

KSBA Procedure Service

2023 Procedure Update (#27) Checklist

District: Spencer County Schools

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

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
03.11 AP.2521	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.123 AP.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.19 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.221 AP.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.223 AP.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.231	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05.4 AP.232	<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"/>
08.23 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.12 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.425 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.4341 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.11 AP.242	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.121 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.121 AP.23	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.12321 AP.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.21 AP.242	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
04.32 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.34 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.36 AP.21	<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"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

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

Superintendent's Signature

Date

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

EXPLANATION: THE UPDATED FBI CJIS SECURITY POLICY CHANGES THE TRAINING REQUIREMENTS FROM EVERY TWENTY-FOUR (24) MONTHS TO EVERY TWELVE (12) MONTHS.
FINANCIAL IMPLICATIONS: MORE FREQUENT TRAINING

PERSONNEL

03.11 AP.2521

Criminal History Record Information

PURPOSE

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualification for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

AUTHORITY

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

NONCRIMINAL JUSTICE AGENCY CONTACT (NAC) & LOCAL AGENCY SECURITY OFFICER (LASO)

The Superintendent will designate employee(s) to serve as the NAC and LASO points of contact with KSP through which communication regarding audits, District personnel changes, training, and security are conducted. The NAC and LASO will receive and disseminate communication from KSP to all authorized District personnel. Additionally, the LASO shall where applicable:

1. Identify who is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated.
4. Ensure approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

AUTHORIZED PERSONNEL

Authorized personnel will be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District will keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

TRAINING OF AUTHORIZED PERSONNEL

The District will ensure all persons authorized to have CHRI access will complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC will keep on file the Security Awareness Training certificate on all authorized personnel.

The District will ensure authorized users complete recertification of Security Awareness Training every ~~twelv~~~~etwenty-four~~ (1224) months.

Authorized personnel will review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

Criminal History Record Information**FINGERPRINT CARD PROCESSING**

The District requires that all covered persons for whom fingerprint check is required must provide a valid, unexpired form of government-issued photo identification prior to fingerprinting to verify their identity.

A copy of the FBI Privacy Rights Notification will be provided to the covered persons prior to fingerprinting. Covered persons will also be advised of the process regarding a challenge of the criminal history record.

Covered persons that have disclosed a conviction must still be fingerprinted. Proper reason for fingerprinting must be documented in the "Reason for Fingerprinting" box.

Proper chain of custody procedures protecting the integrity of the covered person's fingerprints prior to submission will include maintaining fingerprints in a secure environment, in a sealed envelope.

COMMUNICATION

Authorized personnel may discuss the CHRI results with covered persons in a secure, private area. Extreme care will be taken to prevent overhearing, eavesdropping, or interception of communication.

The District will not allow a covered person to have a copy of their record or take a picture of it with an electronic device.

The District will provide the covered person with required forms and options to obtain their record if a record is to be challenged.

PHYSICAL SECURITY

The District will ensure that information system hardware, software, and media are physically protected through access control measures by ensuring the perimeter of a physically secured location shall be prominently posted and separated from non-secure locations by physical controls. The District will control all access points (except for those areas within the facility officially designated as publicly accessible) and will verify individual access authorizations before granting access. The District will control physical access to information system distribution and transmission lines within the physically secure location. The District will control physical access to information system devices that display Criminal Justice Information (CJI) and will position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. The District will monitor physical access to the information system to detect and respond to physical security incidents. The District will control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and will escort visitors in a secured location.

Criminal History Record Information**STORAGE AND RETENTION OF CHRI**

The fingerprint results from KSP should only be handled by authorized personnel.

During the fitness determination:

- CHRI will be stored in a locked drawer/container at the Central Office and only accessible to authorized personnel.
- CHRI will be stored in a separate file that cannot be released for any public records request and will not be archived in a publicly accessible location.
- CHRI results will be stored electronically the agency using proper security and encryption methods.
- If stored electronically, the District will ensure compliance of CJIS Security Policy for the Network Infrastructure to include the following:
 1. Network Configuration
 2. Personally Owned Information Systems
 3. Publicly Accessible Computers
 4. System Use Notification
 5. Identification/User ID
 6. Authentication
 7. Session Lock
 8. Event Logging
 9. Advance Authentication
 10. Encryption
 11. Dial-up Access
 12. Mobile Devices
 13. Personal Firewalls
 14. Bluetooth Access
 15. Wireless (802.11x) Access
 16. Boundary Protection
 17. Intrusion Detection Tools and Techniques
 18. Malicious Code Protection
 19. Spam and Spyware Protection
 20. Security Alerts and Advisories
 21. Patch Management
 22. Voice over Internet Protocol (VoIP)
 23. Partitioning and Virtualization
 24. Cloud Computing
- Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and will not be archived in a publicly accessible location.

Criminal History Record Information

MEDIA TRANSPORT

The District will protect and control digital and physical media during transport outside of controlled areas and will restrict the activities associated with transport of such media to authorized personnel.

DISPOSAL OF MEDIA CHRI

The District will properly sanitize or destroy physical or electronic CHRI per the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release, inoperable digital media shall be destroyed; cut up, shredded, etc. The District shall ensure the sanitation or destruction is witnessed or carried out by authorized personnel.

MISUSE OF CHRI

In the event of deliberate or unintentional misuse of CHRI, the District will subject the employee to disciplinary action per Board policy and procedures, up to and including termination, or request for criminal investigation/charges.

EXPLANATION: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.123 AP.2

Vacation and Non-Contract Day Leave

Name: _____

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

Vacation and Non-Contract Days

Date(s) of Absence _____

(Check Applicable Leave)

_____ Vacation Days _____ Total # of days taken this pay period _____

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

Employee's Signature _____

Superintendent/Designee's Signature _____

Approving Leave

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

Leave Request Form and Statement Affidavit

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

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

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

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

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

Vacation Days Date(s) of Absence _____

Non-contract Days Date(s) of Absence _____

Employee Affiant's Signature Date

Employee Affiant's Name (Print or Type)

Superintendent/Designee's Signature

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public: _____, _____ County, Kentucky

My Commission Expires: _____

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

District Training Requirements

SCHOOL YEAR: _____

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

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	AL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.345	02.4244			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
Initial/follow-up training for coaches of	KRS 160.445; KRS	03.1161 03.2141 09.311			✓	

interscholastic athletic activities or sports.	161.166; KRS 161.185; 702 KAR 7:065					
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.26 2		✓		

PERSONNEL

03.19 AP.23

(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	AL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428 111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected		03.29			✓	

classified personnel.						
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
H-District apps. Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4 09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	

Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155;	09.2211		✓		

	KRS 158.156; KRS 620.030					
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and	KRS 158.305				✓	

training for multi-tiered system of supports upon District request.						
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THIS IS NOT AN EXHAUSTIVE LIST -- CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

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

EXPLANATION: HB 32 AMENDS KRS 161.011 TO PERMIT HIRING OF CLASSIFIED PERSONNEL WITHOUT A HIGH SCHOOL DIPLOMA IF OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA IS PROVIDED BY THE DISTRICT AND PERMITS CERTAIN GOVERNMENT ISSUED CERTIFICATIONS OR LICENSES TO SUBSTITUTE.

FINANCIAL IMPLICATIONS: POTENTIAL COSTS ASSOCIATED WITH ADMINISTERING THE EQUIVALENCY PROGRAM.

EXPLANATION: HB 13 AMENDS KRS 281A.175 RELATED TO THE PHYSICAL EXAM REQUIREMENT FOR SCHOOL BUS DRIVERS. IT CHANGES THE REQUIRED PHYSICAL EXAM FROM EVERY YEAR TO EVERY TWO (2) YEARS.

FINANCIAL IMPLICATIONS: LESS FREQUENT EXAMS COULD BE A COST SAVINGS.

PERSONNEL

AL03.221 AP.22

- CLASSIFIED PERSONNEL -

Personnel Documents

EMPLOYEE'S NAME _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- HIGH SCHOOL DIPLOMA (OR HIGH SCHOOL EQUIVALENCY DIPLOMA OR PROOF OF PROGRESS TOWARD HIGH SCHOOL EQUIVALENCY DIPLOMA FOR STAFF EMPLOYED AFTER 7/31/90.)** Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.
- APPLICATION (INCLUDING REFERENCES A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- CERTIFICATION (I.E., CDL FOR BUS DRIVERS) OR LICENSURE, WHERE APPLICABLE**
- VERIFICATION OF EXPERIENCE:** Verification from each school district, including address for out-of-state schools, or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience. Employees are responsible for providing the verification of experience.)
- HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified 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 001:160. This form is required **every two (2) years annually** for school bus drivers, ~~as are required~~ Drug testing results **are required each year**. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- PERSONAL DATA FORM**

Personnel Documents**REQUIREMENTS (CONTINUED)**

- TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- DIRECT DEPOSIT FORM**
- CRIMINAL RECORDS CHECK FORM:** Per KRS 160.380 - State and Federal background checks.
- LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must complete a Child Abuse Neglect Check (CAN) and must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.
- I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- CAFETERIA BENEFIT PLAN NOTIFICATION, if applicable:** New full-time employees receive notification of the District's Third Party Administrator (TPA). All employees must meet with the District's TPA Representative annually.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); contracts and/or job descriptions; record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

RELATED PROCEDURE:

03.121 AP.22

EXPLANATION: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.223 AP.2

Leave Request Form and StatementAffidavit

See Procedure 03.123 AP.2/Leave Request Form and StatementAffidavit.

Formatted: ksba normal

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.1

Use of Automated External Defibrillators (AEDs)

NOTE: If an AED is not immediately available, perform CPR until AED arrives on the scene.

Each school's emergency plan shall include procedures to be followed in case of a medical emergency, a written cardiac emergency response plan, and a diagram that clearly identifies the location of each AED. Procedures for the use and training of AEDs shall be included in the emergency response plan.

