

**DATE:**

June 27, 2025

**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

## 2025 Procedure Update (#29) 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
03.123 AP.2	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
03.19 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03.19 AP.23	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07.1 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.1351 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.2323 AP.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08.2324 AP.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.1224 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09.2241 AP.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06.2 AP.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<i>See attached</i>	<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.**



## 2025 ADDITIONAL PROCEDURE UPDATES

PROCEDURE NUMBER	ADOPT AS WRITTEN	ADOPT WITH MODIFICATION	DATE OF DISTRICT/BOARD REVIEW	KEEP CURRENT PROCEDURE	DELETE PROCEDURE
03.18 AP.1		X	7/7/2025		
03.28 AP.1		X	7/7/2025		
04.32 AP.1		X	7/7/2025		
05.3 AP.1		X	7/7/2025		
06.32 AP.1		X	7/7/2025		
07.1 AP.1		X	7/7/2025		
07.11 AP.21		X	7/7/2025		
07.13 AP.1		X	7/7/2025		
08.1122 AP.1		X	7/7/2025		
08.1131 AP.2		X	7/7/2025		
08.1131 AP.22			7/7/2025		X
08.11311 AP.1		X	7/7/2025		
08.11311 AP.2		X	7/7/2025		
08.11311 AP.211		X	7/7/2025		
08.11311 AP.22		X	7/7/2025		
08.132 AP.1		X	7/7/2025		
08.22 AP.22		X	7/7/2025		
09.12 AP.25		X	7/7/2025		
09.121 AP.1		X	7/7/2025		
09.1224 AP.2		X	7/7/2025		
09.124 AP.21		X	7/7/2025		
09.2241 AP.21		X	7/7/2025		
09.4294 AP.1		X	7/7/2025		
09.435 AP.24		X	7/7/2025		

LEGAL: HB 48 AMENDS KRS 161.031 REQUIRING A REPORT FROM EPSB IDENTIFYING SCHOOL DISTRICTS THAT DO NOT IMPLEMENT AN INDUCTION PROGRAM FOR NEW TEACHERS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.19 AP.1

**- CERTIFIED PERSONNEL -****Professional Development****DEFINITIONS**

Professional development is defined as professional learning that is an individual and collective responsibility, that fosters shared accountability among the entire education workforce for student achievement, and:

1. Aligns with Kentucky Academic Standards in 704 KAR Chapter 8, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

Professional development program means a sustained, coherent, relevant, and useful professional learning process that is measurable by indicators and provides professional learning and ongoing support to transfer that learning to practice.

Every Student Succeeds Act of 2015 (ESSA) defines professional development as activities that are an integral part of school and local educational agency strategies for providing educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards; and that are sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused.

**PROFESSIONAL DEVELOPMENT PROGRAM**

The school and District, under the direction of the Professional Development Coordinator (PDC), shall develop and implement plans of continuing professional development. The plans shall include, but not be limited to, the following components:

1. A clear statement of the school or District mission;
2. Evidence of representation of all persons affected by the Professional Development plan;
3. A needs assessment analysis;
4. PD objectives that are focused on the school or District mission, derived from needs assessment, and that specify changes in educator practice needed to improve student achievement; and

## **Professional Development**

### **PROFESSIONAL DEVELOPMENT PROGRAM (CONTINUED)**

5. A process for evaluating impact on student learning and improving professional learning, using evaluation results.

Professional development activities shall be in accordance with federal guidelines and Kentucky State Regulation.

### **CERTIFIED STAFF RESPONSIBILITIES**

In addition to job-embedded professional learning included in the Professional Development Plan, it is the responsibility of each full-time certified staff member to complete the twenty-four (24) hours of professional development required in the District calendar. Part-time employees shall complete the appropriate portion of the twenty-four (24) hours.

### **NEW TEACHER ORIENTATION**

Prior to the opening of school all teachers new to the District shall be required to attend an orientation session to acquaint new personnel with Board policies, administrative procedures, Central Office staff, and the Principal(s) to whom they are assigned. The Superintendent/designee will be responsible for the program and all arrangements.

The Education Professional Standards Board (EPSB) shall provide a report to the Legislative Research Commission that includes identification of districts that have not implemented an induction program for teachers in their first year of teaching that is aligned with the standards and guidance for districts developed by the EPSB.

### **REQUIREMENT MUST BE FULFILLED**

Professional development is ongoing. However the twenty-four (24) hours required by statute must be fulfilled by May 1 of each year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals, and mileage are the responsibility of the individual unless supplemental funds are provided by another source.

### **RELATED PROCEDURES:**

03.125 AP.21

03.19 AP.21

| EXPLANATION: HB 48 AMENDS KRS 156.095 REQUIRING DISTRICTS TO IMPLEMENT A FOUR (4) YEAR RECURRING PROFESSIONAL DEVELOPMENT TRAINING SCHEDULE THAT INCLUDES ALL REQUIRED PROFESSIONAL DEVELOPMENT TRAININGS, AND THAT ALL CERTIFIED SCHOOL EMPLOYEES COMPLETE DESIGNATED TRAININGS WITHIN TWELVE (12) MONTHS OF INITIAL HIRE AND AT LEAST ONCE EVERY FOUR (4) YEARS THEREAFTER. SOME PROFESSIONAL DEVELOPMENT REQUIREMENTS ARE BEING RELOCATED INTO OTHER POLICY AREAS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

| PERSONNEL

03.19 AP.23

**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
			ALL	<a href="#">ALL SCHOOL PERSONNEL</a>	CERTIFIED	<a href="#">STUDENT NUTRITION</a>	<a href="#">BUILDING OPERATIONS</a>	<a href="#">TRANSPORTATION</a>	<a href="#">ATHLETICS</a>	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								✓	
<del>Certified</del> Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18/ <a href="#">3.28</a>			✓	<a href="#">✓</a>	<a href="#">✓</a>	<a href="#">✓</a>	<a href="#">✓</a>	✓	
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								✓	



**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<a href="#">ALL SCHOOL PERSONNEL</a>	CERTIFIED	<a href="#">STUDENT NUTRITION</a>	<a href="#">BUILDING OPERATIONS</a>	<a href="#">TRANSPORTATION</a>	<a href="#">ATHLETICS</a>	DESIGNATED	
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					✓			✓	



District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<a href="#">ALL SCHOOL PERSONNEL</a>	CERTIFIED	<a href="#">STUDENT NUTRITION</a>	<a href="#">BUILDING OPERATIONS</a>	<a href="#">TRANSPORTATION</a>	<a href="#">ATHLETICS</a>	DESIGNATED	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.2 4	✓								
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	✓								
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03 .2621/09.4 28111	✓								
Teacher professional development/learning.	KRS 156.095	03.19			✓					✓	
Active Shooter Situation training <del>each year by November 1.</del> (initial and every 4 years) with ALICE training annually	KRS 156.095	03.19/ <del>03.2</del> 9	✓		✓					✓	
Student suicide prevention training for certified employees. (initial and every 4 years)	<a href="#">KRS 156.095</a>	<a href="#">03.19</a>	✓		✓					✓	
Self-study review of seizure disorder materials. (initial and every 4 years)	<a href="#">KRS 156.095</a>	<a href="#">03.19</a>			✓					✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<u>ALL SCHOOL PERSONNEL</u>	CERTIFIED	<u>STUDENT NUTRITION</u>	<u>BUILDING OPERATIONS</u>	<u>TRANSPORTATION</u>	<u>ATHLETICS</u>	DESIGNATED	
<u>Child abuse and neglect prevention, recognition, and reporting. (initial and every 4 years)</u>	<u>KRS 156.095</u>	<u>03.19</u>	✓		✓					✓	
Instructional leader training.	KRS 156.101	03.1912								✓	
The Superintendent <del>may</del> <u>shall</u> 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								✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<u>ALL SCHOOL PERSONNEL</u>	CERTIFIED	<u>STUDENT NUTRITION</u>	<u>BUILDING OPERATIONS</u>	<u>TRANSPORTATION</u>	<u>ATHLETICS</u>	DESIGNATED	
Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03 .2241 05.4/09.31 1/09.224							✓	✓	
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						✓	✓	✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<a href="#">ALL SCHOOL PERSONNEL</a>	CERTIFIED	<a href="#">STUDENT NUTRITION</a>	<a href="#">BUILDING OPERATIONS</a>	<a href="#">TRANSPORTATION</a>	<a href="#">ATHLETICS</a>	DESIGNATED	
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				✓				✓	
<a href="#">Students Experiencing Homelessness</a>	<a href="#">704 KAR 7:090</a>	<a href="#">09.12</a>								✓	
<a href="#">Trauma Informed Care (initial and every 4 years)</a>	<a href="#">KRS 158.4416</a>	<a href="#">01.111</a>	✓								
<a href="#">Browser Security Basics &amp; Email/Messaging Safety (initial hire only)</a>		<a href="#">District Security Breach Protocol</a>	✓								
<a href="#">Human Trafficking (initial hire only)</a>	<a href="#">KDE required</a>							✓		✓	
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
			ALL	<u>ALL SCHOOL PERSONNEL</u>	CERTIFIED	<u>STUDENT NUTRITION</u>	<u>BUILDING OPERATIONS</u>	<u>TRANSPORTATION</u>	<u>ATHLETICS</u>	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. <u>(initial and every 4 years)</u>	34 C.F.R. 300.623	09.14	✓								
Student suicide prevention training: Provide two (2) suicide prevention awareness lessons each school year. <del>Staff training for student suicide prevention training: Minimum of one (1) hour each school year. [Employees with job duties requiring direct contact with students in grades four (4) through twelve (12).]</del>	KRS 156.095; KRS 158.070	09.22								✓	



**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<u>ALL SCHOOL PERSONNEL</u>	CERTIFIED	<u>STUDENT NUTRITION</u>	<u>BUILDING OPERATIONS</u>	<u>TRANSPORTATION</u>	<u>ATHLETICS</u>	DESIGNATED	
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.	KRS 158.4451	09.22	✓								
<del>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.</del>	<del>KRS 158.070</del>	<del>09.22</del>								✓	
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 158.155; KRS 158.156; KRS 620.030	09.2211	✓								

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<u>ALL SCHOOL PERSONNEL</u>	CERTIFIED	<u>STUDENT NUTRITION</u>	<u>BUILDING OPERATIONS</u>	<u>TRANSPORTATION</u>	<u>ATHLETICS</u>	DESIGNATED	
Personnel training on restraint and seclusion, <u>de-escalation</u> , and positive behavioral supports.	704 KAR 7:160	09.2212	✓	✓						✓	
<del>Personnel training child abuse and neglect prevention, recognition, and reporting.</del>	<del>KRS 156.095</del>	<del>09.227</del>			✓					✓	
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								✓	



**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<a href="#">ALL SCHOOL PERSONNEL</a>	CERTIFIED	<a href="#">STUDENT NUTRITION</a>	<a href="#">BUILDING OPERATIONS</a>	<a href="#">TRANSPORTATION</a>	<a href="#">ATHLETICS</a>	DESIGNATED	
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				✓						

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED								DATE COMPLETED
			ALL	<a href="#">ALL SCHOOL PERSONNEL</a>	CERTIFIED	<a href="#">STUDENT NUTRITION</a>	<a href="#">BUILDING OPERATIONS</a>	<a href="#">TRANSPORTATION</a>	<a href="#">ATHLETICS</a>	DESIGNATED	
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: SB 68 REPEALS KRS 158.856 REMOVING THE REPORTING REQUIREMENTS RELATING TO PARTICIPATION IN NUTRITION PROGRAMS AND PHYSICAL ACTIVITY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.1 AP.1

**School and Community Nutrition Program Including Meal Charges****PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
  - a. The purchase of land.
  - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

**~~FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT~~**

~~Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision-making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.~~

**TEAMWORK ESSENTIAL**

The Principal shall have the overall responsibility for the food service program in each school. However, there shall be close cooperation among the Principal, the Director of the Division of School Food Service, the Cafeteria Manager, teachers, staff, parents and students.

**PRINCIPAL'S RESPONSIBILITIES**

1. Serve as team leader.
2. Monitor the program to ensure compliance with federal and state food service guidelines.
3. Approve the scheduling of special events held in the cafeteria.
4. Prepare an appropriate serving schedule.

**School and Community Nutrition Program Including Meal Charges**

**DIRECTOR'S RESPONSIBILITIES**

1. Ensure that planned menus meet the requirements of a reimbursable meal under the "Offer vs. Serve" Meal Pattern.
2. Establish standards for efficient and sanitary preparation and serving of food.
3. Develop specifications for food and supplies.
4. Determine amounts of food and supplies to be purchased and initiate the bidding process.
5. Arrange for distribution and storage of food and supplies.
6. Assist the Principal and Cafeteria Manager in encouraging maximum student participation in the food service program.
7. Aid in the evaluation of Cafeteria Managers.
8. Plan and provide training for food service employees.

**DIVISION OF FOOD SERVICES ADMINISTRATIVE RESPONSIBILITIES**

1. Be responsible for the total food service program of the Kenton County Public Schools.
2. Supply necessary forms for all records and reports of the food service program.
3. Supervise the bidding, delivery and utilization of, as well as payment for, all foods, food products, operational supplies (including small equipment), government commodities, and replacement of equipment.
4. Pay all invoices which have been properly completed and signed by the Cafeteria Manager.
5. Visit each school food service program regularly.
6. Make recommendations concerning employment of all personnel in the food service program.
7. Approve payroll records and authorize the payroll department to make payment of salaries to food service personnel.
8. As required by the Kentucky Department of Education, Division of School Food Services, file one (1) claim for Federal reimbursement, based on claims of all schools.
9. Prepare a monthly financial statement for each school food service program.
10. Conduct training and in-service programs for food service personnel as necessary.
11. Work with the Principal and other administrative staff members in order to offer the best possible food service program to the students of Kenton County.
12. Determine eligibility of students for free and reduced price meals.

