

**DATE:**

May 24, 2024

**AGENDA ITEM (ACTION ITEM):**

Receive the Annual Procedures Update and Revision Drafts

**APPLICABLE BOARD POLICY:**

01.51 – Administrative Procedures

**HISTORY/BACKGROUND:**

The Kentucky School Board Association completed a review and updated our district procedures after the legislative session to align our procedures with revised statutes. District administrators also reviewed and revised several procedures that are included in the annual update as well.

**FISCAL/BUDGETARY IMPACT:**

None

**RECOMMENDATION:**

Receive the Annual Procedures Update and Revision Drafts

**CONTACT PERSON:**

Henry Webb

\_\_\_\_\_  
*Principal/Administrator*

\_\_\_\_\_  
*District Administrator*

  
\_\_\_\_\_  
*Superintendent*

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.  
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

KSBA Procedure Service

2024 Procedure Update (#28) Checklist

**District:** Kenton County Schools

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

Procedure Number	Adopt as Written	Adopt with Modification*	Date of District/ Board Review	Keep Current Procedure	Delete Procedure
01.3 AP.21	X				
03.19 AP.23	X				
03.21 AP.254	X				
06.0 AP.1	X				
06.22 AP.1	X				
06.34 AP.1	X				
09.14 AP.2	X				
09.2211 AP.21	X				
09.2242 AP.2					X
09.2261 AP.2	X				
09.227 AP.1	X				
09.43 AP.1	X				
09.435 AP.2	X				
09.435 AP.24		X			

08.1341 AP.2	<input type="checkbox"/>	<input checked="" 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.**

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

**Application for Board Vacancy**

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

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

**Application for Board Vacancy**

11. Do you serve on any county, city, or joint agency government boards?  Yes  No

If yes, please describe. \_\_\_\_\_

12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?

Yes  No

13. Have you completed at least the twelfth (12<sup>th</sup>) grade or been issued a High School Equivalency Diploma?

Yes  No

14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

**Note: Application must include an affidavit signed under penalty of perjury certifying completion of the twelfth (12<sup>th</sup>) grade, a transcript evidencing completion of the twelfth (12<sup>th</sup>) grade, or if appropriate, the results of a twelfth (12<sup>th</sup>) grade equivalency examination.**

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High School Attended	Address	Dates Attended/Graduated
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College/University Attended	Address	Dates Attended/Degree
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Graduate Schools Attended	Address	Dates Attended/Degree
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15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: \_\_\_\_\_

16. Work Experience (Please provide employment history and attach current resume.)

a. \_\_\_\_\_  

Current Employer	Address
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Date of Employment	Duties
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b. \_\_\_\_\_  

Previous Employer	Address
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Date of Employment	Duties
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c. \_\_\_\_\_  

Previous Employer	Address
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Date of Employment	Duties
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**Application for Board Vacancy**

17. Please describe why you are interested in serving on the local Board of Education:

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18. Please describe the benefits that you believe strong public schools bring to a community:

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**Application for Board Vacancy**

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete during your service on the Board:

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**Note: Board members must complete annual in-service training as required by law.**

This application constitutes my letter of intent to seek appointment to the Board under KRS 160.190, and I hereby affirm that to the best of my knowledge the information being submitted on this application and any required attachments thereto is accurate and that I am eligible to be appointed to the Board under law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application for Board Vacancy**

**COUNTY CLERK’S CERTIFICATION**

**RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT**

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

\_\_\_\_\_ who resides at \_\_\_\_\_  
Name Address

is a resident and registered voter in \_\_\_\_\_ School District [Division # \_\_\_\_ (for county school systems) or the District at large (for independent school systems).]