PURPOSE OF PROCEDURE:

To provide trained employees of the District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

DURING SCHOOL HOURS:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist.
2. Follow universal personal precautions.
3. Determine responsiveness of victim.
4. Activate emergency system:
 - a) At any phone, dial 911.
 - b) Call main office and alert them to emergency and location of unconscious person.
 - c) Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene.
 - d) The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:
 - a) Assess responsiveness and signs of life. If patient is not responding and has no sign of life, call 911 and obtain the AED.
 - b) Check for signs of circulation such as pulse and coughing, or movement.
 - c) If there are no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

Use of Automated External Defibrillators (AEDs)**DURING SCHOOL HOURS (CONTINUED)**

NOTE: If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform two (2) minutes of infant/child CPR prior to activating the emergency response system and getting the AED.

5. Turn on the AED.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c) Wipe chest clean and dry if victim's chest is dirty or wet.
 - d) Press electrode pads firmly to skin.

NOTE: If victim is under eight (8) years old or under 25 kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, b, c, and d. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for two (2) minutes, and the child is over one (1) year old, you may use regular adult pads. Do not delay treatment to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four (4) feet of victim while AED is evaluating heart rhythm.

SHOCK ADVISED

1. Clear area, making sure no one is touching the victim.
2. Push SHOCK button when prompted. Device will analyze and shock.
3. **Shock only once**, if indicated by analysis (no three (3) stacked shocks). If shock is not successful, start CPR and continue for two (2) minutes. Device will countdown two (2) minutes of CPR and will analyze when CPR is over. If a second shock is needed, the AED will advise, charge, and prompt the rescuer to push the shock button.
4. Continue to follow voice prompts until EMS arrives

NO SHOCK ADVISED

1. If shock is not advised, start CPR and continue for two (2) minutes. Device will countdown two (2) minutes of CPR and will analyze when CPR is over.
2. After two (2) minutes of CPR, the machine will advise to stay clear of victim. It will then reanalyze for a shockable rhythm and advise to push the shock button if needed.
3. Continue cycles of analysis, shock (if advised), and CPR until professional help arrives.
4. If victims regain signs of circulation, such as breathing or movement, place them on their side in the recovery position, and monitor their breathing closely.
5. Victim must be transported to hospital.

Use of Automated External Defibrillators (AED)**NO SHOCK ADVISED (CONTINUED)**

6. Leave AED attached to victim until EMS arrives, and disconnect AED.
7. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.
8. After use, the AED will be cleaned and stocked with new electrodes and resuscitation kit.

AFTER SCHOOL HOURS

1. Head Coach-covered events:
 - a) Determine unresponsiveness
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
 - c) If present, the head coach or designee will retrieve the AED.
 - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e) Follow procedure outlined above. See During School Hours section starting with 4a.
2. Other school events (if AED is available)
 - a) Determine responsiveness.
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert the supervising staff member of the emergency.
 - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
 - d) Follow procedure outlined above. See School Hours section starting with 4a.

AFTER USE

1. A copy of AED Reporting Form will be sent within 24 hours (weekdays) of the emergency to:
 - a) Medical Director
 - b) AED Program Coordinator
2. The responder will document the event using the District accident form and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to manufacturer guidelines.
4. Electrode pads must be replaced and reconnected to the device.

SCHOOL FACILITIES

05.4 AP.1
(CONTINUED)

Use of ~~Automated~~ Automatic External Defibrillators (AEDs)

AFTER USE (CONTINUED)

5. Contents of the resuscitation kit must be replaced if used.
6. Critical Event Stress debriefing will be conducted by:
 - a) Medical Director
 - b) AED Program Coordinator

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.23

Compliance with Automated External Defibrillator (AED) Requirements

Name of Employee: _____ Date of Training: _____

Having completed the required AED training, I hereby confirm that I have read and understand the policies and procedures for use of AEDs for the District.

Should I have questions at any time while serving as an Expected AED User, I shall contact the designated AED contact for clarification. I agree to follow the terms and guidelines set forth in policy and procedures for this District.

Expected AED User's Signature Date

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Superintendent/designee's Signature Date

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EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.
FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.231

Automated External Defibrillator (AED) Reporting Form

Submit this form to Superintendent/designee within forty-eight (48) hours of AED use.

AED USER: _____

LOCATION OF AED USE: _____

NAME: _____

DATE OF INCIDENT: _____

Staff Member

Student

Parent/Visitor

Condition upon arrival (check all that apply)

unconscious

not breathing

no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

NUMBER OF DEFIBRILLATIONS: _____

Please describe the incident from the beginning of the emergency until its conclusion:

Were efforts terminated? Yes No If yes, please explain.

Signature of AED User _____

Date _____

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.232

Automated External Defibrillator Inspection Log

<u>DATE</u>	<u>INSPECTED/ IN-SERVICE</u>	<u>INSPECTED/OUT- OF-SERVICE</u>	<u>SUPT/DESIGNEE & SITE /SUPERVISORS NOTIFIED AND DATE</u>	<u>MISSING/FAULTY EQUIPMENT (LIST)</u>	<u>INITIALS OF INSPECTOR</u>
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EXPLANATION: HB 522 AMENDS KRS 45A.385 AND KRS 424.260 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.
FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

SUPPORT SERVICES

07.13 AP.1

Bidding of School Food Service Supplies

LIKE ITEMS IN EXCESS OF \$~~30,000~~40,000

If the total amount of purchases for like items is \$~~30,000~~40,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid through or in accordance with a schedule determined by the local educational cooperative and/or local vendor prequalification's throughout the year.

BID SPECIFICATIONS

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

PERISHABLES

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

EMERGENCY PURCHASES

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

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

RECORDS MANAGEMENT

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

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

RELATED PROCEDURE:

04.32 AP.1

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT A COMPLAINT RESOLUTION POLICY FOR PARENTS OR GUARDIANS ALLEGING THAT MATERIAL, A PROGRAM, OR AN EVENT THAT IS "HARMFUL TO MINORS" HAS BEEN PROVIDED OR IS CURRENTLY AVAILABLE TO THEIR STUDENT ENROLLED IN THE DISTRICT.
 FINANCIAL IMPLICATIONS: TIME SPENT INVESTIGATING, RESPONDING TO APPEALS, COST OF NEWSPAPER ADVERTISEMENT REGARDING FINAL OUTCOME

STUDENTS

08.23 AP.21

"Harmful to Minors" Complaint Resolution Process

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that material, a program, or an event that is "harmful to minors" has been provided or is currently available to the child of the parent or guardian.

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"Harmful to minors" is defined in KRS 158.192 and Policy 08.23.

COMPLAINANT (PARENT OR GUARDIAN)

Complainant Name _____ Date _____
 Home Address _____ Phone _____
 Student Name(s) _____
 Home Address _____ Phone _____
 School _____ Grade Level _____

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COMPLAINT(S)

A reasonably detailed description of the material, program, or event that is alleged to be "harmful to minors," and how the material, program, or event is believed to be "harmful to minors." (Use additional sheet if necessary.)

 Complainant's Signature _____ Date _____

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LEVEL ONE: SCHOOL PRINCIPAL NAME:

Within seven (7) business days of receiving a written complaint, the Principal shall review the complaint and take reasonable steps to investigate the allegations in the complaint, including but not limited to reviewing the material, program, or event that is alleged to be "harmful to minors;"

Per KRS 158.192, the Principal shall determine whether:

- The material, program, or event that is the subject of the complaint is "harmful to minors;"
- Student access to material that is the subject of the complaint shall remain, be restricted, or be removed;
- A program or event that is the subject of the complaint shall be eligible for future participation by students in the school.

“Harmful to Minors” Complaint Resolution Process

COMPLAINT(S) (CONTINUED)

Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or guardian and the Principal, the Principal shall confer with the parent or guardian and inform him or her whether the material, program, or event that is the subject of the complaint was determined to be “harmful to minors” and what the resolution will be.

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PRINCIPAL’S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Principal’s Signature

Date

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A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school’s and District’s policies and procedures when requesting and reviewing such information.

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LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD

Complainant Name: _____

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Date appeal received at this level: _____

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The parent or guardian shall make any appeal within ten (10) days. The appeal shall:

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- Be subject to full administrative and substantive review by Board and shall not be delegated;
- Include an opportunity for the parent or guardian to provide input during public comment at a Board meeting;
- Be completed within thirty (30) calendar days of receiving the written appeal unless another time frame is mutually agreed upon by the parent or guardian and the Board; and
- Be discussed and voted on during a meeting of the Board subject to the open records and open meeting requirements under KRS Chapter 61.

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“Harmful to Minors” Complaint Resolution Process

LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD (CONTINUED)
(USE ADDITIONAL SHEET IF NECESSARY.)

Complainant’s Signature

Date

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The Board’s final disposition of the appeal shall be made in writing and shall state whether the material, program, or event was determined to be “harmful to minors” and whether student access to the material will remain, be restricted, or be removed and whether the program or event shall be eligible for future participation by students in the school.

Within fifteen (15) business days from the date of a final disposition, the title of the material or a description of the program or event submitted for appeal, whether the material, program, or event was determined to be “harmful to minors,” whether student access to the material will remain, be restricted, or be removed or whether the program or event shall be eligible for future participation by students in the school, and the vote cast by each individual Board member shall:

- Be published on the website of the Board where it shall remain available for review; and
- Be published in the newspaper with the largest circulation in the county.

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BOARD’S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY)

Board Member Name:

Vote:

Board Member Name:

Vote:

Board Member Name:

Vote:

Board Member Name:

Vote:

Board Member Name:

Vote:

Board Chair’s Signature

Date

EXPLANATION: SB 145 AMENDS KRS 156.070 REMOVING THE STATUTORY ELIGIBILITY RESTRICTION FOR NONRESIDENT STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.12 AP.21

Nonresident Student Transfer/Registration Form

Form to be used by NONRESIDENT students requesting admission.