**School and Community Nutrition Program Including Meal Charges****CRITERIA FOR A MODEL MEAL COUNT SYSTEM**

1. Guidance, including written detailed instructions on the operation of the meal count system, shall be developed and provided to appropriate personnel.
2. Personnel involved in the meal count system shall be knowledgeable about and shall adequately perform their duties and responsibilities.
3. Applications for free and reduced price meals shall be approved in a timely manner and in accordance with regulations.
4. Category determinations shall be accurately recorded on the roster and maintained throughout the year.
5. The master roster shall accurately reflect each student's eligibility for free, reduced or paid meals.
6. Reimbursable meals shall be clearly identifiable.
7. Meals shall be correctly counted at the point of service (POS) and recorded by category.
8. The cash collection system for reimbursable meals and other sales ensures that appropriate amounts of cash shall be collected and recorded for each sale category.
9. A cash reconciliation system shall be used that includes the following provisos:
  - a. Determination on a daily basis whether cash collected reconciles with meal counts as recorded;
  - b. Documenting all differences; and
  - c. Ensuring that corrective action shall be taken when needed.
10. A system shall be in place to safeguard cash and student numbers from loss, theft or misuse.
11. Reports of daily meals and cash collected shall be complete and shall be compiled for claim and reimbursement.
12. Edit checks for individual schools shall be implemented to identify potential problems in the meal count system.
13. Periodic monitoring and technical assistance shall be provided for each school to ensure compliance with the approved meal count system.

**MEAL CHARGES**

The Kenton County School District allows limited meal charges to cover the situation of a student losing or forgetting meal money. This service is not designed or intended to provide a credit service for continuous charging and collection of student meals. Under no circumstances can a-la-carte items be charged. Students that have outstanding meal charges are not allowed to buy any a-la-carte items.

If a student incurs five (5) unpaid meal charges, reasonable attempts will be made to notify parents/guardians by phone, email, or US mail. If a child incurs charges exceeding \$50 during Kenton County tenure, charges may be turned over to the Board Attorney.



**School and Community Nutrition Program Including Meal Charges****MEAL CHARGES (CONTINUED)**

If applying for free or reduced lunch benefits, families are responsible for all breakfast and lunch costs until meal benefits have been approved. If the student has transferred into Kenton County from another district and received meal benefits, families are responsible for providing documentation verifying eligibility at the previous school district. Documentation from the previous school district will allow Kenton County to extend the same benefits without a delay.

Parents/Guardians are expected to pay for student meals on the day the meal is purchased or in advance with cash, check, or on-line with a debit or credit card.

**REFERENCES:**

~~702 KAR 6:090~~

~~7 C.F.R. 245.6~~

EXPLANATION: SB 19 AMENDS KRS 158.175 REQUIRING LOCAL BOARDS TO ESTABLISH A POLICY AND PROCEDURE STATING THERE SHALL BE A MOMENT OF SILENCE OR REFLECTION AND INCLUDES SPECIFIC GUIDELINES FOR IMPLEMENTATION.

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH THE REQUIRED NOTIFICATION

CURRICULUM AND INSTRUCTION

08.1351 AP.1

**Notice Regarding Moment of Silence or Reflection**

Dear Parent/Guardian,

A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;
2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.

EXPLANATION: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323 AP.1

## **Access to Electronic Media**

### **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Electronic Access/User Agreement Form (08.2323 AP.21, signed by their parent/guardian) to the Principal/designee prior to access/use. All other users will also be required to complete and submit an Electronic Access/User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

### **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

**Access to Electronic Media****RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
- Damaging computer systems, computer networks, or school/District websites.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material.
- Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Trespassing in another user's folder, work, or files.
- Intentionally wasting limited resources, including downloading of freeware or shareware programs.
- Using the network for commercial purposes, financial gain, or any illegal activity.
- Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose.
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, ~~including, but not limited to MySpace.com, Facebook.com or Xanga.com.~~

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

**RELATED POLICIES AND PROCEDURES:**

08.2322

09.14

LEGAL: SB 181 PERMITS A PARENT TO SUBMIT WRITTEN CONSENT FOR A DESIGNATED SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER TO COMMUNICATE ELECTRONICALLY WITH A STUDENT OUTSIDE OF THE TRACEABLE COMMUNICATION SYSTEM. EXCLUDES COMMUNICATIONS BETWEEN A PARENT THAT IS A SCHOOL DISTRICT EMPLOYEE OR VOLUNTEER AND HIS OR HER OWN CHILDREN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2324 AP.2



**Consent for Outside Traceable Communications**

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

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

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: \_\_\_\_\_

Reason(s) for the communication: \_\_\_\_\_

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

Is Parent to be included on all communications? ☐ Yes ☐ No

Expiration Date for this form's consent: \_\_\_\_\_

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

\_\_\_\_\_  
Signature of Parent Date

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

\_\_\_\_\_  
Signature of Employee or Volunteer Date

For administrative office use only:

\_\_\_\_\_  
Received by Date

***THIS DOCUMENT PROVIDES INSTRUCTIONS FOR CREATING YOUR DISTRICT PROCEDURE.***

EXPLANATION: 704 KAR 3:535 AUTHORIZES AND ESTABLISHES MINIMUM REQUIREMENTS FOR THE OPERATION OF FULL-TIME ENROLLED ONLINE, VIRTUAL, AND REMOTE LEARNING PROGRAMS FOR GRADES KINDERGARTEN THROUGH GRADE TWELVE (K-12).

FINANCIAL IMPLICATIONS: ADDITIONAL SEEK FUNDING FOR ONLINE, VIRTUAL STUDENTS

STUDENTS

09.1224 AP.1

**Online, Virtual, and Remote Learning**

The purpose of virtual learning is to provide an alternative educational setting that allows students to access an education through full-time enrollment in online, remote learning that takes place virtually. The Virtual Learning Program provides an opportunity for students to meet the requirements for the district's postsecondary readiness goals. Enrollment in virtual learning shall be voluntary and the Full-Time Virtual Learning Program Application (09.1224 AP.2) should be completed by parents and submitted to the building principal. All virtual learning applications must be reviewed and approved or denied by the building principal.

In order to submit a Full-Time Virtual Learning Program Application (09.1224 AP.2), students must be enrolled in a Kenton County School through Infinite Campus. Students must meet the following eligibility criteria to qualify for the Virtual Learning Program:

- a. The student must have internet access.
- b. A review of grades, attendance, behavior, and along with successful completion of prior participation in Virtual Learning, if applicable, must take place.
- c. If a student with a 504 or IEP submits an application, their current educational progress data must support participating in an online educational setting.
- d. The student meets KCSD Transition Readiness criteria
- e. The student is on grade level and on track to graduate.

A student not meeting the eligibility criteria may be approved with a qualifying extenuating circumstance.

Once a decision has been made, the following procedures will be followed.

- a. The school will review the Full-Time Virtual Learning Contract (09.1224 AP.22) and district Virtual Learning Expectations with the student and guardian as a part of the onboarding process.
- b. The completed Full-Time Virtual Learning Program Application (09.1224 AP.2) and Full-Time Virtual Learning Contract (09.1224 AP.22) should be uploaded to PLP Documents in Infinite Campus.
- c. Add the Virtual Learning Flag with appropriate start date in Infinite Campus.
- d. Change student schedule to PBI Placeholder in Infinite Campus.
- e. Each student needs to be assigned appropriate course work in their online learning platform. The coursework should align with the classes they would engage in during a traditional learning environment.
- f. Enroll students in the learning management system for virtual learning. Virtual learning takes place asynchronously through the learning management system, with the option for synchronous learning to take place on an as needed basis. When asynchronous learning is utilized, attendance will be determined by successfully completing the course.



**Online, Virtual, and Remote Learning**

- g. Students with special education services must have an ARC meeting to discuss placement and services before beginning the Virtual Learning Program
  - i. The ARC will determine if a student attends the Virtual Learning Program for services as outlined in the IEP, virtually or in person. The ARC Committee decisions will be documented within the conference summary, IEP, and noted on the student's Full-Time Virtual Learning Contract (09.1224 AP.22).
  - ii. For special education students a case manager will oversee implementation of the IEP, including but not limited to SAS, SDI, data collection, and ensuring all service minutes are met.

Students should be making adequate progress during regular and periodic checks of learning. Virtual Learning Program students should be monitored closely by their assigned virtual learning teacher.

- a. For students in grades K-5 utilizing the virtual learning platform, they should complete all course work in 36 weeks.
- b. For students in grades 8-12 utilizing the virtual learning platform who are in year-long courses, they should complete at least 2.8% of their coursework each week. This enables students to complete all coursework in 36 weeks.
- c. For students in grade 8-12 utilizing the virtual learning platform who are in a semester-long course, they must complete at least 5.6% of their coursework each week. This will enable students to complete all coursework in 18 weeks.
- d. For students in grade 8-12 utilizing the virtual learning platform who are in a trimester course, they must complete at least 8.4% of their coursework each week. This enables students to complete all coursework in 12 weeks.

The development of the Individual Learning Plan (ILP) for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall be focused on career exploration and related postsecondary education and training needs. Each year thereafter, the ILP must be updated and assignments completed.

Staff should establish communication with each student through the appropriate platform, at least once a week and this communication should be documented in each student's PLP tab in Infinite Campus. Each school's Virtual Learning coordinator and principal will meet with the district Virtual Learning Director of District Wide Programs at the midterm and the conclusion of each grading period to discuss student progress and provide feedback. Based upon the outcome of this discussion, students may be required to enter back into the school setting.

Tutoring is required for all students not making progress, that are remaining on virtual learning. Tutoring should take place at a minimum once per week on site at the school of enrollment. Staff assigned to oversee tutoring should work directly with students to ensure direct instruction takes place to best support a student not making adequate progress. Once a student has been on tutoring for more than two review cycles (midterm and end of term), and not making progress, the student should return to the school of enrolment. For students returning to the school of enrollment procedures for transitioning back are:

- a. A transition meeting at the school should take place to ensure the students have the correct courses assigned to them in Infinite Campus and adequate resources to support the transition back into the school setting.

**Online, Virtual, and Remote Learning**

All families who have a student participating in virtual learning will receive a KCSD report card according to established district timelines. Grades must be entered into IC and report cards distributed to students on the same timeline as all students in the district. Schools will work with families so that students can participate in district assessments, which are optional. Virtual Learning students MUST complete all state required assessments, which cannot be administered virtually.

EXPLANATION: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241 AP.1



## **Student Medication Guidelines**

### **STUDENT SELF-MEDICATION**

~~Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's health care practitioner also is required.~~

### **ALL OTHER MEDICATIONS**

1. The first dose of any new M medication should be given at home when possible. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope with the student's name on the outside and given to designated school personnel immediately upon arrival. The medication should be counted, and the number of pills received should be noted on the Medication Administration Record.
2. Medicines not in their original bottle shall be sent home with parent/guardian. DO NOT ACCEPT medication not in the original bottle or without current authorization forms. If medications are brought in incorrect containers, immediately put these medications into lock-up and contact the parent/guardian to pick them up.
- ~~3. Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.~~
- ~~4.3.~~ Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and ~~injectable~~ epinephrine devices) and medications approved for students to carry for self-medication purposes all medications shall be kept in a safe, locked, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
- ~~5.4.~~ Any use of opioid antagonist shall comply with KRS 217.186.
- ~~6.5.~~ NOTE: Staff shall keep all personal medication in a secured space and in the original labeled bottles. At no time shall any employee administer their personal prescription or over-the-counter medication to a student.
- ~~7.6.~~ School personnel who administer medication shall arrange for the child to take the medication at the proper time.
- ~~8.7.~~ Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written or electronic record.

### **CONTROLLED/SCHEDULED MEDICATIONS**

"Controlled/scheduled medications" are medications that are potentially addictive and are regulated under the Controlled/Scheduled Substance Act of 1970. The following are the procedures related to the administration and storage of controlled/scheduled medications:

- Kept under double lock and key
- Kept separate from other medications
- Signed out each time a dose is administered



- Trained staff shall count and record the number of remaining pills on the student's medication record each time a dose is administered.

STUDENTS

09.2241 AP.1  
(CONTINUED)

## **Student Medication Guidelines**

### **PRESCRIPTION MEDICATIONS**

~~Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates.~~

~~Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.~~

~~All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration; prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."~~

~~Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.~~

### **Nonprescription Medications**

~~NONPRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS MAY BE ACCEPTED ON AN INDIVIDUAL BASIS AS PROVIDED BY THE PARENT OR LEGAL GUARDIAN WHEN A COMPLETED AUTHORIZATION TO GIVE MEDICATION FORM IS ON FILE. THE MEDICATION SHOULD BE IN THE ORIGINAL CONTAINER, DATED UPON RECEIPT, AND GIVEN NO MORE THAN THREE (3) CONSECUTIVE DAYS WITHOUT AN ORDER FROM THE PHYSICIAN/HEALTH CARE PROVIDER. OTC MEDICATION SHALL NOT BE ADMINISTERED BEYOND ITS EXPIRATION DATE.~~

### **DOCUMENTATION OF ADMINISTRATION**

Except for medications approved for self-administration, all medication given must be immediately documented on a medication log. Records must be kept on file in the student's cumulative folder. Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

All relevant documents (Medication Administration Forms, daily logs, parent notes, training sheets, lists of authorized medication administrators) are to be kept in accordance with the Records Retention Schedule, Public School District.

## **Student Medication Guidelines**

### **DISPOSAL OF UNUSED MEDICATION**

Notice shall be ~~mailed~~provided to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

### **MEDICATION REFUSAL**

If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

### **MEDICATION ERROR**

If an error in the administration of medication is recognized, initiate the following steps:

1. Keep the student in the first-aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first-aid location.
2. Assess the student's status and document.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

### **REFERENCES:**

[KRS 158.834; KRS 158.836; 158.838](#)

[KRS 217.86](#)

[Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes \(2023\)](#)

[Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel \(2025\)](#)

[Controlled/Scheduled Substance Act of 1970](#)

STUDENT MEDICATION GUIDELINES

**Related Policy:**

**09.2241**

**Related Procedures:**

**09.2241 AP.21**

**09.2241 AP.22**



**District-Transported Students – Response to Traffic Accidents**

The following procedure shall be used in the event of a traffic accident involving District-transported students:

**ACCIDENT WITH NO INJURIES**

1. The driver of the vehicle shall notify the Transportation Department of the accident.
2. The Transportation Department notifies:
  - a) The police department as required by regulations and/or law.
  - b) A school administrator from the school attended by the affected students.
  - c) The Assistant Superintendent of Operations, who will relay the information to the appropriate District Administrators.
3. Only designated District Administrators are authorized to communicate with the media.
4. If passengers are in route to school, they are transported to the school, then:
  - a) The Principal and/or designee and school nurse will meet the passengers in a large group and check them for injuries or issues.
  - b) The Principal and/or designee will also complete Letter #1 and send it home with the passengers at the end of the school day. In addition, a message will be sent to the parents of the passengers relaying the information in Letter #1.
5. If passengers are in route from school:
  - a) The Principal and/or designee will complete Letter #1 and send it home with the passengers the next school day. In addition, a message will be sent to the parents of the passengers on the day of the accident relaying the information in Letter #1.