Certified by: \_\_\_\_\_

\_\_\_\_\_ County Clerk’s Office Date: \_\_\_\_\_

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

**RELATED PROCEDURE:**

01.3 AP.2



EXPLANATION: SB 2 CREATES AMENDS KRS 158.4451 TO REQUIRE DISTRICTS TO PROVIDE TRAINING ON AN ANONYMOUS REPORTING TOOL THAT ALLOWS STUDENTS, PARENTS, AND COMMUNITY MEMBERS TO ANONYMOUSLY SUPPLY INFORMATION CONCERNING UNSAFE, POTENTIALLY HARMFUL, DANGEROUS, VIOLENT, OR CRIMINAL ACTIVITIES, OR THE THREAT OF THESE ACTIVITIES, TO APPROPRIATE PUBLIC SAFETY AGENCIES AND SCHOOL OFFICIALS.

FINANCIAL IMPLICATIONS: COST OF OBTAINING ANONYMOUS REPORTING TOOL AND PROVIDING TRAINING ON THE USE OF SUCH

EXPLANATION: SB 2 AMENDS KRS 156.095 AND THE REQUIREMENTS FOR EVIDENCE-BASED SUICIDE PREVENTION TRAINING FOR BOTH STUDENTS AND STAFF.

FINANCIAL IMPLICATIONS: COST OF PROVIDING TRAINING

**District Training Requirements**

**SCHOOL YEAR:** \_\_\_\_\_

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

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
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 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 interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations training each year by November 1.	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 classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
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			✓	
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: <u>Provide two (2) suicide prevention awareness lessons each school year.</u> Staff training for student suicide prevention training: Minimum of one (1) hour <del>in-person, live stream, or via video recording each school</del> 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 <del>four</del> six (46) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
<u>Anonymous reporting tool: Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.</u>	<u>KRS 158.4451</u>	<u>09.22</u>		✓		
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; KRS 158.156; KRS 620.030	09.2211		✓		

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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			✓	
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 158.842		✓			
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 training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

**District Training Requirements**

**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 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.

FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS

PERSONNEL

03.21 AP.254

## **Driving Record Violations and Personnel Actions**

### **NEW/RETURNING SCHOOL BUS DRIVERS**

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

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

### **CURRENT EMPLOYEES**

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

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for driving under the influence (DUI) or driving while intoxicated (DWI);
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction of an offense that would classify a person as a violent offender under KRS 439.3401, for a ~~felony~~ sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, or is required to register as a sex offender~~as a violent offender as defined in KRS 17.165;~~
11. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or

**Driving Record Violations and Personnel Actions**

**CURRENT EMPLOYEES (CONTINUED)**

12. Other criminal or moving vehicle violation, as determined by Superintendent/ designee to bear a reasonable relationship to the ability of the individual to perform the job.

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



EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.0 AP.1

### **Implementation of System**

District personnel shall comply with requirements established in Kentucky Administrative Regulations, [the Statewide Transportation Services Policy Guidelines](#), the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation, [and Board Policy 09.2261](#).

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.22 AP.1

**Driver's Rights and Responsibilities**

Bus driver qualifications and responsibilities are found in state regulation, local transportation manuals, as applicable, and in documents distributed by the Kentucky Department of Education.

**DRIVER RIGHTS**

Driver rights are delineated in KRS 158.110 and Board Policy 06.22.

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.34 AP.1

## Conduct on Bus

### **RULES OF CONDUCT**

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

### **ENFORCEMENT**

Bus drivers will assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal. The Principal may withhold bus-riding privileges (consistent with Board ~~p~~[Policies](#) 06.34 [and 09.2261](#)) if the pupil continues to disobey the rules. If withholding of bus-riding privileges becomes necessary, the Principal shall notify the parents and inform the appropriate Central Office personnel.

EXPLANATION: THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC) HAS DEVELOPED THEIR OWN FORM AOC-JW-8 FOR CERTIFYING THIS INFORMATION. THIS FORM IS RECOMMENDED TO BE RESCINDED AND THEIR FORM TO BE USED INSTEAD.

FINANCIAL IMPLICATIONS: TIME SAVINGS NOT HAVING TO FILL OUT MULTIPLE FORMS

STUDENTS

09.14 AP.2

### Juvenile Justice Agency Certification Form

Date: \_\_\_\_\_

Name of Agency Receiving Records: \_\_\_\_\_

The \_\_\_\_\_ Schools have released education records of

\_\_\_\_\_, who was born on \_\_\_\_\_

*Student's Name*

to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.