Student's Name _____
Last First Middle Initial
Home Address _____ Phone # _____
Present District and School _____ Present Grade _____
Requested School _____ For School Year _____ Grade _____
Date of Request: _____
Reason for Transfer _____

NOTICE

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws. ~~Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer.~~
2. Requests for transfer for middle and high school students are considered incomplete until class scheduling information has been submitted to the prospective school.

I UNDERSTAND THAT, IF APPROVED, THIS ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT ANY SPECIAL TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

Parent/Guardian's Signature

Date

TO BE COMPLETED BY CENTRAL OFFICE PERSONNEL

Application Approved Disapproved Date _____
Parent/guardian contacted Yes No Date _____
Present School Contacted Yes No Date _____
Requested School Contacted Yes No Date _____
Professional recommendation, if required _____

Superintendent/designee's Signature

Date

LEGAL: HB 538 AMENDS KRS 158.150 TO INCLUDE BEHAVIORS THAT OCCUR OFF SCHOOL PROPERTY IF THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.
FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

STUDENTS

09.425 AP.21

Discipline Referral Form

An employee who reports a student's misconduct, refers a student for a disciplinary violation, or removes or causes a student to be removed from a classroom setting or District transportation system shall complete and submit this form to the Principal/designee as soon as practical following the action taken. Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

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STUDENT NAME _____ GRADE _____ DATE/TIME _____
STUDENT ADDRESS _____ PHONE _____

LOCATION/DESCRIPTION OF INCIDENT _____

REFERRING ADULT _____ JOB TITLE _____

WITNESS TO INFRACTION (if necessary)

(Name) Student Teacher Other

(Name) Student Teacher Other

DISCIPLINARY ACTION TAKEN (Check those that apply.)

- Verbal/written reprimand
- Alternative learning center (Specify) _____
- In-school suspension (Specify length of time) _____
- Out-of-school suspension (Specify length of time) _____
- Referred to Superintendent
- Other (Specify) _____
- Removal (Specify site removed to) _____

STUDENTS

09.425 AP.21
(CONTINUED)

Discipline Referral Form

VERIFICATION OF PARENT NOTIFICATION

_____	_____	_____	_____
<i>(Employee)</i>	<i>(Method of Notification)</i>	<i>(Date)</i>	<i>(Time)</i>
_____		_____	
<i>(Signature of Principal/Designee)</i>		<i>(Date)</i>	

EXPLANATION: REVISIONS TO 704 KAR 19:002 REQUIRE THE DISTRICT TO DEVELOP PROCEDURES FOR MONITORING THE ALTERNATIVE EDUCATION PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4341 AP.11

Alternative Education

MONITORING

The District shall provide for:

1. Regular, periodic monitoring of the alternative education program; and
2. Selecting, implementing, and monitoring the impact of professional learning designed to meet the needs of the teachers and students served by the alternative education program.

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-CERTIFIED PERSONNEL-

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Verification of Employment

Date: _____

The following individual, who has applied for employment in the _____ School District, has reported that s/he was formerly employed by your school district/agency:

Name of Former Employee Social Security#

We request that you verify years of experience and provide other information as noted below. Please return this form in the postage-paid envelope provided.

Signature of Person Requesting Information

Position/Title

This is to certify that the employee listed above was employed by:

- _____ Schools
- _____ College/University
- Kentucky Department of Education, Department of _____
- Other; please specify: _____

Beginning Date (Month/Day/Year)	Ending Date (Month/Day/Year)	Part-time or Full-time Status	Position(s) Held

Continuing Contract Status (if applicable): YES NO

OPEN RECORDS REQUEST

Please provide any information contained in this individual's personnel record evidencing any disciplinary action taken while s/he was employed by your district/agency.

- Information enclosed/attached
- No disciplinary action on record for this individual

Name & Title of Person Completing Form Signature Date
(Please Print/Type)

PERSONNEL

DRAFT 5/12/2023

03.121 AP.21

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Personal Data Form

NAME _____
Last First Middle Maiden

MAILING ADDRESS _____ PHONE _____
 CITY/STATE _____ ZIP _____

PHONE _____ SOCIAL SECURITY NUMBER _____

DATE OF BIRTH _____ GENDER _____

SOCIAL SECURITY NUMBER _____ RACE _____

POSITION _____ WORK SITE _____

EMERGENCY CONTACT: NAME _____ PHONE # _____

Individuals who are employed after the first day of the school calendar or who are employed for less than the number of days required by law or the Board will receive a prorated contract based on the number of days scheduled to work during the contract year.

If you are transferring from another school district and had benefits with the Third Party Administrator, what was the name of the Third Party Administrator?

Have you previously paid into Kentucky Teacher Retirement System? ___1st year of participation _____

Are you a retired teacher with the Kentucky Teacher Retirement System? _____

Are you retired with the Kentucky Teacher Retirement System? _____

Are you retired with the Kentucky Retirement System? _____

Are you employed in any capacity by another agency/school district? _____

If so, please state number of hours contracted/worked for the position. _____

CERTIFIED EMPLOYEES List below the names and addresses of all other systems in which you have previously worked*:

<u>Name of System</u>	<u>Address</u>	<u>Date of Employment</u>	<u>Name of System</u>	<u>Address</u>
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				-Column

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*CLASSIFIED EMPLOYEES Classified employee may be granted up to five (5) years related service experience credit on the salary scale. The Superintendent must authorize additional verified years. Such experience shall be verified by written documentation from previous employer(s) reflecting position, years of experience, and a brief description of duties and shall be provided no later than thirty (30) days from the date of hire. _____ (employee initials)

Signature _____

Date _____

PERSONNEL

03.121 AP.21
(CONTINUED)

Personal Data Form

For Office Use Only

Pay Rate \$ _____

Sick days _____

Date of Hire _____

Personal days _____

Emergency days _____

Frontline ____ New Hire ____ Cert/Class Payroll Spreadsheet

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Certification of Time

~~All certified and exempt classified employees shall utilize the District's electronic system to report attendance and/or paid leave days. All users shall have their own log-in and password and shall enter their own attendance/absences within the electronic system unless entered by the Principal/Supervisor or designee. By logging in and entering the paid leave absence, employees are verifying that they qualify for such paid leave as reasons stated in Board policy.~~

~~Non-exempt classified employees shall utilize timesheets for attendance. Non-exempt classified employees that work a regularly fixed schedule which seldom varies, work at the same location as their supervisor and work under the direct supervision of their supervisor, will not be required to utilize individual timesheets. The supervisor will certify that the employee did follow their work schedule. All non-exempt classified employees will record all absences within the District's electronic system. By logging in and entering the paid leave absence, employees are verifying that they qualify for such paid leave as reasons stated in Board policy.~~

Certified and emergency certified substitute teachers shall utilize the District's electronic system to record days worked. All users shall have their own log-in and password and shall enter their own attendance within the electronic system unless entered by the Principal/Supervisor or designee. The District's electronic system for reporting attendance and/or paid leave days shall be utilized by all certified employees, emergency-certified substitute teachers, exempt classified employees, and non-exempt classified employees. All users shall have their own login and password for the electronic system and shall enter their own attendance/absences unless entered by the Principal/Supervisor or designee.

By logging in and entering the paid leave absence in the electronic system, or by otherwise communicating the absence to the Principal/Supervisor or designee, the employee is verifying that he/she qualifies for such paid leave due to a reason stated in Board policy. If an absence does not meet a reason stated in Board policy, the leave day may be docked from the employee's pay and considered an unapproved absence.

Non-exempt classified employees shall utilize timesheets for attendance. However, non-exempt classified employees that work a regularly fixed schedule which seldom varies, work at the same location as their Supervisor, and work under the direct supervision of their Supervisor, will not be required to utilize an individual timesheet. Instead, the Supervisor will certify that the employee followed their work schedule.

Supervisor's Certification of Work Schedule

School/Dept: _____

TIME/ATTENDANCE RECORDS

PAY PERIOD _____

W Worked
 S Sick Day*
 H Holiday
 N Non-Contract Day*
 PD Prof Dev Day
 (Note actual hours worked)

P Personal Day*
 E Emergency Day
 V Vacation Day*
 X Exception to Scheduled Time (Note)

LAST NAME	FIRST NAME	DAILY HOURS	INT	* EMPLOYEE MUST COMPLETE A LEAVE AFFIDAVIT																TOTAL DAYS/HR
				11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
Example	Employee	7				W	W	W	W	W				W	W	S/W	W	W		10.00
	enter hours on this line					7	7	7	7	7				7	7	7	7	7		70.00
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	enter hours on this line																			0.00

Supervisor Signature _____

Date _____

Preparer Initials _____

When a worker is on the job for a longer or shorter period of time than the schedule shows, you must enter X for an exception, and enter the hours actually worked.

Please Note Exception Details Below:

ALL SUBSTITUTE WORK IS TO BE REPORTED ON A SUBSTITUTE TIMESHEET - THIS INCLUDES PART TIME EMPLOYEES FILLING IN AS SUBS.

LEGAL: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

0303.12321 AP.21

Sick Leave Bank Deposit Authorization

NAME: _____

TITLE: _____

SCHOOL/LOCATION: _____

EMPLOYEE IDENTIFICATION NUMBER: _____

I do hereby voluntarily agree to contribute two (2) of my accumulated sick leave days to the Sick Leave Bank. I understand that this will qualify me to apply for using days from the Sick Leave Bank according to approved procedures. I understand that my accumulated sick leave account will be reduced by one (1) day for each day that I am required to contribute to participate as a member in the Sick Leave Bank, and that I must apply to the Sick Leave Bank Usage Approval Committee to use days from the Sick Leave Bank. I understand that I still must submit the regular sick leave ~~statement~~~~affidavit~~ through normal channels required by the school system.

If requested, I agree to submit a completed medical certification form to the Sick Leave Bank Usage Approval Committee for verification of medical condition. I further agree that the decision of the Usage Approval Committee shall be final.