**ACCIDENT WITH MINOR INJURIES AND NO EMERGENCY MEDICAL SERVICES (EMS) RESPONSE**

1. The driver of the vehicle shall notify the Transportation Department of the accident.
2. The Transportation Department notifies:
  - a) The police department as required by regulations and/or law.
  - b) A school administrator from the school attended by the affected students.
  - c) Assistant Superintendent of Operations, who will relay the information to the appropriate District administrators and to the District Nurse
3. Personnel from the Transportation Department and the District Nurse respond to the scene and assess the passengers for injuries or issues.
4. Only designated District Administrators are authorized to communicate with the media.
5. If passengers are in route to school, the District Nurse notifies the School Nurse then:
  - a) The Principal and/or designee AND the School Nurse will meet the passengers in a large group, and the nurse will provide medical care as needed.



### District-Transported Students – Response to Traffic Accidents

#### ACCIDENT WITH MINOR INJURIES AND NO EMERGENCY MEDICAL SERVICES (EMS) RESPONSE (CONTINUED)

- b) The Principal and/or designee will complete Letter #2 and send it home with the passengers at the end of the school day. In addition, a message will be sent to the parents of the passengers relaying the information in Letter #2.
    - c) The Principal and/or designee will contact the parent/guardian of any injured passenger by telephone.
  - 6. If passengers are in route **from** school, the District Nurse will provide medical care as needed and contact the parent/guardian of any injured passenger by telephone.
    - a) All non-injured passengers will be transported to their respective destinations.
    - b) The Principal and/or designee will complete Letter #2 and send it home with the passengers the next school day. In addition, a message will be sent to the parents of the passengers on the day of the accident relaying the information in Letter #2.

#### ACCIDENT WITH INJURIES AND EMERGENCY MEDICAL SERVICES RESPONSE (EMS)

- 1. The driver of the vehicle calls 911 and reports the accident and possible injuries.
- 2. The driver shall notify the Transportation Department of the accident.
- 3. The Transportation Department notifies:
  - a) A school administrator from the school attended by the affected students.
  - b) Assistant Superintendent of Operations, who will relay the information to the appropriate District administrators and to the District Nurse
- 4. Personnel from the Transportation Department and the District Nurse respond to the scene and assess the passengers for injuries or issues in conjunction with EMS Personnel.
- 5. Only designated District Administrators are authorized to communicate with media.
- 6. If passengers are in route **to** school, the District Nurse notifies the School Nurse, then:
  - a) The passengers with injuries other than minor injuries will be transported by EMS personnel for further medical evaluation and treatment. Parents/guardians of students being transported by EMS will be notified by District staff as soon as possible. If available, a Kenton County staff member will accompany the passengers to the hospital at least until parents of the passengers arrive.
  - b) The Principal and/or designee AND the School Nurse will meet the passengers with no injuries or minor injuries in a large group, and the School Nurse will provide additional medical care as needed.
  - c) The Principal and/or designee will complete Letter #2 and send it home with the passengers at the end of the school day. In addition, a message will be sent to the parents of the passengers relaying the information in Letter #2.

**District-Transported Students – Response to Traffic Accidents****ACCIDENT WITH INJURIES AND EMERGENCY MEDICAL SERVICES RESPONSE (EMS)**  
**(CONTINUED)**

- d) The Principal and/or designee will contact the parent/guardian of any injured passenger by telephone. Phone calls may also be made to the parent/guardian of any passenger who may demonstrate non-medical issues.
- 7. If passengers are in route **from** school, EMS Personnel will triage treatment for the injured passengers, with support from the District Nurse.
  - a) The District Nurse, with support from School Staff, will contact the parent/guardian of all passengers with injuries, including minor injuries.
  - b) All non-injured passengers will be transported to their respective destinations.
    - 1. If a parent/guardian comes to the scene of the accident to get students, they must be listed in Infinite Campus and show appropriate identification.
  - c) The Principal and/or designee will complete Letter #3 and send it home with the passengers the next school day. In addition, a message will be sent to the parents of the passengers on the day of the accident relaying the information in Letter #3.



**District-Transported Students – Response to Traffic Accidents**

**Letter #1: Bus Accident with No Injuries, No Medical Response Required**

**(Please put this letter on school letterhead)**

Dear Parents/Guardians:

This is to advise you that your child's/children's bus was involved in a minor traffic accident today. All passengers on the bus were assessed for injuries and all passengers reported that they were uninjured.

In order to keep you informed about today's event and to not inadvertently alarm you, the school District wanted you to be aware of the details of the event.

(Add brief, factual description of the details of the Accident here.)

Thank you for your continued support in ensuring safety on all buses in the Kenton County School District. Please feel free to contact me at the school if you have any concerns regarding this matter.

Sincerely,

(Insert Name and Title of School Administrator here)



**District-Transported Students – Response to Traffic Accidents****Letter #2: Bus Accident with Minor Injuries, Injury Check at Scene and/or at School**

**(Please put this letter on school letterhead)**

Dear Parents/Guardians:

This note is to advise you that today your child/children's bus was involved in a minor traffic accident. At the time, one or more students on the bus reported a minor injury. All passengers on the bus were assessed for injuries. Your child/children reported that they were not injured.

As a result, transportation personnel reported this accident to the school. In accordance with our procedures, any injured passengers were assessed by school and/or District personnel, and parents of those passengers were notified. Students were assessed at the scene and treatment was provided to injured students as needed.

Even in the event of a minor bus accident, it is our practice to contact all parents of passengers on the bus. This communication is done in order to provide you accurate information about today's events and to not inadvertently alarm you.

(Add brief, factual description of the details of the Accident here.)

Thank you for your continued support in ensuring safety on all buses in the Kenton County School District. Please feel free to contact me at the school if you have any concerns regarding this matter.

Sincerely,

(Insert Name and Title of School Administrator here)

**District-Transported Students – Response to Traffic Accidents**

**Letter #3: Bus Accident with Injury Reported, Emergency Medical Team Response**

**(Please put this letter on school letterhead)**

Dear Parents/Guardians:

This note is to advise you that today your child/children's bus was involved in a bus accident.

At the time of the accident, District personnel requested that emergency medical services be called to the scene.

Please understand that even though your child/children were not personally injured they, along with all other passengers, were checked for injury.

Even in the event of a minor bus accident, it is our practice to contact all parents of passengers on the bus. This communication is done in order to provide you accurate information about today's events and to not inadvertently alarm you.

(Add brief, factual description of the details of the Accident here.)

Thank you for your continued support in ensuring safety on all buses in the Kenton County School District. Please feel free to contact me at the school if you have any concerns regarding this matter.

Sincerely,

(Insert Name and Title of School Administrator here)

If the school bus is involved in an accident, the following procedures are to be followed by the bus driver:

- Set the parking brake.
- Turn off ignition and remove the keys.
- Remain calm and reassure the pupils.
- Use emergency reflectors to “protect the scene,” as appropriate.
- Unless the bus is on a railroad track or is in danger of another collision, do not move the vehicles involved until law officers advise you to do so.
- Check for injury to pupils. If there is an injury, proceed as follows:
  - Move the person from danger and give first aid. Caution must be observed if neck or back injury is indicated.
  - If the injuries appear to be serious, call an ambulance.
- If there is no radio/cell phone readily available, use a passing motorist or send an older student to make a cell phone call for assistance.
- Keep all pupils on the bus unless there is a fire/possibility of a fire or the vehicle is in danger of further collision.
- Account for all pupils.
- Notify school administrators and appropriate law enforcement agency of the location and nature of the accident. In reporting the accident, give the following information:
  - The exact location of the bus,
  - If another bus is needed to transport students, and/or
  - If a wrecker is needed.
- Do not discuss the facts of the accident with anyone except the investigating officer and school officials.
- When authorized to do so, continue the transportation of the pupils by: (1) the present bus or (2) a substitute bus, if the present bus is inoperable.
- Fill out an accident report and file it with the Director of Transportation on the day of the accident. Failure to do this constitutes negligence on the part of the driver.
- The driver is not to admit that an accident is his/her fault. The driver may say, “I’m sorry the accident happened, and it will be reported to the insurance company that handles the Board’s insurance.”
- Do not offer to pay any damages to the other party involved. If the bus driver is at fault, the Board’s insurance company will handle any claims.



~~ACCIDENTS~~

- ~~5. Never say, "The Board's insurance company will pay for the damage." The Board's insurance adjuster will make that decision. If the representative of another insurance company or an attorney representing the other party involved visits the driver and requests a statement either written or verbal, the driver shall refuse. The driver should tell the party that s/he has filed the accident report with the Director of Transportation and that the party will have to see the Director or the Board's insurance agent. (This is very important in settling claims.)~~
- ~~6. Be sure to get the names, addresses, driver's license numbers, tag numbers, and insurance information of all persons involved in the accident. It is very important to get the names and addresses of any witnesses to the accident.~~
7. **Keep cool. Don't panic. Don't exaggerate.**

**- CERTIFIED PERSONNEL -****Evaluation****SCHEDULE OF EVALUATIONS**

Evaluation of all certified personnel shall be done on the following schedule:

1. All non-tenured certified staff shall be evaluated at least annually;
2. All tenured certified staff shall be evaluated at least once every ~~five~~ ~~three~~ (53) years;
3. All District certified staff, including principals and assistant principals shall be evaluated at least once every ~~five~~ ~~three~~ (53) year period or as often as documentation deems necessary. The evaluation of the Superintendent is the responsibility of the Board.
4. A review procedure shall be available to all school personnel:
  - a. All supervisory personnel in the authority line of the particular staff member shall read and initial all evaluations prior to filing in the personnel file. A review of the evaluation by any supervisory person outside the authority line shall conform to the District policy regarding personnel files.
  - b. All evaluations shall be signed and dated by the evaluator and the certified staff member being evaluated.
  - c. If an evaluatee feels any written evaluation is incomplete, inaccurate, or unjust, s/he shall put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file within seven (7) school days after the writing of the evaluation. In any case, the evaluatee shall initial any and all evaluation reports to indicate that s/he has seen and read the evaluation. The evaluatee and the evaluator shall sign and date any addendum to the evaluation.
  - d. Additional administrative personnel may be used at the option of the Superintendent/designee, in addition to the primary evaluator, to provide and review any evaluation.
  - e. Any evaluatee may appeal his/her evaluation to the local Appeals Panel. The request for an appeal shall be in writing to the Superintendent, and shall be made within ten (10) school days of the summative conference.

**EVALUATION FORMS**

All forms shall be approved by the District Evaluation Committee prior to submission to the Board.

**TIMELINE**

1. The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the evaluatee's first thirty (30) calendar days of the school year as provided in regulation. The responsible supervisor shall conduct a conference with all teachers or administrators to be evaluated that year. Evaluation procedures and forms shall be thoroughly reviewed and distributed to each evaluatee. A general time table shall be established for completion of the required evaluations.

**Evaluation****TIMELINE (CONTINUED)**

2. Individual conferences may also be scheduled as needed. Attendance at the orientation conferences should be documented.
3. Teachers should fill out the pre-observation guide. This form is required for a formal observation. The pre-observation conference may be through electronic media if it is mutually agreeable to both parties. Evaluators should consider a variety of observation techniques. Video tape observation shall be done at the mutual consent of both parties.
4. Following at least two (2) formal observations, an evaluation form shall be completed by the evaluator. The certified staff member shall have a copy of the written evaluation at least two (2) days prior to the summative conference. Goal planning should be included in the summative conference. Growth Plans must be chosen and written down on the evaluation forms.
5. Follow-up observations and conferences should be scheduled as needed, but especially when areas of concern and unsatisfactory ratings appear in the evaluation. Multiple evaluations are also recommended when these ratings are given.
6. All forms shall be sent to the Central Office after the summative conference. These shall include the pre-observation forms and any others attached to the summative.
7. The Superintendent/designee is responsible for evaluation training and is the contact person for the evaluation plan.
8. The summative evaluation of teachers shall be completed by April 30 each school year. The summative evaluation shall be given to the teacher two (2) working days before the summative conference.

**EVALUATION OF TEACHERS**

1. All certified personnel shall be provided with an orientation to the evaluation process and the criteria for evaluation no later than the end of the evaluatee's first thirty (30) calendar days of the school year.
2. The evaluator shall hold a pre-observation conference with the evaluatee to discuss the evaluation process.
3. Based on the information from observations and discussions, the evaluator is to rate the evaluatee's performance with respect to the criteria listed on the evaluation instructions.
4. The evaluator is encouraged to add pertinent comments at the end of each major domain.
5. The evaluatee is provided an opportunity to respond in writing within seven (7) school days to the evaluator's ratings and comments.
6. The evaluator and the evaluatee must discuss the results of the appraisal and any recommended action pertinent to such.
7. The evaluator and the evaluatee shall sign the instrument in the assigned spaces. The evaluatee's signature indicates only that s/he has seen and read the evaluation. The Principal must review and initial all summative evaluations that were written by Assistant Principal(s).

**Evaluation****EVALUATION OF TEACHERS (CONTINUED)**

8. The instrument and all mandatory forms must be filed in the evaluatee's personnel folder and a signed copy given to the evaluatee.
9. In case of an unsatisfactory evaluation, a plan for providing assistance to the evaluatee shall be jointly formulated by the evaluator and the evaluatee.
10. Individual Professional Growth Plans shall be used as means of performance improvement. Individual Professional Growth Plans may remediate weaknesses and/or provide for enrichment. All certified employees shall develop an Individual Professional Growth Plan on an annual basis that shall be aligned with the school/District improvement plan and comply with requirements of 704 KAR 3:370.
11. For each evaluation form, the Performance Evaluation Key is the same. The District intends to establish high standards as reflected in the following scale:
  - a. **Consistently Exceeds Performance Expectations** – Exemplary
  - b. **Consistently Meets Performance Expectations** - Accomplished
  - c. **Marginal Performance** – Developing
  - d. **Ineffective**

**EVALUATION OF ADMINISTRATORS**

The Superintendent/designee is responsible for the evaluation of all administrators. The Superintendent/designee shall confer concerning these evaluations. Principals are responsible for the evaluation of their respective Assistant/Associate Principal(s).

All administrators are to be evaluated using the following procedures:

1. An individual meeting shall be held at the start of the evaluation cycle. In addition to reviewing the evaluation procedure, topics in this conference shall include:
  - a. the administrator's assignment and job description and the particular philosophy that the assignment may entail;
  - b. the "Yearly Plan of Goals and Objectives" for the school or program;
  - c. individual Growth Plans; and
  - d. any other supporting data.This meeting shall be documented.
2. There shall be a minimum of two (2) observations. Observations shall be documented on the approved form.
3. Formal and informal observations shall be documented and shared with the evaluatee within five (5) school days.