\_\_\_\_\_  
*Printed Name of Agency Representative*

\_\_\_\_\_  
*Signature of Agency Representative*

\_\_\_\_\_  
*Date*

EXPLANATION: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN ENUMERATED CRIMES TO LAW ENFORCEMENT.  
 FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211 AP.21

**Documentation of Reporting Required by Law**

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

This form shall be used to document reports listed in Policy 09.2211 that are required by KRS 158.154, KRS 158.155, and KRS 158.156. After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall also report the alleged incident to the Principal for documentation.

<b>Student(s) Involved</b>	
<b>School(s)</b>	
<b>General nature of the alleged violation</b>	

On \_\_\_\_\_, I reported the above incident to:

*Date*

[District law enforcement agency](#)

Local law enforcement [agency](#) **official**; specify: \_\_\_\_\_

Department of Kentucky State Police

County Attorney

The Superintendent, who shall report it to the Board, if required by KRS 158.156

\_\_\_\_\_  
*Signature of Principal Reporting* \_\_\_\_\_  
*Date*

The following information about the student involved is for internal tracking purposes only					
Name		DOB		Phone	
Guardian(s)					
Address					
If the report concerns an alleged student victim, the following information applies to that student					
Victim (s) Name		DOB		Phone	
Guardian(s)					
Address					
If the report concerns an alleged student victim, the following information applies to that student					
Victim (s) Name		DOB		Phone	
Guardian(s)					
Address					

**COPY TO STUDENT SUPPORT SERVICES**

**Documentation of Reporting Required by Law**

**(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)**

**PARENTAL NOTIFICATION**

If their child is involved in an incident related to KRS 158.156, the Principal shall notify parents/guardians in writing.

**BOARD NOTIFICATION**

For an incident related to KRS 158.156, the Principal shall report only the following information to the Department of Students Support Services who shall get to the Superintendent to share with the Board:

On _____, _____ students were involved in an incident	
<i>Date</i>	<i>Number</i>
reportable under KRS 158.156.	
_____	_____
<i>Name of School</i>	<i>Signature of Principal</i>

**RELATED PROCEDURE:**

09.438 AP.21

EXPLANATION: HB 829 CREATES KRS 218B.045 WHICH REQUIRES THE BOARD TO ENACT A POLICY BY DECEMBER 1, 2024, TO EITHER PERMIT OR PROHIBIT THE USE OF MEDICINAL CANNABIS BY A STUDENT ON SCHOOL PROPERTY.  
IF THE BOARD DOES NOT PERMIT THE USE OF MEDICINAL CANNABIS, THIS FORM IS NOT NEEDED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2242 AP.2

**Medicinal Cannabis Administration**

I (the school nurse or other school staff member) refuse to administer or supervise the administration of medicinal cannabis on school property.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261 AP.2

**Transportation Services Policy Acknowledgement Form**

Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

**I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.**

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**STUDENT NAME (PRINTED)** \_\_\_\_\_ **STUDENT SIGNATURE**

\_\_\_\_\_  
**PARENT/GUARDIAN NAME (PRINTED)** \_\_\_\_\_ **PARENT/GUARDIAN SIGNATURE**

Per KRS 148.158, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.



EXPLANATION: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227 AP.1

### **Child Abuse/Neglect/Dependency**

#### **MAKING AN ~~ORAL~~ REPORT**

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an oral or written report, including but not limited to electronic submission, to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

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

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

EXPLANATION: SB 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43 AP.1

## Juvenile Court Records

### RECEIPT BY PRINCIPAL

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee. ~~When the Principal receives juvenile court records or other information as permitted by KRS 610.345, s/he shall ascertain that the student named in the confidential record is currently enrolled in his/her school.~~

The Principal receiving this information shall retain the information in a locked file. Records or information disclosed to the Principal pursuant to this procedure shall not be disclosed to any other person, including school personnel, except the following:

1. School administrative, transportation, and counseling personnel,
2. Any teacher to whose class the student has been assigned,
3. Any school employee with whom the student may come in contact, or
4. Others as may be permitted by law.