If you wish to voluntarily participate in the Sick Leave Bank, complete and return this form to the Superintendent/designee by the date specified by the Site Administrator. Employees who are hired after that date who wish to participate in the Sick Leave Bank must return this completed form to the Superintendent/designee within ten (10) working days of employment.

Employee's Signature

Date

PERSONNEL

03.21 AP.242

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- CLASSIFIED PERSONNEL -

Verification of Employment

_____ who is employed to work in the Spencer County School system, states classified employment in your school system for the following years:

Please confirm in the space below, using a separate line for each year of experience, and return to:

Spencer County Board of Education
Personnel Department
110 Reasor Avenue
Taylorsville, KY 40071

The above named person worked in the _____ School System and/or company _____ as follows: _____ (City, State)

School Year and/or Dates of Employment	Actual # Days Worked	# Days in School Calendar	Employed at Least 140 Days?	School Year and/or Dates of Employment	Actual # Days Worked	# Days in School Calendar	Employed at Least 140 Days?

The above person had _____ days of accumulated sick leave at the end of the 20____ - 20____ school year.

Was employment full-time for each year listed above? _____ If not, explain on back.

OPEN RECORDS REQUEST

Please provide any information contained in this individual's personnel record evidencing any disciplinary action taken while s/he was employed by your district/agency.

Information enclosed/attached No disciplinary action on record for this individual

Agency approved/accredited by _____

Superintendent or Employment Verification Signature Date

Address City State Zip

See existing Procedure 03.11 AP.242, Verification of Employment form.

EXPLANATION: HB 522 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.
 FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

FISCAL MANAGEMENT

04.32 AP.1

Procurement

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

The Small Purchase Procedure shall be followed for purchases which do not exceed in aggregate ~~\$40,000.00~~~~30,000.00~~ over the fiscal year. Contracts or purchases shall be awarded by competitive sealed bidding when the amounts in aggregate exceed ~~\$40,000.00~~~~30,000.00~~ over the fiscal year with the Board of Education approving the lowest and/or best bid, except as otherwise provided by KRS 45A.370, KRS 45A.375, and KRS 45A.380, and KRS 45A.385; or when other governmental contracts exist including but not limited to Cooperative, Local Governmental, State, and/or Federal Contracts for the desired goods or services. Monetary limits on non-bid items are as follows:

\$0.00-\$999.99	Requires an approved <u>Purchase Order</u> form.
\$1,000.00-\$9,999.99	Requires an approved <u>Purchase Order</u> form and <u>Small Purchase Determination and Finding</u> form, with three (3) phone quotes or three (3) prices from competitive catalogs unless approved by the Purchasing Department.
\$10,000.00-\$39,999.99<u>29,999.99</u>	Requires an approved <u>Purchase Order</u> form and <u>Small Purchase Determination and Finding</u> form, with three (3) written quotations from competitive vendors or suppliers unless approved by the Purchasing Department.
\$40,000.00<u>30,000</u> and over	Contact the Purchasing Department to proceed.
Note: In accordance with KRS 45A.380, a <u>Non-Competitive Determination and Finding</u> form may be used where applicable.	

Principals may purchase in the instances and in the manner provided for by administrative procedures for small purchases, and by non-competitive negotiation in connection with the purchase of items for resale as provided herein. Each Principal is vested with the authority to utilize the small purchase procedure in connection with purchases from their school's activity funds when a purchase does not exceed ~~\$40,000.00~~~~30,000.00~~ or the aggregate amount District wide does not exceed ~~\$40,000.00~~~~30,000.00~~. Principals may also utilize non-competitive negotiation procedures for the purchase of proprietary items for resale, upon their finding and determination that the items to be purchased are proprietary items for resale.

Procurement

The Director of School Food Services is vested with authority to contract for perishables purchased on a weekly or more frequent basis by non-competitive negotiation. Each Director is vested with the authority for his division under small purchase procedures when a purchase does not exceed \$~~40,000.00~~~~30,000.00~~, or the aggregate amount does not exceed \$~~40,000.00~~~~30,000.00~~.

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

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

B. Small Purchase

The Small Purchase Procedure may be used in connection with purchase of supplies, services or construction when the aggregate amount of the contract during a fiscal year does not exceed \$~~40,000.00~~~~30,000.00~~. When practicable, price quotations shall be obtained from several reputable sources before purchases are made. Documentation of oral and written quotations shall be maintained.

Aggregate Amount: "Aggregate amount" of a contract shall refer to the total dollar amount during a fiscal year in connection with items of a like nature, function and use, the need for which can be reasonably determined at the beginning of the fiscal year. (Items need not be included in an aggregate amount, if the need for such items could not reasonably be established in advance.) If the total dollar amount exceeds \$~~40,000.00~~~~30,000.00~~, general procurement procedures, rather than small purchase procedures, shall be used for the purchase of such items.

Determination that the "aggregate amount" does not exceed \$~~40,000.00~~~~30,000.00~~ shall be made in writing; shall include the written findings upon which the determination is made; and shall be kept in the file relating to the contract. This written determination is only required when items of a like nature, function and use are purchased, the need for which can reasonably be determined at the beginning of the fiscal year. Supplies, equipment or services normally supplied as unit cannot be artificially divided for the sole purpose of using small purchase procedures.

Supplies, equipment or services to be provided over a period of time at the same unit price shall be considered a single purchase contract. If the amount of the purchase contract exceeds \$~~40,000.00~~~~30,000.00~~, other procedures shall be utilized.

Supplies, services or construction, the need for which cannot be reasonably established in advance, or which were unavailable because of a failure of delivery, may be obtained utilizing the small purchase procedure, if the price, at the time of awarding contract, does not exceed \$~~40,000.00~~~~30,000.00~~.

Procurement

Officials authorized to determine if the aggregate amount of any contract exceeds ~~\$40,000.00~~~~\$30,000.00~~ shall make such decisions in good faith and shall not use small purchase procedures to circumvent the general requirements of the Model Procurement Code.

C. Competitive Sealed Bidding

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

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

D. Competitive Negotiations

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

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

Procurement

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

E. Non-Competitive Negotiations

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

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

1. An emergency has been determined.

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

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

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

Procurement

4. Contracts for services.

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

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

5. The contract is for the purchase of perishable items, as indicated in applicable federal and state law, purchased with funds other than school nutrition service funds on a weekly or more frequent basis.

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

6. The contract or purchase is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible.

7. The contract is for proprietary items for resale.

8. Items for resale include printed documents; stocks and inventories for school bookstores; candies; soft drinks, and, all other items that are sold to students and to the general public. Supplies that must be processed prior to resale such as food purchases for the lunchroom are not included as items for resale.

9. The contract or purchase relates to an enterprise in which the buying or selling by students is a part of the educational experience.

10. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the service area of the agency.

11. The contract or purchase is for purchase of supplies that are sold at public auction or by receiving sealed bids.

12. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment insurance.

13. The contract or purchase is for a sale of supplies at reduced prices that will afford a purchase at savings to the school district.

14. The contract or purchase is from a state, U.S. Government, or other public agency.

Procurement

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

Procurement

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

Bus Driver's Report of Student Conduct

For behavior that requires a student to be removed from the bus, also complete Form 09.415 AP.21:

Date: _____ To _____
Principal's Name _____

Student's Name _____
Last Name _____ First Name _____ Middle Initial _____
School _____ Bus Number _____ Trip Number, if applicable _____

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

- Violation of safety procedures
- Destruction of property
- Fighting/Pushing/Tripping
- Excessive mischief
- Graffiti/Defacing the bus
- Tobacco/Alternative Nicotine/Vapor Product Use
- Eating/Drinking/Litering
- Rule/Disrespectuous/Annoying behavior
- Unacceptable language
- Other _____

Incident reported by: _____ on _____ at approximately _____ AM PM
Incident investigated by: _____ on _____ at approximately _____ AM PM

Bus Driver's Signature _____ Date _____

DISCIPLINARY ACTION TAKEN:

The above disciplinary action shall begin on _____
The above disciplinary action shall end on _____

Principal/designee's Signature _____ Date _____

PARENTAL NOTIFICATION

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

STUDENTS

09.36 AP.21

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School-Related Student Trip Request Form

Submit this form TWO (2) weeks prior to the trip.

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SCHOOL _____ FACULTY MEMBER(S) SPONSORING TRIP _____ PO#(required) _____

TYPE OF TRIP (CHECK ONE)
 Classroom Field Trip Class Trip _____, junior, senior, specify _____
 Organization Club Trip, specify _____ Other (athletic, band, if applicable) _____

DESTINATION _____ ADDRESS _____ PHONE _____
 Out of State Out of County Within County
 Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP _____ DEPARTURE TIME _____ RETURN TIME _____

PURPOSE/EDUCATIONAL VALUE _____

SOURCE OF FUNDING FOR TRIP _____

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO:
 SPONSORING ORGANIZATION SCHOOL COUNCIL BOARD OTHER, SPECIFY _____

NUMBER OF STUDENTS _____ FACULTY SPONSOR _____ OTHER CHAPERONES _____
 TOTAL # OF PARTICIPANTS _____

MODE OF TRANSPORTATION
 IS DISTRICT TRANSPORTATION NEEDED? NO YES, SEE PROCEDURE 09.36 AP.212.
 CERTIFICATED COMMON CARRIER, SPECIFY _____
 PRIVATE VEHICLE, IF ALLOWED BY POLICY, SPECIFY DRIVER(S) _____

SUPERVISION (Attach list of names of adults accompanying students on trip.)
Have all chaperones undergone the required recess AOC check and been designated by the principal/teacher to supervise student? Yes No

Signature of Faculty Sponsor Date

Trip has been approved disapproved. Reason for disapproval: _____

Signature of Superintendent/Designee Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

STUDENTS _____

09.36 AP.21

(CONTINUED)

School-Related Student Trip Request Form

FIELD TRIP CHARGES

(Bus Limit: Two (2) persons per seat)