**Evaluation****EVALUATION OF ADMINISTRATORS (CONTINUED)**

4. Designations by the Superintendent of an evaluator shall be made early in the school year. It is recommended that one administrative formal observation be completed during the first semester of the school year and one in the second semester of the school year.
5. A Summative Conference shall be held at the end of the evaluation cycle and the Evaluation form completed. Growth Plans may be completed at this time or carried over to the next cycle.

Administrators have the same rights as other certified personnel concerning evaluations including, the right to a local appeal within ten (10) workdays; the right to an appeal to the State Evaluation Appeals Panel concerning procedural violations; the opportunity to submit a written response within seven (7) workdays; and the right to have a copy of the written evaluation at least two (2) days prior to the Summative Conference.

**APPEAL FORM**

The appeal of an evaluation shall be filed on the prescribed form (03.18 AP.21) and filed in the Superintendent's office within ten (10) school days of the Summative Conference.

**- CLASSIFIED PERSONNEL -**

**Evaluation Process**

**FREQUENCY AND TIME**

Each classified employee shall receive a summative evaluation at least once each year for the first four (4) years of employment. Following the completion of four (4) successful years of employment, classified employees will receive a summative evaluation a minimum of once every ~~five~~ ~~three~~ (53) years. This evaluation shall be performed by the Principal or the Immediate Supervisor.

**EVALUATION PROCEDURE**

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

**EVALUATION APPEAL**

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

**RELATED PROCEDURES:**

03.28 AP.21

03.28 AP.22

### Procurement Guidelines

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

The Small Purchase Procedure shall be followed for purchases which do not exceed in aggregate \$40,000.00 over the fiscal year. Contracts or purchases shall be awarded by competitive sealed bidding when the amounts in aggregate exceed \$40,000.00 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:

<b>\$0.00-\$2,499.99</b>	Requires an approved <u>Requisition</u> form.
<b>\$2,500.00-\$9,999.99</b>	Requires an approved <u>Requisition</u> form and <u>Small Purchase Determination and Finding</u> form, with <del>three (3) phone quotes or</del> three (3) <u>documented</u> prices from competitive <u>sources</u> , <del>catalogs</del> —unless approved by the Purchasing Department.
<b>\$10,000.00-\$39,999.99</b>	Requires an approved <u>Requisition</u> form and <u>Small Purchase Determination and Finding</u> form, with three (3) written quotations from competitive vendors or suppliers unless approved by the Purchasing Department.
<b>\$40,000.00 and over</b>	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 or the aggregate amount District wide does not exceed \$40,000.00. Principals may also utilize non-competitive negotiation procedures for the purchase of proprietary items for resale, upon their finding and determination that the items to be purchased are proprietary items for resale.

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

### **Procurement Guidelines**

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

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

#### **B. Small Purchase**

The Small Purchase Procedure may be used in connection with purchase of supplies, services or construction when the aggregate amount of the contract during a fiscal year does not exceed \$40,000.00. 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, 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 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, 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.

Officials authorized to determine if the aggregate amount of any contract exceeds \$40,000.000 shall make such decisions in good faith and shall not use small purchase procedures to circumvent the general requirements of the Model Procurement Code.



**Procurement Guidelines****C. Competitive Sealed Bidding**

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

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

**D. Competitive Negotiations**

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

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

**Procurement Guidelines**

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

**E. Non-Competitive Negotiations**

The Kenton County School District may contract or purchase through non-competitive negotiation in accordance with KRS 45A.095 when there has been a written determination by the Superintendent or the Superintendent's designee that competition is not feasible and further determination by one (1) of the foregoing that:

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures; or
2. There is a single source within a reasonable geographical area of the product or service to be procured; or
3. A necessity is temporarily unavailable from the contracted supplier.
4. The contract is for the services of a licensed professional, such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician, provide, however that this provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services; or
5. The contract is for the purchase of perishable items, 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 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\*;



**Procurement Guidelines**

8. The contract relates to an enterprise in which the buying or selling by students is a part of the educational experience\*;
9. The contract or purchase is for expenditures made on authorized trips outside of the boundaries of the local public agency\*;
10. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids;
11. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance and unemployment insurance; or
12. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the local public agency; or
13. The contract or purchase is from a state, U. S. Government, or public agency.
14. Specifications cannot be made sufficiently specific to permit an award on the basis of either the lowest bid price or lowest evaluated bid price.
15. Sealed bidding is inappropriate because the available sources of supply are limited.
16. In situations where the Board of education has properly advertised for bids and has received no bids, it may proceed to acquire the necessary supplies, services or construction by non-competitive negotiation.

\*These items or services, in connection with a school activity, may be obtained by non-competitive negotiation whenever a written determination is made by the Principal. The Principal immediately shall forward a copy of any such determination to the Purchasing Department.

**F. Reverse Auction**

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

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

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

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

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

**Procurement Guidelines****I. Partial, progressive and multiple awards.**

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

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

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

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

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

**M. Annual reports from those vested with purchasing authority as may be deemed advisable in order to insure that the requirements of this policy are complied with.**

1. Each staff member authorized to approve purchase orders shall:
  - a. Keep a copy of all purchase orders issued
  - b. Maintain a log to include the name of the vendor from which products or services were obtained.
  - c. Record the purpose of the product or service.
  - d. Record how the decision was made to purchase from the vendor (bid, negotiation, single source, state price contract, etc.)
  - e. List other vendors contacted and their cost for the product or service.
2. All Board policies and District procedures pertaining to procurement, whether promulgated under KRS 45A.345 to 45A.460 or otherwise, shall be maintained in the District Central Office and shall be available to the public upon request at a cost not to exceed the cost of reproduction.

**N. Except as permitted by law, every invitation for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.**

## **Community Use of School Facilities**

### **GENERAL REGULATIONS OF FACILITY USAGE**

The use of school facilities for K-12 school instructional and extracurricular programs, meetings of students, teachers, parent-teacher organizations, or other Organizations directly affiliated with the schools will have precedence over other requests. Sponsors of school activities and events are encouraged to schedule their facility needs in advance of the date of use to assist in the further scheduling of the facility. To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of Board policy governing use of facilities, the following categories have been established. These categories have been approved to determine priority for facility use and a fee schedule has been provided for approved users outside of regular programs or activities when designated space and facilities are available. There will also be a separate fee schedule for school day/time and non school day/time use (see below the definition of both).

#### **Categories:**

Category 1 will be given the highest priority and Category 5 the lowest priority. However, every effort will be made to accommodate all requests.

**Category 1-** K-12 Program Activities

**Category 2 –** Community Ed. Programs/School Support Groups

**Category 3 -** Community Use Non-Profit Groups

**Category 4 -** Private Citizen Use/Non Profit Groups

**Category 5 –** Commercial Users

**School Day/Time:** Monday – Friday when school is in session, ninety (90) minutes after the end of the school day at the campus being used – ½ hour prior to each individual building’s support staff work shift completion, unless otherwise approved by the Superintendent/designee.

**Non School Day/Time:** All Saturdays and Sundays, summers and any day or time when Kenton County Schools are not in session

### **NATURE OF PROGRAM**

Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform to all of the policies of the Board of Education.

### **SUPERVISION & SECURITY**

All activities must be under competent adult supervision approved by the Principal/designee of the building involved. User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the administration. ~~In all cases, the~~ The use of the school facilities will require that a school district employee be present when the building is open, unless otherwise approved by the Superintendent/designee. Outside organization rentals on Saturdays and Sundays must have custodian present the entire time (depending on size and nature of event, a separate supervisor may also be needed.)



**Community Use of School Facilities****DAMAGE AND/OR PROPERTY LOSS**

Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damages shall be determined by the Principal/designee and approved by the administration, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The District will not be responsible for any loss of valuables or personal property.

**RESTRICTIONS ON USE**

Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time.

**FIRE & SAFETY REGULATIONS**

Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways, or stairways. Facility capacities as determined by the Fire Marshall shall be observed.

**CONDITION OF ROOMS**

User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found.

**INCLEMENT WEATHER**

All activities will be cancelled when school is closed due to inclement weather. Outside groups using our facilities during inclement weather will be at their own risk. Facilities will be cleared for school use only.

**CONTROLLED SUBSTANCES**

Controlled substances (i.e. alcoholic beverages, cigarettes, marijuana, etc.) will not be permitted in school facilities or on school property at any time.

**USE OF CUSTODIANS**

When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on and that doors are opened for the group's use of the facility. ~~The employee will be responsible for handling furniture and equipment and seeing that the facility and equipment are left in good order after the activity is over.~~ Outside organization rentals on Saturdays and Sundays must have custodian present the entire time (depending on size and nature of event, a separate supervisor may also be needed).

**OPENING OF OFFICES**

Building custodians have been instructed that only in the case of an emergency are offices to be opened and/or telephones used.

**Community Use of School Facilities****FOOD/DRINK IN BUILDINGS**

No food/drink items of any type are to be used in District facilities without the prior knowledge and consent of the Principal/designee. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff will be necessary at user expense to supervise the kitchen. If food is brought into the facility the organization using the facility will be responsible for clean-up.

**USE DURING NON-SCHOOL TIME**

Use during summer months, holidays or during other periods shall not conflict with building cleaning or building renovations. Use will also follow the non-school time schedule for fees.

**LIABILITY INSURANCE**

To the maximum extent permitted by law, the renter agrees to indemnify and hold harmless the District, the Board of Education, individual Board members(both past and present), the District's administration and/or any other District representatives, employees, agents and officials, for any claims, actions, liabilities, costs and expenses, including reasonable attorney fees, which are alleged to arise or result from, or are related to, the renter's use of the Property or the activities that are conducted by the renter on the Property. This liability includes, but is not limited to, claims for bodily injury or death of persons and for loss of or damage to property. This liability does not include claims resulting from the negligent or intentional acts of the District and/or its agents. Further, nothing contained within this provision shall operate to limit or waive, or be construed as limiting or waiving, the District's immunity from liability as granted by state and/or federal law.

A certificate of liability insurance will be required for Categories 2, 3, 4 and 5 at least two weeks prior to use. Insurance is not required for category 1 or any other group that falls under district liability coverage. Minimum liability insurance in the following amount must be provided: \$2,000,000 in the aggregate and \$1,000,000 per occurrence for general liability, \$10,000 for property damage. The Kenton County Board of Education shall be named as the additional insured on the copy of the organization's insurance certificate. User is responsible for getting the insurance.

**ENFORCEMENT OF RULES**

Responsibility for enforcement of rules and regulations regarding use of school facilities rests with groups using the facilities. Permits to use a facility may be canceled at any time when there is evidence that the rules and regulations outlined herein are being violated. In case of cancellation the Kenton County Schools assumes no liability other than return of fees charged. Any infraction of the building use regulations herein listed may also be grounds for refusing to grant subsequent requests for the use of school facilities.



**Community Use of School Facilities****REQUIREMENTS****BUILDING USE CONTRACTS**

Requests for the use of school facilities shall originate with a responsible adult representing the organization (also called "User") and will make the request to the Principal/designee of the school requested. Completed contracts must be signed by the User then the school Principal, and should be submitted a minimum of two (2) weeks in advance of use to the Superintendent/designee for final contract approval. Upon final contract approval, the Principal/designee will send a copy of the approved contract to the User and keep a copy on file in the school office. A copy will also be maintained in the Superintendent's/designee's office. The contract should not be considered to be approved until the user receives the signed copy after final approval.

User must have their request form in their possession at the event.

**DISTRICT SUPERVISOR FEES**

If services of the district supervisor are required and the district supervisor is called away from his regular duties, then the group will be required to pay the supervisory contracted rate for each hour or fraction thereof that he is obliged to work. Users will be charged for supervisory time required to setup special school equipment and furniture (e.g., P. A., tables for large banquets, risers, etc.). All pay for district supervisors will be at the current rate of pay. The district supervisor must be an employee of the school that is being rented. If a district supervisor in the building is not willing to work the event, another employee (excluding an administrator) may work the event and payment to them will be at the current rate paid for supervisory duties. All payments for supervisory fees must be paid to the Board.

**CUSTODIAL FEES**

If services of the custodian are requested and the custodian is called away from his regular duties, then the group will be required to pay the custodial contracted rate for each hour or fraction thereof that he is obliged to work. Users will be charged for custodial time required to setup special school equipment and furniture (e.g., P. A., tables for large banquets, risers, etc.). All pay for custodians will be at the current rate of pay. The custodian should be an employee at the school that is being rented. If a custodian in the building is not willing to work the event, another employee (excluding an administrator), who understands the custodial responsibilities, may work the event and payment to them will be at the current supervisory rate. All fees must be paid to the Kenton County Board of Education.

**EQUIPMENT FEES**

The use of equipment by non-school groups shall be granted only upon advance approval of the Principal/designee. Extra compensation must be paid for employees for moving, operating, or supervising special or extra equipment and will be charged to the using group.

**Community Use of School Facilities****COLLECTION OF FEES**

In all cases, fees for Category 2, 3, 4 and 5 users (which pay for use) will be billed within two weeks of the date of use. This includes facility rental charges, staff costs and fees for extra services which may be required. Estimated fees for Category 4 and Category 5 users shall be paid in advance. A deposit fee of at least 50% of the total estimate is due at least two weeks prior to the date of use.

[Payment should be made to the order of The Kenton County Board of Education](#)

**NOTICE OF CANCELLATION**

The Administration reserves the right to cancel with reasonable notice any non-school event in order to maintain first right of use of school facilities for school programs. All approvals are granted with this understanding.

**ADDITIONAL PERSONNEL FEES**

Food Service/Kitchen Supervisor- as established by current pay schedule.

Auditorium Sound/Light Technician- as established by current pay schedule

Life Guard - a life guard must be on the pool deck at all times. The school will approve the guard assigned who will be paid according to the current pay schedule.

**CATEGORY AND FEE STRUCTURE**

The ~~District Director of~~ Student Engagement [Coordinator](#) will have the final say if a category is disputed.

**CATEGORY 1: K-12 PROGRAM ACTIVITIES**

K-12 Program Activities are those which directly relate to regular or extracurricular K-12 events and are sponsored by the school or District group. These include, but are not limited to, music performances, plays, athletic events, parent orientation meetings, meetings of school sponsored clubs, honor society induction's, award banquets, PTO and PTA organizations etc.