The Principal is required by law to release the information to employees of the school having responsibility for classroom instruction or counseling of the child.

Those persons receiving this confidential information shall sign a confidentiality statement (09.43 AP.22).

If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed.

### STUDENTS NOT ENROLLED IN THE SCHOOL

If the juvenile is not currently enrolled in the school, the Principal shall return the records to the court and notify the clerk that the child is not enrolled.

In addition, the Principal shall return the records to the court and notify the clerk if the juvenile is changing school assignment within the District, transferring to a school in another district, graduating, or withdrawing from school.

### RELATED PROCEDURES:

- 09.14 AP section
- 09.43 AP.22

EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.

DRAFT 5/1/24

STUDENTS

09.435 AP.2

### Expulsion Hearing Forms

Student Name: \_\_\_\_\_

Board/Law Description: \_\_\_\_\_ Violation

Attendees: \_\_\_\_\_

Student Rights: The purpose of this expulsion hearing is to determine what, if any, disciplinary action will be imposed upon \_\_\_\_\_, who is alleged to have violated the Student Code of Conduct and Expected Behavior and/or some other statute or Board policy. Only the Board of Education has the authority to expel a student. A student cannot be expelled until the student, parent, or person having legal custody of the student has been given due process and had a hearing before the Board.

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

This is an administrative type hearing. This is not a court of law and while the rules and procedures of courts of law are not binding to the Board, they do offer some guidance in assuring the accused receives adequate due process. The minimum due process requirements are: That you be given prior notice of the charges against you; that you have the right to legal counsel, that you be given an impartial hearing, and that you be given written notice of the Board's decision.

An impartial hearing required that you be given the opportunity to present witnesses on your own behalf and that you be given the opportunity to question witnesses offering testimony against you. You also have the right to make a transcript of this hearing and you have the right to appeal the Board's decision to the Circuit Court should you so desire. Do you understand these rights?

-Beginning with the Board, we will introduce ourselves and ask that you do the same.

-Anyone giving testimony must raise his/her right hand at this time to be sworn in by legal counsel.

-I'm going to ask the principal to describe the incident and I want you to listen carefully. When the principal is finished, I will ask you for your description of the incident.

-Do you have any questions or need to clarify and testimony given?

-Do Board members have any questions?

-At this time, we ask that you wait in the foyer while the Board is in deliberation. We will let you know when we are finished so you may return.

Deliberation and Findings: We, the Board, find \_\_\_\_\_ to have/not to have (circle one) violated the Student Code of Conduct and Expected Behavior and/or Board policy and our decision is to:

**Expulsion Hearing Forms**

Reinstate: \_\_\_\_\_ Expel with Services: \_\_\_\_\_ Expel without Services: \_\_\_\_\_

Timeframe of Expulsion—Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Services to be offered:

KCSD Virtual Learning Program – at home \_\_\_\_\_

KCSD Virtual Learning Program – on-site \_\_\_\_\_

Student may apply for early reinstatement: Yes \_\_\_\_\_ No \_\_\_\_\_

Timeframe for Reinstatement Application: \_\_\_\_\_

Requirements for Reinstatement:

Maintain Academic Progress \_\_\_\_\_

Must Follow and Complete Court Orders \_\_\_\_\_

Mental Health Assessment and Progress Report \_\_\_\_\_

Community Service – Hours Required \_\_\_\_\_

Submit Random 10 Panel Drug Test at Parent Expense \_\_\_\_\_

Participate in Drug Counseling Program \_\_\_\_\_

Not Permitted to Attend Any School or District Events \_\_\_\_\_

Provide a Safety Assessment by Credentialed Staff \_\_\_\_\_

Other Items Required by the Board \_\_\_\_\_

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EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.