- | | |
|---|---|
| 6. Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week, plus applicable benefits | 7. Meals provided by sponsor: <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 8. Overnight lodging: Single room | 9. Send copy to lunchroom: <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 10. Driver time starts 15 min. before departure and ends 15 min. after arrival | 11. Admission provided by sponsor: <input type="checkbox"/> Yes <input type="checkbox"/> No |

TRANSPORTATION OFFICE USE ONLY

Drivers: 1. _____ 2. _____ 3. _____ # of Buses Requested _____

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212

EXPLANATION: THE UPDATED FBI CJIS SECURITY POLICY CHANGES THE TRAINING REQUIREMENTS FROM EVERY TWENTY-FOUR (24) MONTHS TO EVERY TWELVE (12) MONTHS.
FINANCIAL IMPLICATIONS: MORE FREQUENT TRAINING

PERSONNEL

03.11 AP.2521

Criminal History Record Information

PURPOSE

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualification for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

AUTHORITY

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

NONCRIMINAL JUSTICE AGENCY CONTACT (NAC) & LOCAL AGENCY SECURITY OFFICER (LASO)

The Superintendent will designate employee(s) to serve as the NAC and LASO points of contact with KSP through which communication regarding audits, District personnel changes, training, and security are conducted. The NAC and LASO will receive and disseminate communication from KSP to all authorized District personnel. Additionally, the LASO shall where applicable:

1. Identify who is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated.
4. Ensure approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

AUTHORIZED PERSONNEL

Authorized personnel will be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District will keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

TRAINING OF AUTHORIZED PERSONNEL

The District will ensure all persons authorized to have CHRI access will complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC will keep on file the Security Awareness Training certificate on all authorized personnel.

The District will ensure authorized users complete recertification of Security Awareness Training every ~~twelvetwenty-four~~ (1224) months.

Authorized personnel will review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

Criminal History Record Information**FINGERPRINT CARD PROCESSING**

The District requires that all covered persons for whom fingerprint check is required must provide a valid, unexpired form of government-issued photo identification prior to fingerprinting to verify their identity.

A copy of the FBI Privacy Rights Notification will be provided to the covered persons prior to fingerprinting. Covered persons will also be advised of the process regarding a challenge of the criminal history record.

Covered persons that have disclosed a conviction must still be fingerprinted. Proper reason for fingerprinting must be documented in the "Reason for Fingerprinting" box.

Proper chain of custody procedures protecting the integrity of the covered person's fingerprints prior to submission will include maintaining fingerprints in a secure environment, in a sealed envelope.

COMMUNICATION

Authorized personnel may discuss the CHRI results with covered persons in a secure, private area. Extreme care will be taken to prevent overhearing, eavesdropping, or interception of communication.

The District will not allow a covered person to have a copy of their record or take a picture of it with an electronic device.

The District will provide the covered person with required forms and options to obtain their record if a record is to be challenged.

PHYSICAL SECURITY

The District will ensure that information system hardware, software, and media are physically protected through access control measures by ensuring the perimeter of a physically secured location shall be prominently posted and separated from non-secure locations by physical controls. The District will control all access points (except for those areas within the facility officially designated as publicly accessible) and will verify individual access authorizations before granting access. The District will control physical access to information system distribution and transmission lines within the physically secure location. The District will control physical access to information system devices that display Criminal Justice Information (CJI) and will position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. The District will monitor physical access to the information system to detect and respond to physical security incidents. The District will control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and will escort visitors in a secured location.

Criminal History Record Information

STORAGE AND RETENTION OF CHRI

The fingerprint results from KSP should only be handled by authorized personnel.

During the fitness determination:

- CHRI will be stored in a locked drawer/container at the Central Office and only accessible to authorized personnel.
- CHRI will be stored in a separate file that cannot be released for any public records request and will not be archived in a publicly accessible location.
- CHRI results will be stored electronically the agency using proper security and encryption methods.
- If stored electronically, the District will ensure compliance of CJIS Security Policy for the Network Infrastructure to include the following:
 1. Network Configuration
 2. Personally Owned Information Systems
 3. Publicly Accessible Computers
 4. System Use Notification
 5. Identification/User ID
 6. Authentication
 7. Session Lock
 8. Event Logging
 9. Advance Authentication
 10. Encryption
 11. Dial-up Access
 12. Mobile Devices
 13. Personal Firewalls
 14. Bluetooth Access
 15. Wireless (802.11x) Access
 16. Boundary Protection
 17. Intrusion Detection Tools and Techniques
 18. Malicious Code Protection
 19. Spam and Spyware Protection
 20. Security Alerts and Advisories
 21. Patch Management
 22. Voice over Internet Protocol (VoIP)
 23. Partitioning and Virtualization
 24. Cloud Computing
- Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and will not be archived in a publicly accessible location.

Criminal History Record Information

MEDIA TRANSPORT

The District will protect and control digital and physical media during transport outside of controlled areas and will restrict the activities associated with transport of such media to authorized personnel.

DISPOSAL OF MEDIA CHRI

The District will properly sanitize or destroy physical or electronic CHRI per the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release, inoperable digital media shall be destroyed; cut up, shredded, etc. The District shall ensure the sanitation or destruction is witnessed or carried out by authorized personnel.

MISUSE OF CHRI

In the event of deliberate or unintentional misuse of CHRI, the District will subject the employee to disciplinary action per Board policy and procedures, up to and including termination, or request for criminal investigation/charges.

EXPLANATION: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.123 AP.2

Vacation and Non-Contract Day Leave

Name: _____

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

Vacation and Non-Contract Days	
Date(s) of Absence _____	
(Check Applicable Leave)	
<input type="checkbox"/> Vacation Days	Total # of days taken this pay period _____
<input type="checkbox"/> Non-contract Days	Total # of days taken this pay period _____

Employee's Signature _____
Superintendent/Designee's Signature _____
Approving Leave _____

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

Leave Request Form and Statement Affidavit

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

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

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

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

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

Employee Affiant's Signature Date

Employee Affiant's Name (Print or Type)

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public: _____ County, Kentucky

My Commission Expires: _____

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

EXPLANATION: HB 331 AMENDS KRS 158.162 REGARDING TRAINING REQUIREMENTS FOR USE OF
AUTOMATED EXTERNAL DEFIBRILLATORS(AEDS)
FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, TRAINING COSTS
EXPLANATION: SB 1 (2022) CHANGED THE PROCESS FOR HIRING THE PRINCIPAL FROM THE
COUNCIL TO THE SUPERINTENDENT WITH CONSULTATION WITH THE COUNCIL AND REMOVED
THE REQUIRED TRAINING ON INTERVIEWING TECHNIQUES.
FINANCIAL IMPLICATIONS: SAVINGS ON TRAINING COSTS

District Training Requirements

SCHOOL YEAR: _____

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

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETE
			CERTIFIED	AL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.245	02.42-44			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
Initial/follow-up training for coaches of	KRS 160.445; KRS	03.1161 03.2141 09.311			✓	

interscholastic athletic activities or sports.	161.166; KRS 161.185; 702 KAR 7:065					
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.26 2		✓		

PERSONNEL

03.19 AP.23

(CONTINUED)

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALIGNED	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428 111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected		03.29			✓	

classified personnel.						
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
If District owns Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4 09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	

Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETE
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155;	09.2211		✓		

	KRS 158.156; KRS 620.030					
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and	KRS 158.305				✓	

training for multi-tiered system of supports upon District request.						
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THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

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

EXPLANATION: HB 32 AMENDS KRS 161.011 TO PERMIT HIRING OF CLASSIFIED PERSONNEL WITHOUT A HIGH SCHOOL DIPLOMA IF OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA IS PROVIDED BY THE DISTRICT AND PERMITS CERTAIN GOVERNMENT ISSUED CERTIFICATIONS OR LICENSES TO SUBSTITUTE.

FINANCIAL IMPLICATIONS: POTENTIAL COSTS ASSOCIATED WITH ADMINISTERING THE EQUIVALENCY PROGRAM.

EXPLANATION: HB 13 AMENDS KRS 281A.175 RELATED TO THE PHYSICAL EXAM REQUIREMENT FOR SCHOOL BUS DRIVERS. IT CHANGES THE REQUIRED PHYSICAL EXAM FROM EVERY YEAR TO EVERY TWO (2) YEARS.

FINANCIAL IMPLICATIONS: LESS FREQUENT EXAMS COULD BE A COST SAVINGS.

PERSONNEL

AL03.221 AP.22

- CLASSIFIED PERSONNEL -

Personnel Documents

EMPLOYEE'S NAME _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- HIGH SCHOOL DIPLOMA (OR HIGH SCHOOL EQUIVALENCY DIPLOMA OR PROOF OF PROGRESS TOWARD HIGH SCHOOL EQUIVALENCY DIPLOMA FOR STAFF EMPLOYED AFTER 7/31/90.) Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.**
- APPLICATION (INCLUDING REFERENCES A LIST OF STATES OF FORMER RESIDENCE AND DATES OF RESIDENCY, AND PICTURE IDENTIFICATION)**
- CERTIFICATION (I.E., CDL FOR BUS DRIVERS) OR LICENSURE, WHERE APPLICABLE**
- VERIFICATION OF EXPERIENCE:** Verification from each school district, including address for out-of-state schools, or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience. Employees are responsible for providing the verification of experience.)
- HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified 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 001:160. This form is required every two (2) years annually for school bus drivers, as are required. Drug testing results are required each year. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- PERSONAL DATA FORM**

Personnel Documents**REQUIREMENTS (CONTINUED)**

- TAX WITHHOLDING EXEMPTION CERTIFICATES:** Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- DIRECT DEPOSIT FORM**
- CRIMINAL RECORDS CHECK FORM:** Per KRS 160.380 - State and Federal background checks.
- LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must complete a Child Abuse Neglect Check (CAN) and must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.
- I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- CAFETERIA BENEFIT PLAN NOTIFICATION, if applicable:** New full-time employees receive notification of the District's Third Party Administrator (TPA). All employees must meet with the District's TPA Representative annually.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); contracts and/or job descriptions; record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

RELATED PROCEDURE:

03.121 AP.22

EXPLANATION: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.223 AP.2

Leave Request Form and Statement Affidavit

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

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EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.1

Use of Automated External Defibrillators (AEDs)

NOTE: If an AED is not immediately available, perform CPR until AED arrives on the scene.