Fees for Category 1 – See fee schedule

**CATEGORY 2: COMMUNITY EDUCATION PROGRAMS/SCHOOL SUPPORT GROUPS**

Community Education programs solely or jointly administered by the Board of Education will be granted a second priority for available District space and facilities. School-related support groups include but are not limited to: Parent Advisory Groups, Boosters Clubs (such as band, athletic, etc.), Special Olympics, local Scout organizations, 4H, high school sponsored athletic leagues and camps, and other school support groups who provide services only for students who live in the District.

Fees for Category 2 – See fee schedule

**Community Use of School Facilities****CATEGORY 3: COMMUNITY NON-PROFIT GROUPS/OTHER SCHOOL DISTRICTS**

Community non-profit groups such as governmental agencies, church groups or organized groups who provide local, civic, educational, or cultural activities and are staffed by volunteers. Examples of Category 3 users include but are not limited to: Jaycees, Kiwanis, Rotary, Big Brothers/Big Sisters, local youth football teams, YMCA, AAU basketball teams, club volleyball teams, youth baseball teams, etc.-

Fees for Category 3 – See fee schedule

**CATEGORY 4: PRIVATE CITIZEN USE/NON-PROFIT GROUPS**

Private Citizen Use/Non-Profit Groups are defined as formally/informally organized groups of community residents who are interested in using school facilities for a particular use such as recreational, educational cultural, religious or charitable goals. This category includes, but is not limited to church services, neighborhood associations, political party meetings, etc.

Fees for Category 4 – See fee schedule

**CATEGORY 5: COMMERCIAL USERS**

Commercial users are defined as private businesses for profit, vendors or entrepreneurs. Commercial users are discouraged from application for K-12 facility use. Applications for use of facilities by commercial users will be reviewed and permission must be granted by the Board. Approval of all applications in Category 5 will be based upon the following criteria: benefits to the District and the community educational contribution, potential wear and tear on school facilities, appropriateness of the activity, and relationship of the activity to the stated mission of the District.

Fees for Category 5 – See fee schedule

**SCHEDULE OF FEES FOR FACILITY USE**

There may be circumstances when a specific event may require adjustments to the fee schedule.

**Community Use of School Facilities**

Please see General Regulations of Facility Usage – 05.3 AP.1 document for category descriptions.

<b>Facility</b>	<b>School Time Fee</b> <b>School Time-</b> Monday-Friday when school is in session, ninety (90) minutes after the end of the school day at the campus being used – ½ hour prior to each individual building's support staff work shift completion.	<b>Non School Time Fee</b> 2 Hour Minimum <b>Non School Time –</b> All Saturdays and Sundays, winter, spring, summer break, and any day or time when Kenton County Schools are not in session.
<b>Category 1 K-12 Program Activities</b>		
All Gymnasiums	No Charge	No Charge for day, custodial charge at current rate (if required)
All Cafeterias	No Charge	No Charge for day, custodial charge at current rate (if required)
All Auditoriums	No Charge	No Charge for day, custodial charge at current rate (if required)
All Fields	No Charge	No Charge for day, custodial charge at current rate (if required)
All Classrooms	No Charge	No Charge for day, custodial charge at current rate (if required)
All Media Centers	No Charge	No Charge for day, custodial charge at current rate (if required)
KCSD Pool	No Charge	No Charge for day, custodial charge at current rate (if required)
<b>Category 2 Community Ed. Programs/School Support Groups</b>		
		<b>2 Hour Minimum</b>
Elem. Gymnasiums	No Charge	<del>\$40</del> 25 per hour or <del>\$150</del> 0 per day plus custodial at current rate (if required)
MS and RR Gyms	No Charge	<del>\$53</del> 0 per hour or <del>\$201</del> 20 per day plus custodial at current rate (if required)
HS Gymnasiums	No Charge	<del>\$60</del> 35 per hour or <del>\$301</del> 50 per day plus custodial at current rate (if required)
All Cafeterias	No Charge	<del>\$32</del> 0 per hour or <del>\$150</del> per day plus custodial at current rate (if required)
All Multi-Purpose Rooms	No Charge	<del>\$43</del> 0 per hour or <del>\$150</del> per day plus custodial at current rate (if required)
HS Auditoriums	No Charge	<del>\$63</del> 0 per hour or <del>\$301</del> 20 per day plus custodial at current rate (if required)



**Community Use of School Facilities****SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

<b>Category 2 Community Ed. Programs/School Support Groups</b>		<b>2 Hour Minimum</b>
Classroom	No Charge	<del>\$210</del> per hour or <del>\$75</del> per day plus custodial at current rate (if required)
Media Center	No Charge	<del>\$320</del> per hour or <del>\$150</del> per day plus custodial at current rate (if required)
Practice Field	No Charge	<del>\$430</del> per hour or <del>\$175</del> per day plus custodial at current rate (if required)
MS Football Fields	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
HS Football Fields or Indoor Turf Field	Custodial Charge at current rate (if required)	\$75 per hour or \$300 per day plus custodial at current rate (if required)
Scott Soccer Field	Custodial Charge at current rate (if required)	\$50 per hour or \$200 per day plus custodial at current rate (if required)
HS Baseball and Softball Fields	Custodial Charge at current rate (if required)	<del>\$750</del> per hour or <del>\$3200</del> per day plus custodial at current rate (if required)
KCSD Pool	Custodial Charge at current rate (if required)	\$20 per lane and \$30 per board per hour for swim/dive practice \$100 per hour for swim/dive meet plus life guard and custodial at current rate (if required)
<b>Category 3 Community Use/ Non-Profit Groups</b>	<b>2 Hour Minimum</b>	<b>2 Hour Minimum</b>
Elem. Gymnasiums	<del>\$100</del> per hour or <del>\$400</del> per day plus custodial at current rate (if required) <del>No-Charge</del>	<del>\$1040</del> per hour or <del>\$40150</del> per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS and RR Gymnasiums	<del>\$150</del> per hour or <del>\$500</del> per day plus custodial at current rate (if required) <del>No-Charge</del>	<del>\$150</del> per hour or <del>\$5200</del> per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Gymnasiums	<del>\$200</del> per hour or <del>\$750</del> per day plus custodial at current rate (if required) <del>No-Charge</del>	<del>\$2060</del> per hour or <del>\$75300</del> per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
All Cafeterias	<del>\$100</del> per hour or <del>\$400</del> per day plus custodial at current rate (if required) <del>No-Charge</del>	<del>\$1030</del> per hour or <del>\$40150</del> per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
All Multi-Purpose Rooms	<del>\$125</del> per hour or <del>\$500</del> per day plus custodial rate (if required) <del>No-Charge</del>	<del>\$12540</del> per hour or <del>\$50150</del> per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)



**Community Use of School Facilities****SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

Category 3 Community Use/ Non-Profit Groups	2 Hour Minimum	2 Hour Minimum
HS Auditoriums	<u>\$175 per hour or \$700 per day</u> <u>plus custodial at current rate (if</u> <u>required) No Charge</u>	<del>\$175</del> 60 per hour or <del>\$53</del> 00 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Classroom	<u>\$60 per hour or \$300 per day</u> <u>plus custodial at current rate (if</u> <u>required) No Charge</u>	<del>\$62</del> 0 per hour or <del>\$300</del> 75 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Media Center	<u>\$100 per hour or \$300 per day</u> <u>plus custodial at current rate (if</u> <u>required) No Charge</u>	<del>\$103</del> 0 per hour or <del>\$40</del> 150 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Practice Field	<del>\$75</del> 0 per hour or <del>\$32</del> 00 per day plus <del>\$150</del> per hour for lights (if required) plus custodial at current rate (if required)	<del>\$75</del> 0 per hour or <del>\$32</del> 00 per day plus <u>\$50</u> <u>per hour for lights plus</u> custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS Football Fields	<del>\$100</del> 75 per hour or <del>\$43</del> 00 per day, plus <del>\$150</del> per hour for lights (if required), plus custodial at current rate (if required)	<del>\$100</del> 75 per hour or <del>\$43</del> 00 per day, plus <del>\$150</del> per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Football Fields or Indoor Turf Field	<del>\$31</del> 00 per hour or <del>\$12</del> 400 per day, plus <del>\$150</del> per hour for lights (if required), plus custodial at current rate (if required)	<del>\$31</del> 00 per hour or \$400 per day, plus <u>\$150</u> per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Scott Soccer Field	\$75 per hour or \$300 per day, plus <del>\$150</del> per hour for lights (if required), plus custodial at current rate (if required)	\$75 per hour or \$300 per day, plus <u>\$150</u> per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
HS Baseball and Softball Fields	<del>\$300</del> 75 per hour or <del>\$123</del> 00 per day, plus <del>\$150</del> per hour for lights (if required), plus custodial at current rate (if required)	<del>\$300</del> 75 per hour or <del>\$123</del> 00 per day, plus <del>\$150</del> per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
KCSD Pool	\$25 per lane and \$35 per board per hour for swim/dive practice, \$200 per hour for swim/dive meet plus life guard and custodial at current rate (if required)	\$25 per lane and \$35 per board per hour, for swim/dive practice, \$200 per hour for swim/dive meet plus life guard and custodial at current rate (if required) and district supervisor per hour at current rate (if required)

**Community Use of School Facilities****SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

<b>Category 4 Private Citizen Use/Non-Profit Groups – (not student related)</b>	<b>2 Hour Minimum</b>	<b>2 Hour Minimum</b>
Elem. Gymnasiums	\$ <del>1500</del> per hour or \$ <del>5400</del> per day plus custodial at current rate (if required)	\$ <del>1500</del> per hour \$ <del>5400</del> per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
MS and RR Gymnasiums	\$ <del>20150</del> per hour or \$ <del>7500</del> per day plus custodial at current rate (if required)	\$ <del>20150</del> per hour or \$ <del>7500</del> per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
HS Gymnasiums	\$ <del>2500</del> per hour or \$ <del>100750</del> per day plus custodial at current rate (if required)	\$ <del>2500</del> per hour or \$ <del>100750</del> per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
All Cafeterias	\$ <del>1500</del> per hour or \$ <del>5400</del> per day plus custodial at current rate (if required)	\$ <del>1500</del> per hour or \$ <del>5400</del> per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
All Multi-Purpose Rooms	\$ <del>1725</del> per hour or \$ <del>7500</del> per day plus custodial at current rate (if required)	\$ <del>1725</del> per hour or \$ <del>7500</del> per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
HS Auditoriums	\$ <del>22175</del> per hour or \$ <del>9700</del> per day plus custodial at current rate (if required)	\$ <del>22175</del> per hour or \$ <del>9700</del> per day plus custodial at current rate (required) and district supervisor per hour at current rate (required)
Classroom	\$ <del>7560</del> per hour or \$300 per day plus custodial at current rate (if required)	\$ <del>7560</del> per hour or \$300 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Media Center	\$ <del>1500</del> per hour or \$ <del>5400</del> per day plus custodial at current rate (if required)	\$ <del>1500</del> per hour or \$ <del>5400</del> per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Practice Field	\$150 per hour or \$500 per day plus custodial at current rate (if required)	\$150 per hour or \$500 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Scott Soccer Field	\$300 per hour or \$1200 per day, plus custodial at current rate (if required)	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate



**Community Use of School Facilities****SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

<b>Category 4 Private Citizen Use/Non-Profit Groups – (not student related)</b>	<b>2 Hour Minimum</b>	<b>2 Hour Minimum</b>
MS Football Fields	\$300 per hour or \$1200 per day, plus custodial at current rate (if required).	\$300 per hour or \$1200 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate.
HS Football Fields or Indoor Turf Field	\$500 per hour or \$2000 per day, plus custodial at current rate (if required)	\$500 per hour or \$2000 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate.
HS Baseball and Softball Fields	<del>\$4300</del> per hour or <del>\$15200</del> per day, plus custodial at current rate (if required)	<del>\$4300</del> per hour or <del>\$15200</del> per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
KCSD Pool	\$30 per lane and \$40 per board per swim/dive practice, \$300 per hour for swim/dive meet, plus life guard and custodial at current rate (if required)	\$30 per lane and \$40 per board per hour for swim/dive practice, \$300 per hour for swim/dive meet, plus life guard and custodial at current rate (if required) and district supervisor per hour at current rate
<b>Category 5 Commercial Users/For Profit Groups (Supt. approval required)</b>	<b>2 Hour Minimum</b>	<b>2 Hour Minimum</b>
Elem. Gymnasiums	<del>\$20450</del> per hour or <del>\$6500</del> per day plus custodial at current rate (if required)	<del>\$20450</del> per hour or <del>\$6500</del> per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
MS and RR Gymnasiums	<del>\$2500</del> per hour or <del>\$100750</del> per day plus custodial at current rate (if required)	<del>\$2500</del> per hour or <del>\$100750</del> per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
HS Gymnasiums	<del>\$30250</del> per hour or <del>\$12000</del> per day plus custodial at current rate (if required)	<del>\$30250</del> per hour or <del>\$12000</del> per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
All Cafeterias	<del>\$20450</del> per hour or <del>\$6500</del> per day plus custodial at current rate (if required)	<del>\$20450</del> per hour or <del>\$6500</del> per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
All Multi-Purpose Rooms	<del>\$200475</del> per hour or <del>\$8700</del> per day plus custodial at current rate (if required)	<del>\$200475</del> per hour or <del>\$8700</del> per day, plus custodial at current rate (if required) and district supervisor per hour at current rate

**Community Use of School Facilities****SCHEDULE OF FEES FOR FACILITY USE (CONTINUED)**

<b>Category 5 Commercial Users/For Profit Groups (Supt. approval required)</b>	<b>2 Hour Minimum</b>	<b>2 Hour Minimum</b>
HS Auditoriums	<del>\$300</del> <del>225</del> per hour or <del>\$10</del> <del>900</del> per day, plus custodial at current rate (if required)	<del>\$300</del> <del>225</del> per hour or <del>\$10</del> <del>900</del> per day, plus custodial at current rate (if required) and district supervisor per hour at current rate
Classroom	<del>\$100</del> <del>75</del> per hour or <del>\$43</del> <del>00</del> per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required)	<del>\$100</del> <del>75</del> per hour or <del>\$43</del> <del>00</del> per day, plus \$15 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Media Center	<del>\$201</del> <del>50</del> per hour or <del>\$65</del> <del>00</del> per day plus custodial at current rate (if required)	<del>\$201</del> <del>50</del> per hour or <del>\$65</del> <del>00</del> per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
Practice Field	\$200 per hour or \$700 per day plus custodial at current rate (if required)	\$200 per hour or \$700 per day plus custodial at current rate (if required) and district supervisor per hour at current rate (if required)
MS Football Fields	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate.
HS Football Fields or Indoor Turf Field	\$600 per hour or \$2,400 per day, plus custodial at current rate (if required)	\$600 per hour or \$2,400 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
HS Baseball and Softball Fields	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
Scott Soccer Field	\$400 per hour or \$1,500 per day, plus custodial at current rate (if required)	\$400 per hour or \$1,500 per day, plus \$50 per hour for lights (if required), plus custodial at current rate (if required) and district supervisor per hour at current rate
KCSD Pool	\$35 per lane and \$45 per board per hour for swim/dive practice, \$400 per hour for swim/dive meet, plus life guard and custodial at current rate (if required)	\$35 per lane and \$45 per board per hour for swim/dive practice, \$400 per hour for swim/dive meet, plus life guard and custodial at current rate (if required) and district supervisor per hour at current rate