DRAFT 5/1/24

STUDENTS

09.435 AP.24

**Administrative Hearing Form**  
**SUPERINTENDENT/DESIGNEE FOR RECOMMENDED EXPULSION**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Referring School \_\_\_\_\_

Dates of Suspension \_\_\_\_\_

Hearing Date \_\_\_\_\_

Code Violation

Brief Description of Events

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

*KRS 158.150 "In lieu of expelling a student, or upon the expiration of a student's expulsion, a superintendent may place a student into an alternative program or setting if the superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff."*

**Superintendent/Designee**

- Receives and reviews all required information from the local school regarding a Level 4 infraction to determine if an Administrative Hearing is warranted. YES \_\_\_\_\_ No \_\_\_\_\_
- If YES, communicates with parent/guardian via verbal or written communication, to schedule a Due Process Hearing for the Level 4 infraction that resulted in a recommendation for expulsion.

**Individuals Present at Hearing**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Hearing Determination**

The student is likely to substantially disrupt the educational process. \_\_\_\_\_

The student constitutes a threat to the safety of other students or staff. \_\_\_\_\_

**Placement Decision**

Student placement is: \_\_\_\_\_ Expulsion Hearing \_\_\_\_\_ Alternative Placement \_\_\_\_\_ Other

Notes: \_\_\_\_\_

**Administrative Hearing Form**  
**SUPERINTENDENT/DESIGNEE FOR RECOMMENDED EXPULSION**

**Additional Considerations for Alternate Placement**

- Individual Education Plan services provided. YES \_\_\_\_\_ No \_\_\_\_\_
- Other placement recommendations to include but not limited to:
  - \_\_\_\_\_ Maintain regular attendance at the VLP or through engagement during Performance-based Instruction
  - \_\_\_\_\_ Demonstrate academic effort while at the VLP or Performance-based Instruction
  - \_\_\_\_\_ Abide by the Kenton County School District Code of Conduct and Expected Behavior
  - \_\_\_\_\_ Not permitted to attend or participate in any school or district activities during the time of the contract
  - \_\_\_\_\_ Provide a Consent to Share Form / Release of Information for any outside agencies or providers.
  - \_\_\_\_\_ Participate in counseling sessions with the school counselor
  - \_\_\_\_\_ Mental Health Assessment—Completion Date:  
\_\_\_\_\_
  - \_\_\_\_\_ Substance Use Screener/Possible Assessment—Completion Date:  
\_\_\_\_\_
  - \_\_\_\_\_ Safety Assessment—Completion Date:  
\_\_\_\_\_

**Communication to Parent/Guardian:**

The decision of the Administrative Hearing Officer/Superintendent Designee is final. The parent(s)/guardian(s) of the student have the right to appeal the decision to the Board of Education by requesting an Expulsion Hearing within 10 days of being notified of this decision. This request must be made in writing to the Superintendent/Hearing Officer.

\_\_\_\_\_  
 Superintendent/Designee

\_\_\_\_\_  
 Date

**Essential Workplace Program Forms**

**NKY ESSENTIAL SKILLS CERTIFICATE APPLICATION  
DEMONSTRATING LIFE READINESS**

Student's Name: \_\_\_\_\_

Student's Email: \_\_\_\_\_

***To be completed by a school administrator:***

<input type="checkbox"/> All items completed, received, and verified	_____
_____ Total Number of Points Earned for standards 1-10	Administrator's Signature

**In order to receive the NKY Essential Skills Certificate, students must:**

- Earn at least eighteen (18) points (of the possible 22 points) ~~for standards 1-5 below;~~
- Turn in a copy of your resume with this application; and
- Turn in documentation for community service or membership in extra-curricular activity.

- 1) Demonstrate reliability through self-control and ethical behavior.
  - 1-point No more than one discipline referral during the current school year
  - 2-points No discipline referrals during the current school year
- 2) Demonstrate reliability, motivation, and professionalism through daily attendance.
  - 1-point Student has maintained an attendance rate of 94% for the current school year
  - 2-points Student has maintained an attendance rate of 97% for the current school year
  - 3-points Student has maintained an attendance rate of 100% for the current school year
- 3) Demonstrate ability to work well with others by communicating, cooperating, and collaborating with others through networking.
  - 1-point Student has completed a minimum of six (6) hours of community service or held membership on a minimum of one (1) extra-curricular activity during this school year.
  - 2-points Student has completed a minimum of 12 hours of community service or held membership on a minimum of two (2) extra-curricular activities during this school year
- 4) Demonstrate knowledge through the mastery of concepts in various content areas.
  - 1-point Student has an overall grade point average equivalent to a C
  - 2-points Student has an overall grade point average equivalent to a B
  - 3-points Student has an overall grade point average equivalent to an A
- 5) Demonstrate knowledge through the mastery of concepts in various academic or career areas.
  - 1-point Student has met the standard for Academic OR Career Readiness
  - 2-points Student has met the standard for Academic AND Career Readiness