Each school's emergency plan shall include procedures to be followed in case of a medical emergency, a written cardiac emergency response plan, and a diagram that clearly identifies the location of each AED. Procedures for the use and training of AEDs shall be included in the emergency response plan.

PURPOSE OF PROCEDURE:

To provide trained employees of the District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

DURING SCHOOL HOURS:

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist.
2. Follow universal personal precautions.
3. Determine responsiveness of victim.
4. Activate emergency system:
 - a) At any phone, dial 911.
 - b) Call main office and alert them to emergency and location of unconscious person.
 - c) Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene.
 - d) The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:
 - a) Assess responsiveness and signs of life. If patient is not responding and has no sign of life, call 911 and obtain the AED.
 - b) Check for signs of circulation such as pulse and coughing, or movement.
 - c) If there are no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

Use of Automated/ Automatic External Defibrillators (AEDs)**DURING SCHOOL HOURS (CONTINUED)**

NOTE: If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform two (2) minutes of infant/child CPR prior to activating the emergency response system and getting the AED.

5. Turn on the AED.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c) Wipe chest clean and dry if victim's chest is dirty or wet.
 - d) Press electrode pads firmly to skin.

NOTE: If victim is under eight (8) years old or under 25 kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, b, c, and d. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for two (2) minutes, and the child is over one (1) year old, you may use regular adult pads. Do not delay treatment to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four (4) feet of victim while AED is evaluating heart rhythm.

SHOCK ADVISED

1. Clear area, making sure no one is touching the victim.
2. Push SHOCK button when prompted. Device will analyze and shock.
3. **Shock only once**, if indicated by analysis (no three (3) stacked shocks). If shock is not successful, start CPR and continue for two (2) minutes. Device will countdown two (2) minutes of CPR and will analyze when CPR is over. If a second shock is needed, the AED will advise, charge, and prompt the rescuer to push the shock button.
4. Continue to follow voice prompts until EMS arrives

NO SHOCK ADVISED

1. If shock is not advised, start CPR and continue for two (2) minutes. Device will countdown two (2) minutes of CPR and will analyze when CPR is over.
2. After two (2) minutes of CPR, the machine will advise to stay clear of victim. It will then reanalyze for a shockable rhythm and advise to push the shock button if needed.
3. Continue cycles of analysis, shock (if advised), and CPR until professional help arrives.
4. If victims regain signs of circulation, such as breathing or movement, place them on their side in the recovery position, and monitor their breathing closely.
5. Victim must be transported to hospital.

Use of Automated External Defibrillators (AEDs)

NO SHOCK ADVISED (CONTINUED)

6. Leave AED attached to victim until EMS arrives, and disconnect AED.
7. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.
8. After use, the AED will be cleaned and stocked with new electrodes and resuscitation kit.

AFTER SCHOOL HOURS

1. Head Coach-covered events:
 - a) Determine unresponsiveness
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
 - c) If present, the head coach or designee will retrieve the AED.
 - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e) Follow procedure outlined above. See During School Hours section starting with 4a.
2. Other school events (if AED is available)
 - a) Determine responsiveness.
 - b) Activate emergency system:
 - At any phone, dial 911.
 - Alert the supervising staff member of the emergency.
 - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
 - d) Follow procedure outlined above. See School Hours section starting with 4a.

AFTER USE

1. A copy of AED Reporting Form will be sent within 24 hours (weekdays) of the emergency to:
 - a) Medical Director
 - b) AED Program Coordinator
2. The responder will document the event using the District accident form and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to manufacturer guidelines.
4. Electrode pads must be replaced and reconnected to the device.

Use of ~~Automated~~ Automatic External Defibrillators (AEDs)

AFTER USE (CONTINUED)

5. Contents of the resuscitation kit must be replaced if used.
6. Critical Event Stress debriefing will be conducted by:
 - a) Medical Director
 - b) AED Program Coordinator

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.23

Compliance with Automated External Defibrillator (AED) Requirements

Name of Employee: _____ Date of Training: _____

Having completed the required AED training, I hereby confirm that I have read and understand the policies and procedures for use of AEDs for the District.

Should I have questions at any time while serving as an Expected AED User, I shall contact the designated AED contact for clarification. I agree to follow the terms and guidelines set forth in policy and procedures for this District.

Expected AED User's Signature _____ Date _____

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Superintendent/designee's Signature _____ Date _____

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EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.231

Automated External Defibrillator (AED) Reporting Form

Submit this form to Superintendent/designee within forty-eight (48) hours of AED use.

AED USER: _____

LOCATION OF AED USE: _____

NAME: _____

DATE OF INCIDENT: _____

Staff Member

Student

Parent/Visitor

Condition upon arrival (check all that apply)

unconscious

not breathing

no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

NUMBER OF DEFIBRILLATIONS: _____

Please describe the incident from the beginning of the emergency until its conclusion:

Were efforts terminated? Yes No If yes, please explain.

Signature of AED User _____

Date _____

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS.
 FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.232

Automated External Defibrillator Inspection Log

<u>DATE</u>	<u>INSPECTED/ IN-SERVICE</u>	<u>INSPECTED/OUT- OF-SERVICE</u>	<u>SUPT/DESIGNEE & SITE /SUPERVISORS NOTIFIED AND DATE</u>	<u>MISSING/FAULTY EQUIPMENT (LIST)</u>	<u>INITIALS OF INSPECTOR</u>
	<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"/> _____		
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		

EXPLANATION: HB 522 AMENDS KRS 45A.385 AND KRS 424.260 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.
FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

SUPPORT SERVICES

07.13 AP.1

Bidding of School Food Service Supplies

LIKE ITEMS IN EXCESS OF \$~~30,000~~40,000

If the total amount of purchases for like items is \$~~30,000~~40,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid through or in accordance with a schedule determined by the local educational cooperative and/or local vendor prequalification's throughout the year.

BID SPECIFICATIONS

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

PERISHABLES

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

EMERGENCY PURCHASES

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

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

RECORDS MANAGEMENT

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

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

RELATED PROCEDURE:

04.32 AP.1

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT A COMPLAINT RESOLUTION POLICY FOR PARENTS OR GUARDIANS ALLEGING THAT MATERIAL, A PROGRAM, OR AN EVENT THAT IS "HARMFUL TO MINORS" HAS BEEN PROVIDED OR IS CURRENTLY AVAILABLE TO THEIR STUDENT ENROLLED IN THE DISTRICT.
 FINANCIAL IMPLICATIONS: TIME SPENT INVESTIGATING, RESPONDING TO APPEALS, COST OF NEWSPAPER ADVERTISEMENT REGARDING FINAL OUTCOME

STUDENTS

08.23 AP.21

"Harmful to Minors" Complaint Resolution Process

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that material, a program, or an event that is "harmful to minors" has been provided or is currently available to the child of the parent or guardian.

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"Harmful to minors" is defined in KRS 158.192 and Policy 08.23.

COMPLAINANT (PARENT OR GUARDIAN)

<u>Complainant Name</u>	<u>Date</u>
<u>Home Address</u>	<u>Phone</u>
<u>Student Name(s)</u>	
<u>Home Address</u>	<u>Phone</u>
<u>School</u>	<u>Grade Level</u>

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COMPLAINT(S)

A reasonably detailed description of the material, program, or event that is alleged to be "harmful to minors," and how the material, program, or event is believed to be "harmful to minors." (Use additional sheet if necessary.)

Complainant's Signature _____ Date _____

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LEVEL ONE: SCHOOL PRINCIPAL NAME:

Within seven (7) business days of receiving a written complaint, the Principal shall review the complaint and take reasonable steps to investigate the allegations in the complaint, including but not limited to reviewing the material, program, or event that is alleged to be "harmful to minors:"

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Per KRS 158.192, the Principal shall determine whether:

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- The material, program, or event that is the subject of the complaint is "harmful to minors;"
- Student access to material that is the subject of the complaint shall remain, be restricted, or be removed;
- A program or event that is the subject of the complaint shall be eligible for future participation by students in the school.

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“Harmful to Minors” Complaint Resolution Process

COMPLAINT(S) (CONTINUED)

Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or guardian and the Principal, the Principal shall confer with the parent or guardian and inform him or her whether the material, program, or event that is the subject of the complaint was determined to be “harmful to minors” and what the resolution will be.

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PRINCIPAL’S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Principal’s Signature

Date

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A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school’s and District’s policies and procedures when requesting and reviewing such information.

LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD

Complainant Name: _____

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Date appeal received at this level: _____

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The parent or guardian shall make any appeal within ten (10) days. The appeal shall:

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- Be subject to full administrative and substantive review by Board and shall not be delegated;
- Include an opportunity for the parent or guardian to provide input during public comment at a Board meeting;
- Be completed within thirty (30) calendar days of receiving the written appeal unless another time frame is mutually agreed upon by the parent or guardian and the Board; and
- Be discussed and voted on during a meeting of the Board subject to the open records and open meeting requirements under KRS Chapter 61.

“Harmful to Minors” Complaint Resolution Process

LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD (CONTINUED)
(USE ADDITIONAL SHEET IF NECESSARY.)

Complainant’s Signature Date

The Board’s final disposition of the appeal shall be made in writing and shall state whether the material, program, or event was determined to be “harmful to minors” and whether student access to the material will remain, be restricted, or be removed and whether the program or event shall be eligible for future participation by students in the school.

Within fifteen (15) business days from the date of a final disposition, the title of the material or a description of the program or event submitted for appeal, whether the material, program, or event was determined to be “harmful to minors,” whether student access to the material will remain, be restricted, or be removed or whether the program or event shall be eligible for future participation by students in the school, and the vote cast by each individual Board member shall:

- Be published on the website of the Board where it shall remain available for review; and
- Be published in the newspaper with the largest circulation in the county.

