 days per year shall earn paid vacation leave pursuant to the approved procedures. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.12322 Family and Medical Leave or 03.1234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impede the work program. Compensation for accrued vacation shall be made at the time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.²

Recognition of annual leave for TRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of TRS 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:

¹[KRS 158.070](#)

²[KRS 160.291](#)

[KRS 161.220](#)

[KRS 161.540](#)

[KRS 2.110](#)

[KRS 2.190](#)

RELATED POLICIES:

03.12322; 03.1234

Adopted/Amended: 5/12/2020

Order #: 2020-56

- CLASSIFIED PERSONNEL -**Holidays and Vacation Leave****HOLIDAYS**

All full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall be paid for ~~eight (8) seven (7)~~ holidays. All other full-time classified employees who work less than 260 days per year shall be paid for four (4) holidays. All classified employees who work 260/261/262 days per year shall be paid for ~~ten (10) nine (9)~~ holidays. These holidays shall be designated annually by the Superintendent, approved by the Board and included in the official school calendar.¹ These holidays are part of the school year required by state law.²

VACATION

Full-time classified employees who work 260/261/262 days per year and permanent full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall earn paid vacation leave pursuant to the approved vacation leave procedures. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impeded the work program. Compensation for accrued vacation shall be made at time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.²

Recognition of annual leave for TRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of TRS on or after July 2, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted extra or overtime pay.

CONTRACTED DAYS

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

REFERENCES:

¹[702 KAR 007:140](#)

²[KRS 158.070](#)

[KRS 160.291](#); [KRS 161.154](#); [KRS 2.110](#); [KRS 2.190](#)

RELATED POLICIES:

03.22322; 03.2324

Adopted/Amended: 5/12/2020

Order #: 2020-56