**Essential Workplace Programs**

**NKY ESSENTIAL SKILLS CERTIFICATE APPLICATION  
DEMONSTRATING LIFE READINESS**

**Students need to earn a minimum of eight (8) points for standards 6-10 below:**

**For standards 6-10, signatures from two (2) current classroom teachers and/or co-op/work experience supervisors are required, indicating whether or not a student *Always, Often, or Seldom* meets this standard.**

Provide the names of two (2) current teachers/supervisors you would like to complete this page. The school office will have them complete the form for you.

Teacher/Supervisor 1: \_\_\_\_\_

Teacher/Supervisor 2: \_\_\_\_\_

Two *Always* in one (1) standard earns two (2) points. A combinations of *Always* and *Often* earns one (1) point. Any standard that has at least one (1) *Seldom* earns zero (0) points.

6) Demonstrate organization, adaptability and diligence through strong personal management, time management, and flexibility

Signature	Circle One:		
1. _____	Always	Often	Seldom
2. _____	Always	Often	Seldom

7) Demonstrate diligence, reliability, initiative, and perseverance through classroom work ethic, assignment completion, and problem solving.

Signature	Circle One:		
1. _____	Always	Often	Seldom
2. _____	Always	Often	Seldom

8) Demonstrate respect, enthusiasm, and a positive attitude through behavior, manners, and effective communication skills.

Signature	Circle One:		
1. _____	Always	Often	Seldom
2. _____	Always	Often	Seldom

9) Demonstrate professionalism through high quality work standards, honesty, and integrity.

Signature	Circle One:		
1. _____	Always	Often	Seldom
2. _____	Always	Often	Seldom

10) Demonstrate effective teamwork skills through their work with other students, teachers, and administrators.

Signature	Circle One:		
1. _____	Always	Often	Seldom
2. _____	Always	Often	Seldom



EXPLANATION: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.

DRAFT 5/1/24, REVISED 5/28/24

STUDENTS

09.435 AP.24

**Administrative Hearing Form**  
**SUPERINTENDENT/DESIGNEE FOR RECOMMENDED EXPULSION**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Referring School \_\_\_\_\_ Dates of Suspension \_\_\_\_\_

Hearing Date \_\_\_\_\_ Code Violation \_\_\_\_\_

Brief Description of Events \_\_\_\_\_

If applicable, the bus driver shall be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator’s transportation of the student or to misconduct by the student’s parent or guardian.

~~KRS 158.150 “In lieu of expelling a student, or upon the expiration of a student’s expulsion, a superintendent may place a student into an alternative program or setting if the superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff.”~~

**Superintendent/Designee**

- ~~Receives and reviews all required information form the local school regarding a Level 4 infraction to determine if Is~~ an Administrative Hearing is warranted based on the offense?- YES \_\_\_\_\_ No \_\_\_\_\_
- If YES, communicates with parent/guardian via verbal or written communication, to schedule a Due Process Hearing for the Level 4 infraction that resulted in a recommendation for expulsion.
- Are Individual Education Plan services provided? YES \_\_\_\_\_ No \_\_\_\_\_
- Manifestation meeting: Date and Determination \_\_\_\_\_

**Individuals Present at Hearing** \_\_\_\_\_

**Hearing Determination**

The student has or is likely to substantially disrupt the educational process. \_\_\_\_\_

The student has or is likely to constitutes a threat to the safety of other students or staff. \_\_\_\_\_