**Facility Use Contract**

This agreement made by and between the Kenton County Board of Education, the school Principal, and the Superintendent/designee authorized so to act by direction of the Board of Education and \_\_\_\_\_ hereinafter referred to as “user” of the school facilities hereinafter described. The user is a: (Check One): \_\_\_\_\_ profit organization \_\_\_\_\_ non-profit organization/FEIN # \_\_\_\_\_

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

**WITNESSETH:**

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

at the following times and dates: \_\_\_\_\_ subject to the following terms and conditions:

1. School facilities shall not be utilized by any outside group prior to ninety (90) minutes after the end of the school day at this campus, unless otherwise approved by the Superintendent/designee.
2. The school property identified above may be utilized by the user as a permittee at will on the condition that all terms and conditions as hereinafter set out are complied with and any other terms and conditions specified by the Principal. Any violation of such terms and conditions may result in immediate termination of the Use Agreement and/or liability of the user. The utilization of the premises by the user is a privilege extended to the user by the Board of Education and said use does not constitute a property right nor shall it be deemed a lease or renewable beyond the specified period without the written consent of the Principal.
3. The use of these school facilities shall be in compliance with all laws and regulations and the terms and conditions of Kenton County Board of Education policies, specifically including Board Policy 05.3, the terms of which are incorporated herein by reference.
4. The reserved time/date for use by user may be cancelled or preempted by Principal or Superintendent / designee and permissions for use may be terminated without cause by notice from Principal or designee.
5. Approved users are responsible for the conduct and safety of their participants, guests, coaches, officials, and spectators. Automated External Defibrillators (AED) accessibility is not the responsibility of the KCSD facility.
6. There shall be no transfer or assignment of this agreement, nor any profit making or commercial venture subject to this use.
7. Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways, or stairways. Facility capacities as determined by the Fire Marshall shall be observed.



**Facility Use Contract**

8. All activities will be cancelled when school is closed due to inclement weather. Outside groups using our facilities during inclement weather will be at their own risk. **Campuses will be cleared for school use only.**
9. User shall return the facilities or premises in the same condition as at the commencement of the use, or if user fails to do so, the user will be responsible for the cost of clean-up and be prohibited from further use of facilities.
10. The user agrees to hold harmless and defend the Kenton County Board of Education, its employees and agents, for any claim, liability, damage, loss or expense resulting from the utilization of the facilities used hereunder.
11. The user agrees to provide liability insurance coverage for its use of the facilities including the following minimum amounts:  
**The liability insurance certificate is required to include the following minimum amounts:**  
 2,000,000 General Liability coverage in the aggregate  
 \$1,000,000 General Liability coverage per occurrence  
 The Kenton County Board of Education is noted as additional insured  
**A copy of the liability policy or declaration of coverage page must be attached to this contract.**
12. An orientation has been provided.  
 (Please initial) \_\_\_\_\_ user \_\_\_\_\_ school representative

**Applicable Fees:**

Rental fee: _____ per hr. (min 2 hours)	Rental fee total: _____
Custodial fee: _____ per hr. (min 2 hours)	Custodial fee total: _____
Supervisory fee: _____ per hr. (min 2 hours)	Supervisory fee total: _____
Equipment fee: _____	Equipment fee total: _____
Other fees: _____	Other fees total: _____

50% of total fees to be paid as security deposit at contract signing; remainder to be paid within two (2) weeks after contracted event.

**Total Fees:** \_\_\_\_\_ **Deposit:** \_\_\_\_\_

**Checks are payable to Kenton County Board of Education****Supervision/Custodial Support Details:**


---



---



---

**Misc. Considerations:**


---



---



---

**Facility Use Contract**

**Name of School:** \_\_\_\_\_ **Name of Renting Organization "User"** \_\_\_\_\_

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

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City State Zip**

( ) \_\_\_\_\_  
**Phone Number**

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

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

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

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

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

IN WITNESS WHEREOF the Principal and the Superintendent/designee for and on behalf of the Board of Education and the user hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. **Contracts for recurring events expire on June 30th of the school year.**

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

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Superintendent/designee**

## **Eligibility for Transportation**

### **STUDENTS WITH DISABILITIES**

The need for special transportation for students with disabilities must be determined by the ARC or Section 504 Team and stated in the student's Individual Education Plan (IEP) or Section 504 Plan.

### **CAREER AND TECHNICAL/POST-SECONDARY STUDENTS**

High school students attending an area career and technical school, extension center, or college/university are eligible to be transported from the high school to the career and technical school, extension center, or college/university as long as the course work or program is a career pathway established by the District. District transportation services are not provided to students taking elective dual credit classes. Transportation will be provided by the District in accordance with state regulations.

### **DISTANCE LIMITATIONS**

Three (3)- and (4)-year-old preschool children and students with disabilities are not required to meet the distance specifications in Policy 06.32 to be eligible for school transportation.

### **PRESCHOOL TRANSPORTATION**

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon delivery [the student's school will be notified](#), [and](#) the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child [for the remainder of the current school year](#).

### **CHILDREN IN FOSTER CARE**

The Superintendent will designate a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services, Department for Community Based Services ("the Department") in writing that the Department has designated its foster care point of contact for the District. The Superintendent may designate the Foster Care Liaison prior to such notice from the Department.

The District will collaborate with the Department when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District Foster Care Liaison may invite appropriate District officials, the Department point of contact, the foster parents, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner in accordance with the Department's authority to use child welfare funding. The Department, in consultation with the District, shall make the determination on whether the child shall remain enrolled in the school of origin based on the best interest of the child, weighing the promotion of educational stability as a primary factor.

**Eligibility for Transportation****CHILDREN IN FOSTER CARE (CONTINUED)**

If the Department finds it is in the best interest of a child to remain in the school of origin upon placement of the child in a new school district, reasonable transportation shall be offered from the location of placement to the school of origin in which the child is enrolled for any regularly scheduled school day. Such may result in additional transportation costs to a foster parent, child placing agency, child care facility, or the District. The District will provide transportation if necessary to maintain a child in the school of origin if the Department agrees to reimburse the District for the cost of such transportation. Transportation costs incurred shall be reimbursed by the Department on request. Alternatively, the District may agree to pay the cost of such transportation or the District and the Department may agree to share the cost.

**DEFINITIONS**

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Cabinet has placement care and responsibility.

“School of origin” means the public school in which a child was enrolled immediately prior to placement in foster care.

“Best interest of the child” takes into consideration the following factors including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child’s attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school’s climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 199.802  
KRS 605.120  
922 KAR 1:350  
42 U.S.C. § 675(4)(A)  
20 U.S.C. § 6311(g)(1)(E)  
20 U.S.C. § 6312(c)(5)  
P. L. 114-95, (Every Student Succeeds Act of 2015)



EXPLANATION: SB 68 REPEALS KRS 158.856 REMOVING THE REPORTING REQUIREMENTS RELATING TO PARTICIPATION IN NUTRITION PROGRAMS AND PHYSICAL ACTIVITY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.1 AP.1

## **School and Community Nutrition Program Including Meal Charges**

### **PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
  - a. The purchase of land.
  - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.  
  
It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule above.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

### **~~FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT~~**

~~Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.~~

### **TEAMWORK ESSENTIAL**

The Student Nutrition Director ~~Principal~~ shall have the overall responsibility for the food service program in each school. However, there shall be close cooperation among the Principal, the Student Nutrition Director ~~Director of the Division of School Food Service~~, the Cafeteria Manager, teachers, staff, parents and students.

### **PRINCIPAL'S RESPONSIBILITIES**

- ~~1. Serve as team leader.~~
- ~~2. Monitor the program to ensure compliance with federal and state food service guidelines.~~
- ~~3.1.~~ Approve the scheduling of special events held in the cafeteria.
- ~~4.2.~~ Prepare an appropriate serving schedule.

**School and Community Nutrition Program Including Meal Charges****DIRECTOR'S RESPONSIBILITIES**

1. Ensure that planned menus meet the requirements of a reimbursable meal under the "Offer vs. Serve" Meal Pattern.
2. Establish standards for efficient and sanitary preparation and serving of food.
3. Develop specifications for food and supplies.
4. Determine amounts of food and supplies to be purchased and initiate the bidding process.
5. Arrange for distribution and storage of food and supplies.
6. Assist the Principal and Cafeteria Manager in encouraging maximum student participation in the food service program.
7. Responsible for ~~Aid in~~ the evaluation of Cafeteria Managers.
8. Plan and provide training for food service employees.

**STUDENT NUTRITION DEPARTMENT ~~DIVISION OF FOOD SERVICES~~ ADMINISTRATIVE RESPONSIBILITIES**

1. Be responsible for the total food service program of the Kenton County Public Schools.
2. Supply necessary forms for all records and reports of the food service program.
3. Supervise the bidding, delivery and utilization of, as well as payment for, all foods, food products, operational supplies (including small equipment), government commodities, and replacement of equipment.
4. Pay all invoices which have been properly completed and signed by the Cafeteria Manager.
5. Visit each school food service program regularly.
6. Make recommendations concerning employment of all personnel in the food service program.
7. Approve payroll records and authorize the payroll department to make payment of salaries to food service personnel.
8. As required by the Kentucky Department of Education, Division of School Food Services, file one (1) claim for Federal reimbursement, based on claims of all schools.
9. Prepare a monthly financial statement for each school food service program.
10. Conduct training and in-service programs for food service personnel as necessary.
11. Work with the Principal and other administrative staff members in order to offer the best possible food service program to the students of Kenton County.
- ~~12. Determine eligibility of students for free and reduced price meals.~~

**CRITERIA FOR A MODEL MEAL COUNT SYSTEM**

1. Guidance, including written detailed instructions on the operation of the meal count system, shall be developed and provided to appropriate personnel.



**School and Community Nutrition Program Including Meal Charges****CRITERIA FOR A MODEL MEAL COUNT SYSTEM (CONTINUED)**

2. Personnel involved in the meal count system shall be knowledgeable about and shall adequately perform their duties and responsibilities.
- ~~3. Applications for free and reduced price meals shall be approved in a timely manner and in accordance with regulations.~~
- ~~4. Category determinations shall be accurately recorded on the roster and maintained throughout the year.~~
- ~~5. The master roster shall accurately reflect each student's eligibility for free, reduced or paid meals.~~
- ~~6.~~3. Reimbursable meals shall be clearly identifiable.
- ~~7.~~4. Meals shall be correctly counted at the point of service (POS) and recorded by category.
- ~~8.~~5. The cash collection system for non-reimbursable meals and other sales ensures that appropriate amounts of cash shall be collected and recorded for each sale category.
- ~~9.~~6. A cash reconciliation system shall be used that includes the following provisos:
  - a. Determination on a daily basis whether cash collected reconciles with meal counts as recorded;
  - b. Documenting all differences; and
  - c. Ensuring that corrective action shall be taken when needed.
- ~~10.~~7. A system shall be in place to safeguard cash and student numbers from loss, theft or misuse.
- ~~11.~~8. Reports of daily meals and cash collected shall be complete and shall be compiled for claim and reimbursement.
- ~~12.~~9. Edit checks for individual schools shall be implemented to identify potential problems in the meal count system.
- ~~13.~~10. Periodic monitoring and technical assistance shall be provided for each school to ensure compliance with the approved meal count system.

**MEAL CHARGES**

~~The Kenton County School District allows limited meal charges to cover the situation of a student losing or forgetting meal money. This service is not designed or intended to provide a credit service for continuous charging and collection of student meals. Under no circumstances can a la carte items be charged. Students that have outstanding meal charges are not allowed to buy any a la carte items.~~

~~If a student incurs five (5) unpaid meal charges, reasonable attempts will be made to notify parents/guardians by phone, email, or US mail. Students are not permitted to charge a la carte items or second meals.~~ If a child incurs charges exceeding \$50 during Kenton County tenure, charges may be turned over to the Board Attorney.



**School and Community Nutrition Program Including Meal Charges****MEAL CHARGES (CONTINUED)**

~~If applying for free or reduced lunch benefits, families are responsible for all breakfast and lunch costs until meal benefits have been approved. If the student has transferred into Kenton County from another district and received meal benefits, families are responsible for providing documentation verifying eligibility at the previous school district. Documentation from the previous school district will allow Kenton County to extend the same benefits without a delay.~~

~~Parents/Guardians are expected to pay for student meals on the day the meal is purchased or in advance with cash, check, or on-line with a debit or credit card.~~

**REFERENCES:**

~~702 KAR 6:090~~

~~7 C.F.R. 245.6~~

## **Meal Program Forms and Letters**

### **~~FREE AND REDUCED PRICE MEAL PROGRAM~~**

~~Forms, household letters, and other documents relating to the Free/Reduced-Price meal program may be found at the following link:~~

~~<https://education.ky.gov/federal/SCN/Pages/School-Meal-Programs.aspx>~~

~~Hard copies of applications and other free-reduced-price materials shall be made available at each school. Documents include, but are not limited to; Free and Reduced Meal Application and Instructions; Free and Reduced Policy Statement; letters to households for notification of direct certification, approval/denial, and availability of the program; and media releases.~~

### **COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM**

Household Income Forms and other documents relating to the Community Eligibility Provision meal program may be found [on the Kenton County Schools website or](#) at the following link:

[https://education.ky.gov/districts/Pages/Community-Eligibility-Provision-\(CEP\).aspx](https://education.ky.gov/districts/Pages/Community-Eligibility-Provision-(CEP).aspx)

### **Bidding of School Food Service Supplies**

#### **LIKE ITEMS IN EXCESS OF \$40,000**

If the total amount of purchases for like items is \$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.