BOARD’S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY.)

<u>Board Member Name:</u>	<u>Vote:</u>
<u>Board Member Name:</u>	<u>Vote:</u>
<u>Board Member Name:</u>	<u>Vote:</u>
<u>Board Member Name:</u>	<u>Vote:</u>
<u>Board Member Name:</u>	<u>Vote:</u>

Board Chair’s Signature Date

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LEGAL: HB 538 AMENDS KRS 158.150 TO INCLUDE BEHAVIORS THAT OCCUR OFF SCHOOL PROPERTY IF THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.
FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

STUDENTS

09.425 AP.21

Discipline Referral Form

An employee who reports a student's misconduct, refers a student for a disciplinary violation, or removes or causes a student to be removed from a classroom setting or District transportation system shall complete and submit this form to the Principal/designee as soon as practical following the action taken. Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

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STUDENT NAME _____ GRADE _____ DATE/TIME _____

STUDENT ADDRESS _____ PHONE _____

LOCATION/DESCRIPTION OF INCIDENT _____

REFERRING ADULT _____ JOB TITLE _____

WITNESS TO INFRACTION (if necessary)

(Name) Student Teacher Other

(Name) Student Teacher Other

DISCIPLINARY ACTION TAKEN (Check those that apply.)

- Verbal/written reprimand
- Alternative learning center (Specify) _____
- In-school suspension (Specify length of time) _____
- Out-of-school suspension (Specify length of time) _____
- Referred to Superintendent
- Other (Specify) _____
- Removal (Specify site removed to) _____

STUDENTS

09.425 AP.21
(CONTINUED)

Discipline Referral Form

VERIFICATION OF PARENT NOTIFICATION

_____	_____	_____	_____
<i>(Employee)</i>	<i>(Method of Notification)</i>	<i>(Date)</i>	<i>(Time)</i>
_____		_____	
<i>(Signature of Principal/Designee)</i>		<i>(Date)</i>	

EXPLANATION: REVISIONS TO 704 KAR 19:002 REQUIRE THE DISTRICT TO DEVELOP PROCEDURES FOR MONITORING THE ALTERNATIVE EDUCATION PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4341 AP.11

Alternative Education

MONITORING

The District shall provide for:

1. Regular, periodic monitoring of the alternative education program; and
2. Selecting, implementing, and monitoring the impact of professional learning designed to meet the needs of the teachers and students served by the alternative education program.

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~~CERTIFIED PERSONNEL~~

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Verification of Employment

Date: _____

The following individual, who has applied for employment in the _____ School District, has reported that s/he was formerly employed by your school district/agency:

Name of Former Employee Social Security #

We request that you verify years of experience and provide other information as noted below. Please return this form in the postage paid envelope provided.

Signature of Person Requesting Information

Position/Title

This is to verify that the employee listed above was employed by:

- _____ Schools
- _____ College/University
- Kentucky Department of Education, Department of _____
- Other, please specify: _____

Beginning Date (Month/Day/Year)	Ending Date (Month/Day/Year)	Part-time or Full-time Status	Position(s) Held

Continuing Contract Status (if applicable): YES NO

OPEN RECORD REQUEST

Please provide any information contained in this individual's personnel record evidencing any disciplinary action taken while s/he was employed by your district/agency.

- Information enclosed/attached
- No disciplinary action on record for this individual

Name & Title of Person Completing Form Signature Date
(Please Print/Type)

PERSONNEL

03.121 AP.21
(CONTINUED)

Personal Data Form

For Office Use Only

Pay Rate \$ _____

Sick days _____

Date of Hire _____

Personal days _____

Emergency days _____

Frontline ___ New Hire ___ Cert/Class Payroll Spreadsheet

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Certification of Time

~~All certified and exempt classified employees shall utilize the District's electronic system to report attendance and/or paid leave days. All users shall have their own log-in and password and shall enter their own attendance/absences within the electronic system unless entered by the Principal/Supervisor or designee. By logging in and entering the paid leave absence, employees are verifying that they qualify for such paid leave as reasons stated in Board policy.~~

~~Non-exempt classified employees shall utilize timesheets for attendance. Non-exempt classified employees that work a regularly fixed schedule which seldom varies, work at the same location as their supervisor and work under the direct supervision of their supervisor, will not be required to utilize individual timesheets. The supervisor will certify that the employee did follow their work schedule. All non-exempt classified employees will record all absences within the District's electronic system. By logging in and entering the paid leave absence, employees are verifying that they qualify for such paid leave as reasons stated in Board policy.~~

~~Certified and emergency certified substitute teachers shall utilize the District's electronic system to record days worked. All users shall have their own log-in and password and shall enter their own attendance within the electronic system unless entered by the Principal/Supervisor or designee. The District's electronic system for reporting attendance and/or paid leave days shall be utilized by all certified employees, emergency-certified substitute teachers, exempt classified employees, and non-exempt classified employees. All users shall have their own login and password for the electronic system and shall enter their own attendance/absences unless entered by the Principal/Supervisor or designee.~~

~~By logging in and entering the paid leave absence in the electronic system, or by otherwise communicating the absence to the Principal/Supervisor or designee, the employee is verifying that he/she qualifies for such paid leave due to a reason stated in Board policy. If an absence does not meet a reason stated in Board policy, the leave day may be docked from the employee's pay and considered an unapproved absence.~~

~~Non-exempt classified employees shall utilize timesheets for attendance. However, non-exempt classified employees that work a regularly fixed schedule which seldom varies, work at the same location as their Supervisor, and work under the direct supervision of their Supervisor, will not be required to utilize an individual timesheet. Instead, the Supervisor will certify that the employee followed their work schedule.~~

Supervisor's Certification of Work Schedule

School/Dept: _____

TIME/ATTENDANCE RECORDS

PAY PERIOD _____

W Worked
 S Sick Day*
 H Holiday
 N Non-Contract Day*
 PD Prof Dev Day
 (Note actual hours worked)

P Personal Day*
 E Emergency Day
 V Vacation Day*
 X Exception to Scheduled Time (Note)

LAST NAME	FIRST NAME	DAILY HOURS	INT	* EMPLOYEE MUST COMPLETE A LEAVE AFFIDAVIT												TOTAL DAYS/HR							
				11	12	13	14	15	16	17	18	19	20	21	22		23	24	25				
Example	Employee	7					W	W	W	W	W				W	W	S/W	W	W				10.00
	enter hours on this line					7	7	7	7	7					7	7	7	7	7				70.00
	enter hours on this line																						0.00
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Supervisor Signature _____

Date _____

Preparer Initials _____

When a worker is on the Job for a longer or shorter period of time than the schedule shows, you must enter X for an exception, and enter the hours actually worked. Please Note Exception Details Below:

ALL SUBSTITUTE WORK IS TO BE REPORTED ON A SUBSTITUTE TIMESHEET - THIS INCLUDES PART TIME EMPLOYEES FILLING IN AS SUBS.

LEGAL: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

0303.12321 AP.21

Sick Leave Bank Deposit Authorization

NAME: _____

TITLE: _____

SCHOOL/LOCATION: _____

EMPLOYEE IDENTIFICATION NUMBER: _____

I do hereby voluntarily agree to contribute two (2) of my accumulated sick leave days to the Sick Leave Bank. I understand that this will qualify me to apply for using days from the Sick Leave Bank according to approved procedures. I understand that my accumulated sick leave account will be reduced by one (1) day for each day that I am required to contribute to participate as a member in the Sick Leave Bank, and that I must apply to the Sick Leave Bank Usage Approval Committee to use days from the Sick Leave Bank. I understand that I still must submit the regular sick leave ~~statement/affidavit~~ through normal channels required by the school system.

If requested, I agree to submit a completed medical certification form to the Sick Leave Bank Usage Approval Committee for verification of medical condition. I further agree that the decision of the Usage Approval Committee shall be final.

If you wish to voluntarily participate in the Sick Leave Bank, complete and return this form to the Superintendent/designee by the date specified by the Site Administrator. Employees who are hired after that date who wish to participate in the Sick Leave Bank must return this completed form to the Superintendent/designee within ten (10) working days of employment.

Employee's Signature

Date

PERSONNEL

DRAFT 5/17/23

03.21 AP.242

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- CLASSIFIED PERSONNEL -

Verification of Employment

_____ who is employed to work in the Spencer County School system, states classified employment in your school system for the following years:

Please confirm in the space below, using a separate line for each year of experience, and return to:

Spencer County Board of Education
Personnel Department
110 Reasor Avenue
Taylorsville, KY 40071

The above named person worked in the _____ School System and/or company, _____ as follows: _____ (City, State)

School Year and/or Dates of Employment	Actual # Days Worked	# Days in School Calendar	Employed at Least 140 Days?	School Year and/or Dates of Employment	Actual # Days Worked	# Days in School Calendar	Employed at Least 140 Days?

The above person had _____ days of accumulated sick leave as of the end of the 20____ - 20____ school year.

Was employment full-time for each year listed above? _____ If not, explain on back.

OPEN RECORDS REQUEST

Please provide any information contained in this individual's personnel record evidencing any disciplinary action taken while s/he was employed by your district/agency.

Information enclosed/attached No disciplinary action on record for this individual

Agency approved/accredited by _____

Superintendent or Employment Verification Signature Date

Address City State Zip

See existing Procedure 03.11 AP.242, Verification of Employment form.