**Placement Decision**

~~KRS 158.150 “In lieu of expelling a student, or upon the expiration of a student’s expulsion, a superintendent may place a student into an alternative program or setting if the superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff.”~~

Hearing Officer Determination ~~Student placement is:~~ \_\_\_\_\_ Expulsion Hearing \_\_\_\_\_ Alternative Placement \_\_\_\_\_

Other \_\_\_\_\_

Notes \_\_\_\_\_

## Administrative Hearing Form

### SUPERINTENDENT/DESIGNEE FOR RECOMMENDED EXPULSION

#### Additional Considerations for Alternate Placement

- ~~Individual Education Plan services provided. YES \_\_\_\_\_ No \_\_\_\_\_~~
- ~~Other placement recommendations to include but not limited to:~~
  - \_\_\_\_\_ ~~Maintain regular attendance at the VLP or through engagement during Performance-based Instruction~~
  - \_\_\_\_\_ ~~Demonstrate academic effort while at the VLP or Performance-based Instruction~~
  - \_\_\_\_\_ ~~Abide by the Kenton County School District Code of Conduct and Expected Behavior~~
  - \_\_\_\_\_ ~~Not permitted to attend or participate in any school or district activities during the time of the contract~~
  - \_\_\_\_\_ ~~Provide a Consent to Share Form / Release of Information for any outside agencies or providers.~~
  - \_\_\_\_\_ ~~Participate in counseling sessions with the school counselor~~
  - \_\_\_\_\_ ~~Mental Health Assessment – Completion Date: \_\_\_\_\_~~
  - \_\_\_\_\_ ~~Substance Use Screener/Possible Assessment – Completion Date: \_\_\_\_\_~~
  - \_\_\_\_\_ ~~Safety Assessment – Completion Date: \_\_\_\_\_~~

#### Prior to return to home school

#### The following criteria selected must be met in order for the student to re-enter the home school.

- Complete original placement period
- Performance Based Learning placements will transition to the in person Virtual Learning Center
- Student does not have any Level III or IV Code of Conduct violations
- Student does not have any arrests or charges outside of the school setting
- Maintain academic growth through Tier 1 curriculum and any Tier 2 or 3 interventions determined by the Core MTSS Team
- Complete and submit a substance use screener/assessment and follow provider recommendations
- Voluntary participation in the Intensive Outpatient Program (IOP) offered in the district
- Complete substance use course or assignment
- Provide a negative drug test upon request prior to the of the placement period
- Comply with court requirements–Diversion or Disposition: with successful probation and statement from CDW/DJJ
- Safety Assessment with clearance statement from a licensed mental health professional
- Mental Health Assessment from a licensed mental health professional
- Comply with all outside service providers and treatment recommendations
- Parent/guardian sign a KCSD consent to share with all applicable outside providers

Failure to meet the above criteria will result in a continuation of the administrative placement.

- Upon return to home school all students will be under a probationary period. During this probationary period a student cannot have any Level III or IV Code of Conduct violations.
- Prior to returning to your home school, district staff will conduct a transition meeting to develop a plan for a successful return to school. You are expected to cooperate with staff in the development of this plan and abide by the expectations established. The following are criteria to be included in the school plan.
- Transition to an in-school alternative placement: \_\_\_\_\_
- School-based mental health counseling during probationary period and beyond
- Check-ins with school admin/counselor/appropriate staff during probationary period
- MTSS interventions as determined by the Core MTSS Team
- Other \_\_\_\_\_

**Administrative Hearing Form**  
**SUPERINTENDENT/DESIGNEE FOR RECOMMENDED EXPULSION**

**Communication to Parent/Guardian:**

The decision of the ~~Administrative Hearing Officer~~/Superintendent/~~D~~esignee is final. The parent(s)/guardian(s) of the student have the right to appeal the decision to the Board of Education by requesting an Expulsion Hearing within 10 days of being notified of this decision. This request must be made in writing to the Superintendent/Hearing Officer.

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~~Superintendent/Designee~~

~~Date~~

Acknowledgement of Expectations

Parent Guardian

Student

School Administrator

Superintendent Designee/Hearing Officer