#### **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.~~ on the Kenton County School District website.
3. Specifications and bid documents are posted for viewing on the Kenton County School District website. ~~shall be mailed~~ to all potential bidders.
4. Bids shall be opened and tabulated by the School Food Service/School Nutrition Program Director.
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 School Food Service/School Nutrition Program Director.

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

#### **RECORDS MANAGEMENT**

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

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

#### **RELATED PROCEDURE:**

04.32 AP.1



**Advanced Coursework Acceleration Plans****ELA Acceleration Plan**

<u>Prep</u>	<u>Prep Plus</u>
<p><u>To qualify for Prep, students must meet any two of the following-five scores criteria:</u></p> <ol style="list-style-type: none"> <li><u>1. KSA prior year Distinguished in Reading</u></li> <li><u>2. 75 percentile Prior Year MAP Growth Fall</u></li> <li><u>3. 75 percentile Prior Year MAP Growth Spring</u></li> <li><u>4. 75 percentile Current Year MAP Growth Fall</u></li> <li><u>5. 75 percentile Current Year MAP Growth Spring</u></li> </ol> <p><u>A student whose MAP/CERT data is close to these requirements and demonstrates strong performance through classroom formative assessments, work samples, and work ethic may be considered for placement in Prep. Placement for these students will be considered through the submission of a teacher recommendation form with supporting evidence and must be approved by the principal.</u></p>	<p><u>To qualify for Prep Plus, students must meet any two of the following five scores criteria:</u></p> <ol style="list-style-type: none"> <li><u>1. KSA prior year Distinguished in Reading</u></li> <li><u>2. 96 percentile Prior year MAP Growth Fall</u></li> <li><u>3. 96 percentile Prior year MAP Growth Spring</u></li> <li><u>4. 96 percentile Current Year MAP Growth Fall</u></li> <li><u>5. 96 percentile Current Year MAP Growth Spring</u></li> </ol> <p><u>A student who meets the criteria with a qualifying KSA score and/or MAP/CERT score at the recommended, but not required 93rd percentile or higher can be considered for Prep Plus based on teacher recommendation. A student must also demonstrate strong performance through classroom formative assessments, work samples, and work ethic to be considered for placement in Prep Plus. Placement for these students will be considered through the submission of a teacher recommendation form with supporting evidence and must be approved by the principal.</u></p>
<p><u>Once a student is identified in the accelerated Prep Program, the student will not be automatically eliminated from the Prep Program if the student's scores fall below the Prep percentile/score. A Prep/Prep Plus student's progress will be monitored by the teacher. Triangulated data sets will be utilized to determine if the Prep/Prep Plus curriculum is best meeting the student's educational needs. At any time within the school year the student's progress is in question, the school administrator, teacher, and parent will conference to evaluate the student's ability to maintain the academic success needed for the rigorous demands of this accelerated pace.</u></p>	<p><u>Once a student is identified in the accelerated Prep Plus Program, the student will not be automatically eliminated from the Prep Plus Program if the student's scores fall below the Prep Plus percentile/score. A Prep/Prep Plus student's progress will be monitored by the teacher. Triangulated data sets will be utilized to determine if the Prep/Prep Plus curriculum is best meeting the student's educational needs. At any time within the school year the student's progress is in question, the school administrator, teacher, and parent will conference to evaluate the student's ability to maintain the academic success needed for the rigorous demands of this accelerated pace.</u></p>



**Advanced Coursework Acceleration Plans**

<u>Grade</u>	<u>Prep Curriculum</u>	<u>Prep Plus Curriculum</u>
<u>5th</u>	<u>5th Grade Standards+ 6th grade level texts (by Lexile/qualitative measures) and tasks</u>	<u>5th Grade Standards + 6th grade level texts (by Lexile/qualitative measures) and tasks that require students to do analysis/research focused on rigorous topics and credible sources (KY Interdisciplinary Literacy Practice Standard 9)</u>
<u>6th</u>	<u>6th Grade Standards + 7th grade level texts (by Lexile/qualitative measures) and tasks</u>	<u>6th Grade Standards + 7th grade level texts (by Lexile/qualitative measures) and tasks that require students to do analysis/research focused on self-selected topics and sources (KY Interdisciplinary Literacy Practice Standard 9)</u>
<u>7th</u>	<u>7th Grade Standards + 8th grade level texts (by Lexile/qualitative measures) and tasks</u>	<u>7th Grade Standards + 8th grade level texts (by Lexile/qualitative measures) and tasks that require students to do analysis/research focused on self-selected topics and sources (KY Interdisciplinary Literacy Practice Standard 9)</u>
<u>8th</u>	<u>8th Grade Standards +9th grade level texts (by Lexile/qualitative measures) and tasks</u>	<u>8th Grade Standards +9th grade level texts (by Lexile/qualitative measures) and tasks that require students to do analysis/research focused on self-selected topics and sources (KY Interdisciplinary Literacy Practice Standard 9)</u>
<u>9th</u>	<u>9<sup>th</sup> Grade Standards-AP FRQ instruction focused on AP Language and AP Literature prompts</u>	<u>9<sup>th</sup> Grade Standards + AP Composition and AP Literature Tasks and assessments focusing on College Board standards for ELA</u>
<u>10th</u>	<u>10th Grade Standards + AP Composition and AP Literature Tasks and assessments focusing on College Board standards for ELA, or Dual Credit Option</u>	<u>10th Grade Standards + AP Composition and AP Literature Tasks and assessments focusing on College Board standards for ELA, or Dual Credit Option</u>
<u>11th/ 12th</u>	Options based on the student's ILP: <ul style="list-style-type: none"> <li>• <u>AP Language and Composition</u></li> <li>• <u>AP Literature and Composition</u></li> <li>• <u>Dual Credit Option</u></li> </ul>	Options based on the student's ILP: <ul style="list-style-type: none"> <li>• <u>AP Language and Composition</u></li> <li>• <u>AP Literature and Composition</u></li> <li>• <u>Dual Credit Option</u></li> </ul>

### Advanced Coursework Acceleration Plans

#### GENERAL INFORMATION (CONTINUED)

- The criteria identified in the chart above and/or the recommendation process described are required for a student to be placed in the Prep or Prep Plus Program.
- Prep and Prep Plus placement will be determined in the spring of the school year using the most current student MAP and norm referenced assessment percentile scores. Teacher recommendations will be considered for Prep/Prep Plus placement.
- Students, parents/guardians and/or teachers through the school administrator can request a conference to evaluate student course progress as necessary.
- Once students enter high school, the pathway for courses is credit based.
- Eligibility for a course is NOT based on grade level but rather on the successful completion of the prerequisite courses.

Dual Credit is a program that allows students to enroll in high school courses to earn high school and college credit simultaneously. These courses may be taught on the high school or college campus.



**Advanced Coursework Acceleration Plans****(Vacant) Math Acceleration Plan**

<u>Prep Criteria</u>	<u>Prep Plus Criteria</u>
<p><u>To qualify for Prep, students meet any two of the following five criteria:</u></p> <ol style="list-style-type: none"> <li><u>1. KSA prior year Distinguished in Math</u></li> <li><u>2. 75 percentile Prior Year MAP Growth Fall</u></li> <li><u>3. 75 percentile Prior Year MAP Growth Spring</u></li> <li><u>4. 75 percentile Current Year MAP Growth Fall</u></li> <li><u>5. 75 percentile Current Year MAP Growth Spring</u></li> </ol> <p><u>A student whose MAP/CERT data is close to these requirements and demonstrates strong performance through classroom formative assessments, work samples, and work ethic may be considered for placement in Prep. Placement for these students will be considered through the submission of a teacher recommendation form with supporting evidence and must be approved by the principal.</u></p>	<p><u>To qualify for Prep Plus, students must meet any two of the following five criteria:</u></p> <ol style="list-style-type: none"> <li><u>1. KSA prior year Distinguished in Math</u></li> <li><u>2. 96 percentile Prior Year MAP Growth Fall</u></li> <li><u>3. 96 percentile Prior Year MAP Growth Spring</u></li> <li><u>4. 96 percentile Current Year MAP Growth Fall</u></li> <li><u>5. 96 percentile Current Year MAP Growth Spring</u></li> </ol> <p><u>A student who meets the criteria with a qualifying score on the KSA and/or MAP/CERT score at the recommended, but not required 93rd percentile or higher can be considered for Prep + based on teacher recommendation. A student must also demonstrate strong performance through classroom formative assessments, work samples, and work ethic to be considered for placement in Prep +. Placement for these students will be considered through the submission of a teacher recommendation form with supporting evidence and must be approved by the principal.</u></p>
<p><u>Once a student is identified in the accelerated <b>Prep Program</b>, the student will not be automatically eliminated from the Prep Program if the student's scores fall below the Prep percentile/score. A Prep/Prep Plus student's progress will be monitored by the teacher. Triangulated data sets will be utilized to determine if the Prep/Prep Plus curriculum is best meeting the student's educational needs. If at any time within the school year the student's progress is in question, the school administrator, teacher, and parent will conference to evaluate the student's ability to maintain the academic success needed for the rigorous demands of this accelerated pace.</u></p>	<p><u>Once a student is identified in the accelerated <b>Prep Plus Program</b>, the student will not be automatically eliminated from the Prep Plus Program if the student's scores fall below the Prep Plus percentile/score. A Prep/Prep Plus student's progress will be monitored by the teacher. Triangulated data sets will be utilized to determine if the Prep/Prep Plus curriculum is best meeting the student's educational needs. If at any time within the school year the student's progress is in question, the school administrator, teacher, and parent will conference to evaluate the student's ability to maintain the academic success needed for the rigorous demands of this accelerated pace.</u></p>



**Advanced Coursework Acceleration Plans**

<b><u>Grade</u></b>	<b><u>Prep Curriculum</u></b>	<b><u>Prep Plus Curriculum</u></b>
<u>5th</u>	<b><u>Accelerated 5<sup>th</sup> Grade Math</u></b> <u>Deeper within the 5<sup>th</sup> grade standards and supplement with some 6<sup>th</sup> grade standards as a preview</u>	<b><u>Accelerated 6<sup>th</sup> Grade Math</u></b> <u>6<sup>th</sup> grade standards + identified 7<sup>th</sup> grade standards</u>  <u>*Student will be scheduled for this course at his/her assigned middle school</u> <u>(district transportation will be provided)</u>
<u>6th</u>	<b><u>Accelerated 6<sup>th</sup> Grade Math</u></b> <u>6<sup>th</sup> grade standards + identified 7<sup>th</sup> grade standards</u>	<b><u>Accelerated 7<sup>th</sup> Grade Math</u></b> <u>Remaining 7<sup>th</sup> grade standards + identified 8<sup>th</sup> grade standards</u>  <u>*Student will be scheduled for this course in a 7<sup>th</sup> grade classroom in his/her middle school</u>
<u>7th</u>	<b><u>Accelerated 7<sup>th</sup> Grade Math</u></b> <u>Remaining 7<sup>th</sup> grade standards + identified 8<sup>th</sup> grade standards noted in the district curriculum map</u>	<b><u>8<sup>th</sup> Grade Accelerated Algebra I for high school credit</u></b> <u>Algebra I Standards + identified eighth grade standards that support the Algebra 1 Curriculum</u>  <u>*Student will be scheduled for this course in an 8<sup>th</sup> grade classroom in his/her middle school</u>
<u>8th</u>	<b><u>8<sup>th</sup> Grade Accelerated Algebra I for high school credit</u></b> <u>Algebra I Standards + identified eighth grade standards that support the Algebra 1 Curriculum</u>	<b><u>Accelerated Geometry for high school credit</u></b> <u>(Geometry Standards including some STEM standards)</u>  <u>*Student will be scheduled for this course at his/her assigned high school</u> <u>(district transportation will be provided)</u>
<u>9th</u>	<b><u>Accelerated Geometry</u></b> <u>(Geometry Standards including some STEM standards)</u>	<b><u>Accelerated Algebra II</u></b> <u>(Algebra II Standards including some STEM standards)</u>



Advanced Coursework Acceleration Plans

10 <sup>th</sup>	<u>Accelerated Algebra II</u> (Algebra II Standards including some STEM standards)	Options based on the student's ILP: <ul style="list-style-type: none"> <li>• <u>Pre Calculus</u></li> <li>• <u>AP Statistics</u></li> <li>• <u>AP Calculus (must take Pre Calculus first)</u></li> <li>• <u>Dual Credit Options</u></li> </ul>
11 <sup>th</sup> / 12 <sup>th</sup>	Options based on the student's ILP: <ul style="list-style-type: none"> <li>• <u>Pre Calculus</u></li> <li>• <u>AP Statistics</u></li> <li>• <u>AP Calculus (must take Pre Calculus first)</u></li> <li>• <u>Dual Credit Options</u></li> </ul> <u>*see school course guide for pre-requisite requirements for each course</u>	<u>*see school course guide for pre-requisite requirements for each course</u>

GENERAL INFORMATION

- The criteria identified in the chart above and/or the recommendation process described are required for a student to be placed in the Prep or Prep Plus Program.
- Prep and Prep Plus placement will be determined in the spring of the school year using the most current student MAP and norm referenced assessment percentile scores. Teacher recommendations will be considered for Prep/Prep + placement.
- Students, parents/guardians and/or teachers through the school administrator can request a conference to evaluate student course progress as necessary.
- Once students enter Algebra I, the pathway for courses is credit based.
- Eligibility for a course is NOT based on grade level, but rather on the successful completion of the prerequisite courses.

Dual Credit is a program that allows students to enroll in high school courses to earn high school and college credit simultaneously. These courses may be taught on the high school or college campus.

**Alternative Credit Options****APPLICATION**

<b>Student's Name</b>	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>Student's Address</b>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
<b>School</b>	<b>Grade in the upcoming school year</b>		

Course(s) requested: \_\_\_\_\_

☐ Summer School Course (approved by Superintendent/designee)    ☐ Online Course☐ College Credit    ☐ Work-Based Learning☐ Performance-Based Credit (provide information required below)

From what source \_\_\_\_\_

Total number of credits anticipated: \_\_\_\_\_

Reason for taking this course:

- ☐ Graduation with class
- ☐ Enrichment/Elective
- ☐ Course not available within the District
- ☐ Simultaneous high school/college credit
- ☐ Other, \_\_\_\_\_

I recommend this student be permitted to take the alternative credit option.

\_\_\_\_\_  
*Principal/designee's Signature*\_\_\_\_\_  
*Date*

I understand that it is my responsibility to submit an official transcript of my grade to the school by the date specified by the counselor in order to receive credit toward graduation.