EXPLANATION: HB 522 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

FISCAL MANAGEMENT

04.32 AP.1

Procurement

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

The Small Purchase Procedure shall be followed for purchases which do not exceed in aggregate ~~\$40,000.00~~~~30,000.00~~ over the fiscal year. Contracts or purchases shall be awarded by competitive sealed bidding when the amounts in aggregate exceed ~~\$40,000.00~~~~30,000.00~~ over the fiscal year with the Board of Education approving the lowest and/or best bid, except as otherwise provided by KRS 45A.370, KRS 45A.375, and KRS 45A.380, and KRS 45A.385; or when other governmental contracts exist including but not limited to Cooperative, Local Governmental, State, and/or Federal Contracts for the desired goods or services. Monetary limits on non-bid items are as follows:

\$0.00-\$999.99	Requires an approved <u>Purchase Order</u> form.
\$1,000.00-\$9,999.99	Requires an approved <u>Purchase Order</u> form and <u>Small Purchase Determination and Finding</u> form, with three (3) phone quotes or three (3) prices from competitive catalogs unless approved by the Purchasing Department.
\$10,000.00-\$39,999.99<u>29,999.99</u>	Requires an approved <u>Purchase Order</u> form and <u>Small Purchase Determination and Finding</u> form, with three (3) written quotations from competitive vendors or suppliers unless approved by the Purchasing Department.
\$40,000.00<u>30,000</u> and over	Contact the Purchasing Department to proceed.
Note: In accordance with KRS 45A.380, a <u>Non-Competitive Determination and Finding</u> form may be used where applicable.	

Principals may purchase in the instances and in the manner provided for by administrative procedures for small purchases, and by non-competitive negotiation in connection with the purchase of items for resale as provided herein. Each Principal is vested with the authority to utilize the small purchase procedure in connection with purchases from their school's activity funds when a purchase does not exceed ~~\$40,000.00~~~~30,000.00~~ or the aggregate amount District wide does not exceed ~~\$40,000.00~~~~30,000.00~~. Principals may also utilize non-competitive negotiation procedures for the purchase of proprietary items for resale, upon their finding and determination that the items to be purchased are proprietary items for resale.

Procurement

The Director of School Food Services is vested with authority to contract for perishables purchased on a weekly or more frequent basis by non-competitive negotiation. Each Director is vested with the authority for his division under small purchase procedures when a purchase does not exceed \$~~40,000.00~~~~30,000.00~~, or the aggregate amount does not exceed \$~~40,000.00~~~~30,000.00~~.

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

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

B. Small Purchase

The Small Purchase Procedure may be used in connection with purchase of supplies, services or construction when the aggregate amount of the contract during a fiscal year does not exceed \$~~40,000.00~~~~30,000.00~~. When practicable, price quotations shall be obtained from several reputable sources before purchases are made. Documentation of oral and written quotations shall be maintained.

Aggregate Amount: “Aggregate amount” of a contract shall refer to the total dollar amount during a fiscal year in connection with items of a like nature, function and use, the need for which can be reasonably determined at the beginning of the fiscal year. (Items need not be included in an aggregate amount, if the need for such items could not reasonably be established in advance.) If the total dollar amount exceeds \$~~40,000.00~~~~30,000.00~~, general procurement procedures, rather than small purchase procedures, shall be used for the purchase of such items.

Determination that the “aggregate amount” does not exceed \$~~40,000.00~~~~30,000.00~~ shall be made in writing; shall include the written findings upon which the determination is made; and shall be kept in the file relating to the contract. This written determination is only required when items of a like nature, function and use are purchased, the need for which can reasonably be determined at the beginning of the fiscal year. Supplies, equipment or services normally supplied as unit cannot be artificially divided for the sole purpose of using small purchase procedures.

Supplies, equipment or services to be provided over a period of time at the same unit price shall be considered a single purchase contract. If the amount of the purchase contract exceeds \$~~40,000.00~~~~30,000.00~~, other procedures shall be utilized.

Supplies, services or construction, the need for which cannot be reasonably established in advance, or which were unavailable because of a failure of delivery, may be obtained utilizing the small purchase procedure, if the price, at the time of awarding contract, does not exceed \$~~40,000.00~~~~30,000.00~~.

Procurement

Officials authorized to determine if the aggregate amount of any contract exceeds ~~\$40,000.00~~ shall make such decisions in good faith and shall not use small purchase procedures to circumvent the general requirements of the Model Procurement Code.

C. Competitive Sealed Bidding

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

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

D. Competitive Negotiations

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

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

Procurement

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

E. Non-Competitive Negotiations

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

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

1. An emergency has been determined.

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

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

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

Procurement

4. Contracts for services.

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

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

5. The contract is for the purchase of perishable items, as indicated in applicable federal and state law, purchased with funds other than school nutrition service funds on a weekly or more frequent basis.

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

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

Procurement

15. The contract or purchase is from a state, U.S. Government, or other public agency price contract.
16. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or the lowest evaluated bid price.
17. Sealed bidding is inappropriate because the available sources of supply are limited.
18. The bid prices received through sealed bidding are unresponsive or unreasonable.

F. Reverse Auction

Competitive bidding or competitive negotiation for goods and leases may include use of a reverse auction, which is to be conducted as provided in KRS 45A.365 (competitive sealed bidding) or KRS 45A.370 (competitive negotiation).

G Rejection of bids, consideration of alternate bids, and waiver of informalities in offers.

The conditions for bidding shall be applicable to and incorporated in all invitations for bids. Failure to comply with such conditions shall be cause for rejection of the bid. The Board or its designee retains the right to waive any informalities in offer.

H. Confidentiality of technical data and trade secrets information submitted by actual and prospective bidders or offerors.

Technical data and trade secrets information submitted by actual and prospective bidders are exceptions to the open records requirements and shall be rated confidentially.

I. Partial, progressive and multiple awards.

The District purchasing officer is authorized, when feasible, to advertise for bids as a discount from a price list or catalog. The conditions shall state that multiple awards may be made. When such multiple awards are made, purchases at the contract discount may be made from such price lists or catalogs without further negotiation. However, any changes in the price list exceeding ten percent (10%) during the period of the contract shall disqualify such items from purchase.

J. Supervision of store rooms and inventories, including determination of appropriate stock levels, and the management, transfer, sale or other disposal of government-owned property shall be the responsibility of the purchasing officer of the district.**K. Definitions and classes of contractual services and procedures for acquiring them.**

The District may obtain the services of various classes of professionals, technicians, and artists by noncompetitive negotiation when specialized training is required of the contractor, when a specific program or service can be delivered by only one or a few individuals, or when travel costs and time dictate constraints on the bidding process.

L. Procedures for the verification and auditing of local public agency procurement records.

The Superintendent shall maintain sufficient records for the Board to verify all purchasing agreements and purchases made through such agreements. Financial records of all transactions related to the purchase of goods and services for the District or individual schools are subject to an annual financial audit.

Procurement

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

Bus Driver's Report of Student Conduct

For behavior that requires a student to be removed from the bus, also complete Form 09-425 AP.24:

Date: _____ To: _____
Principal's Name

Student's Name: _____
Last Name First Name Middle Initial
School _____ Bus Number _____ Trip Number, if applicable _____

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

- Violation of safety procedures
- Destruction of property
- Fighting/Pushing/Tripping
- Excessive mischief
- Graffiti/Defacing the bus
- Tobacco/Alternative Nicotine/Vapor Product Use
- Eating/Drinking/Litering
- Rude/Dangerous/Annoying behavior
- Unacceptable language
- Other: _____

Incident reported by: _____ on _____ at approximately _____ AM PM

Incident investigated by: _____ on _____ at approximately _____ AM PM

Bus Driver's Signature _____ Date _____

DISCIPLINARY ACTION TAKEN:

The above disciplinary action shall begin on _____

The above disciplinary action shall end on _____

Principal/designee's Signature _____ Date _____

PARENTAL NOTIFICATION

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

STUDENTS

09.36 AP.21

Formatted: Centered

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP.

Formatted: Border: Top: (Single solid line, Auto, 2.25 pt Line width)

SCHOOL _____ FACULTY MEMBER(S) SPONSORING TRIP _____ P.O.# (required) _____

TYPE OF TRIP (CHECK ONE)

Classroom Field Trip Class Trips (Junior, Senior, Special)

Organization/Club Trip (specify _____) Guest (athletic, band, if applicable)

DESTINATION _____ **ADDRESS** _____ **PHONE** _____

Out of State Out of County Within County

Overnight (give name, address, phone of lodging) _____

DATE(S) OF TRIP _____ **DEPARTURE TIME** _____ **RETURN TIME** _____

PURPOSE/EDUCATIONAL VALUE _____

SOURCE OF FUNDING FOR TRIP _____

ADDITIONAL INFORMATION: _____

BILL TRIP EXPENSES TO:

SPONSORING ORGANIZATION SCHOOL COUNCIL BOARD OTHER (SPECIFY _____)

NUMBER OF STUDENTS _____ **FACULTY SPONSORS** _____ **OTHER CHAPERONES** _____

TOTAL # OF PARTICIPANTS _____

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? NO YES, SEE PROCEDURE 09.36 AP.21

CERTIFICATED COMMON CARRIER (SPECIFY _____)

PRIVATE VEHICLE, IF ALLOWED BY POLICY (SPECIFY DRIVER(S) _____)

SUPERVISION (attach list of names of adults accompanying students on trip)

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? Yes No

Signature of Faculty Sponsor _____ *Date* _____

Trip has been: approved disapproved. Reason for disapproval: _____

Signature of Superintendent/Designee _____ *Date* _____

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

STUDENTS _____ 09-36-AR-21
(CONTINUED)

School-Related Student Trip Request Form

FIELD TRIP CHARGES

(Bus Limit: Two (2) persons per seat)

- | | |
|---|---|
| 6. Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week, plus applicable benefits | 7. Meals provided by sponsor: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Overnight lodging: Single room | 9. Send copy to lunchroom: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Driver time starts 15 min. before departure and ends 15 min. after arrival | 10. Admission provided by sponsor: <input type="checkbox"/> Yes <input type="checkbox"/> No |

TRANSPORTATION OFFICE USE ONLY

Drivers: 1. _____ 2. _____ 3. _____ = of Buses Requested _____

RELATED PROCEDURES:

09-36-AR-21 - 09-36-AR-210