\_\_\_\_\_  
*Student's Signature*\_\_\_\_\_  
*Date*

SBDM Council Approval Date: \_\_\_\_\_

Number of credits earned \_\_\_\_\_

Date grade received \_\_\_\_\_

\_\_\_\_\_  
*Principal/designee's Signature*\_\_\_\_\_  
*Date*

**Alternative Credit Options****PERFORMANCE-BASED CREDIT INFORMATION**

High school course(s) for which credit is being requested: \_\_\_\_\_

NOTE: Requests will be accepted only for those courses in which the student has not yet been enrolled or passed.

Attach a written statement to this application which addresses each of the following questions: Describe the non-traditional and/or learning setting in which the learning will occur for the credit(s) being requested:

Describe how the performance based credit will address the standards of the course as established in 704 KAR Chapter 8.

Select the option for how you will demonstrate mastery of the standards for the course:

- Take the final exam for the course after the performance based experience is completed. Meet the minimum score required for credit as established by the Principal/designee/or SBDM Council.
- Create a proposal to demonstrate mastery for the course and attach to the application.

To be completed by Principal/designee

Request was ☐ Approved ☐ Denied Date \_\_\_\_\_

If approved, student performance will be assessed as follows:

ASSESSMENT METHOD	MINIMUM SCORE REQUIRED FOR CREDIT
Course exit exam	
Other: _____	

Date of assessment: \_\_\_\_\_ Assessment Score: \_\_\_\_\_

Assessment Supervised by: \_\_\_\_\_

\_\_\_\_\_  
Principal/designee Signature

\_\_\_\_\_  
Date



**Alternative Credit Options****FULL-TIME VIRTUAL LEARNING PROGRAM APPLICATION***Application must be submitted for each school year.*

Date Application Filed: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First MIAddress of Residence: \_\_\_\_\_  
Street City State Zip

School of residence: \_\_\_\_\_ School presently attending: \_\_\_\_\_

Please list in order, beginning with the most recent, school(s) attended in the past:

Name of School: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for requesting to attend the Virtual Learning Center: \_\_\_\_\_

Have you previously been a full-time virtual learning student in the District?—

☐ No☐ Yes—Complete the following (This information should be accessible in the Virtual Learning Platform):

➤ Number of courses attempted \_\_\_\_\_

➤ Number of courses completed with a passing grade \_\_\_\_\_

➤ Number of high school credits earned \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved, a Virtual Learning Contract will be completed and signed by the student and parent/guardian. The contract will be regularly monitored by the school throughout the year. Parents/guardians are expected to regularly monitor their student's academic performance and behavior to support maintaining satisfactory performance levels and all parts of the contract. Parents/guardians must agree to bring in their student for required state assessments (i.e. ACT, ACCESS, Kentucky Summative Assessment, and Brigance). If a student does not participate in required state assessments, the student will automatically be denied in the future for Virtual Learning.

Name of Parent/Legal Guardian: _____	Parent/Legal Guardian Cell Number: _____
Signature of Parent/Legal Guardian: _____	Parent/Legal Guardian Email: _____
Relationship to Student: _____	

Return this completed application to the Principal at your school of residence.

This request is ☐ Approved ☐ Denied Reason: \_\_\_\_\_

Principal/designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date notification sent to Parent/Legal Guardian: \_\_\_\_\_



**Full-Time Virtual Learning Contract**

School Year \_\_\_\_\_ / \_\_\_\_\_

Student Name: \_\_\_\_\_ School of residence: \_\_\_\_\_

As a part of the online Virtual Learning (VL) Program, certain standards and behaviors are expected of students. As a student enrolled in the Virtual Learning Program, I agree that:

**FOLLOW DISTRICT POLICIES/PROCEDURES**

1. I will follow all state and District policies/procedures. I understand that if I violate the Code of Conduct then I can be immediately removed from the program.
2. I will follow policies/procedures specific to the course(s) I am enrolled in as well as other rules as specified by the VL Supervisor.
3. I will attend mandatory state testing.
4. If I fall behind and require tutoring sessions, then I must attend and fully participate.

**ACCEPTABLE USE POLICY**

5. Appropriate use of the Internet is expected at all times. All terms outlined in the District's Student Acceptable Use Policy and Student Code of Conduct apply to this contract.
6. All course work and submissions that I do may be retrieved and/or monitored by the school at any time.
7. I must not inappropriately use information within the course and will only use for authorized purposes.
8. I will protect my username and password by not sharing my login information with others.
9. I will not attempt to bypass any security protocols.

**MAKE SUFFICIENT ACADEMIC PROGRESS**

10. I can create and maintain a study schedule without daily face-to-face interaction with a teacher.
11. I understand that the VL Supervisor holds the right to log me off, give me additional activities, make me redo activities, and/or suspend my privileges if they deem it necessary.
12. I understand that I must make satisfactory academic progress as determined by the VL teacher and complete the course by the end of the year or timeframe outlined by the VL teacher. Failure to do so may result in a failing grade. I will adhere to all other school timelines for completion of course requirements. The District's policies will take precedence in meeting program/course requirements.
13. I need to plan and work ahead if family or personal activities will limit course activities at any given time.
14. I understand that if I do not make sufficient academic progress at mid-term, I may be asked to attend in-person instruction full-time. I understand that if I do not make sufficient academic progress by the end of a term, I will be required to return to in-person instruction full-time.

**Full-Time Virtual Learning Contract****COMMUNICATION**

15. ~~I will respond to communication in a timely manner (one [1] business day). Failure to communicate and respond to school staff will result in returning to in-person instruction full-time.~~

**ACADEMIC HONOR POLICY**

16. ~~\_\_\_\_\_ (please initial) I understand and agree that all work submitted must represent my original ideas or I will appropriately cite all sources. I understand that no one other than I can complete any portion of an assignment, activity, or exam, or make revisions to an assignment, activity, or exam. Failure to do so can result in a failing grade.~~

**TECH SUPPORT**

17. ~~My parent or I can email the VL Supervisor if we are having trouble with the learning program.~~

**STUDENT ACKNOWLEDGEMENT & UNDERSTANDING**

Please initial the statements below and provide your signature and the date.

- ~~\_\_\_\_\_ I read, understand, and acknowledge all the expectations and the policies as set forth  
\_\_\_\_\_ in this document.  
\_\_\_\_\_ I agree to abide by the guidelines as stated.~~

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT & UNDERSTANDING**

Please initial the statements below and provide your signature and the date.

- ~~\_\_\_\_\_ I read, understand, and acknowledge all the expectations and the policies as set forth  
\_\_\_\_\_ in this document.  
\_\_\_\_\_ I agree to abide by the guidelines as stated.~~

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Early Graduation Program Guidance**

Students who meet all requirements shall be eligible for the Early Graduation Program (EGP) in relation to receipt of a graduation diploma and an Early Graduation Certificate. A student shall not be prohibited from completing the EGP if the student meets all requirements.

Students who enroll in the EGP and meet all requirements shall receive a diploma and an Early Graduation Certificate. Students will be eligible to participate at their school's Graduation ceremony. KEES funding will be based on the amount earned when the student completes the EGP.

Each EGP participant shall:

- A. Shall submit the written intent within 30 days of the first day of school;
- B. Complete an entrance interview with the principal to discuss postsecondary goals and career aspirations; and
- C. Identify all EGP requirements and develop a completion strategy for meeting those requirements.

Based upon successfully meeting the intent to apply requirements:

- A. School enrolls EGP candidate into student information system by Oct. 15th;
- B. Complete Individual Learning Program (ILP) process following the district expectations
- C. Completion of a professional resume as part of the ILP process;
- D. Earn 10 foundational credits that shall include the content standards as provided in the Kentucky Academic Standards. These courses include English 1, English 2, Algebra 1, Geometry, two credits of Social Studies. Two credits of Lab-Based Science, Visual/Performing Arts, Health (½ credit), and Physical Education (½ credit);
- E. Complete one (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411;
- F. Attainment of ACT Benchmarks in all three areas (English, Math and Reading);
- G. Attainment of essential workplace ethics program;
- H. Obtain a passing grade on the Civics Test;
- I. Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and School;
- J. Continuity of Services Plan for Students identified as Homeless, Migrant, or in Foster Care;
- K. Attainment of KCSD Transition Readiness in both College and Career Readiness;
- L. Successful completion of the Capstone Project by earning the level of "Mastery" or "Partial Mastery" on all four components of the rubric. The Capstone Projects includes both an oral/visual presentation and ongoing portfolio.



### Early Graduation Program Guidance

All requirements listed in A to K must be met before a student submits the Capstone Project. All requirements, including the Capstone Project must be completed and submitted prior to spring break of anticipated graduation year. Students will be scored holistically on the EGP Capstone Rubric and must receive the level of “Mastery” or “Partial Mastery” on all four components of the rubric to earn early graduation. Students will be notified of EGP completion status prior to May 1st.

#### EARLY GRADUATION PROGRAM CAPSTONE REQUIREMENT

Students will complete and present a Capstone Project to demonstrate the culmination of skills and knowledge needed for postsecondary success. This student-led experience will investigate a career interest and will include in depth analysis of a career field and reflection of attained skills needed to accomplish postsecondary plans. Capstone projects must include an ongoing portfolio to showcase independent research and experienced based reflection, as well as an oral/visual presentation. Projects could include, but are not limited to, development of computer apps, exploration of career trends/ topics, application of scientific method to investigate a career-related theory, and development of a business proposal. Capstone projects should be prepared in a professional nature, with formatting that is typed. The state EGP Capstone Rubric identifies four component areas with performance descriptors for the capstone project and evaluation procedures to demonstrate attainment of critical skills required for postsecondary and career success. These four components that must be demonstrated are:

1. Attainment of essential workplace ethics characteristics listed under KRS 158.1413.
2. Demonstration of an ability to apply the Kentucky Academic Standards as a life-long learner and contributing member of society.
3. Demonstration of written and verbal communication skills needed for postsecondary success.
4. Demonstration of an ability to think critically, synthesize information and draw conclusions.

In addition to the ongoing portfolio, Capstone Projects must culminate with a visual/oral presentation to the EGP Review team. An Early Graduation Program Review Team will be created at each high school to evaluate the oral/visual presentation and portfolios. This team will consist of the principal, counselor, teacher, and district staff. The scoring of the rubric will be a comprehensive process among this team. The team will score both the portfolio and oral/visual presentation using the EGP Capstone Rubric. There will be one review to determine if a student has met the requirements for early graduation. Holistic scoring will take place with students meeting the “Mastery” or “Partial Mastery” level overall for all four components of the **Early Graduation Program Capstone Rubric.**



## Early Graduation Program Requirements

**Student****Cohort**

Last Name

First Name

MI

Students will complete and present a Capstone Project to demonstrate the culmination of skills and knowledge needed for postsecondary success. This student-led experience will investigate a career interest and will include in depth analysis of a career related topic and a reflection of attained skills needed to accomplish postsecondary plans. Capstone projects must include an ongoing portfolio to showcase independent research and experienced based reflection, as well as an oral/visual presentation. Projects could include, but are not limited to, development of computer apps, exploration of career trends/ topics, application of scientific method to investigate a career-related theory, and development of a business proposal. Capstone projects should be prepared in a professional nature, with formatting that is typed.

The **Early Graduation Program Capstone Rubric** identifies four components with performance descriptors within each component. For the capstone project and evaluation procedures to demonstrate attainment of the following critical skills required for postsecondary and career success are:

Component #1 - Attainment of essential workplace ethics characteristics listed under KRS 158.1413.

Component #2 - Demonstration of an ability to apply the Kentucky Academic Standards as a life-long learner and contributing member of society.

Component #3 Demonstration of written and verbal communication skills needed for postsecondary success.

Component #4 - Demonstration of an ability to think critically, synthesize information and draw conclusions.

Students must earn an overall holistic score of "Mastery" or "Partial Mastery" level for all four components of the **Early Graduation Program Capstone Rubric**. The rubric score takes into consideration both the portfolio and the oral/visual presentation. There will be one review to determine if a student has met the requirements for early graduation

### Description of Student Capstone Project:

---

---

---

---

---

---

---



**Early Graduation Program Requirements****Early Graduation Program Capstone Rubric****Component #1: Attainment of essential workplace ethics program characteristics listed under KRS 158.1413**

<b><u>Component #1 Holistic Score</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
<b><u>Productive Collaborator-</u></b> Engages with others to achieve a common goal through building positive relationships, actively listening, showing empathy and making individual contributions to a larger group. <ul style="list-style-type: none"> <li>• <u>Uses cooperative processes to make decisions and achieve desired outcomes.</u></li> <li>• <u>Recognizes individual contributions and the contributions of others.</u></li> <li>• <u>Engages with different perspectives/ideas to develop empathy and resolve conflicts.</u></li> <li>• <u>Gives, receives and implements constructive feedback.</u></li> </ul>			
<b><u>Performance Descriptors</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
<u>Evaluates and strategically implements cooperative processes to make decisions, solve problems, and/or to achieve desired outcomes.</u>			-
<u>Evaluates the impact of individual contributions and contribution of others toward desired outcomes.</u>			-
<u>Analyzes their own and others' perspectives and synthesizes varying perspectives/ideas to understand others and resolve conflicts.</u>			-
<u>Evaluates and selects appropriate processes for providing and receiving constructive feedback, and synthesizes and incorporates feedback from various perspectives to improve.</u>			-
<b><u>Creative Contributor -</u></b> Interprets experiences, imagines and plays with new possibilities with curiosity, and creates approaches that are novel, useful and valued by the world around them. <ul style="list-style-type: none"> <li>• <u>Analyzes situations and notices unique connections to generate ideas for solving a problem, addressing an issue or making something new.</u></li> <li>• <u>Explores new learning and insights and experiments with multiple relevant and viable possibilities.</u></li> <li>• <u>Creates original products and processes that contribute to positive and authentic change.</u></li> </ul>			
<b><u>Performance Descriptors</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
<u>Examines, analyzes and makes connections between multiple perspectives and applies learning across disciplines in order to contribute meaningful ideas to an authentic topic or problem.</u>			-
<u>Refines and applies curiosities to determine opportunities for meaningful contributions.</u>			-
<u>Evaluates existing knowledge and synthesizes connections between ideas to test their utility in order to generate clear and purposeful next steps.</u>			-
<u>Constructs products and processes that demonstrate creative solutions and evaluates the impact on self and community.</u>			-
<u>Contributes to the creation of a culture of creativity, innovation and entrepreneurial thinking.</u>			-



**Early Graduation Program Requirements**

**Component #2: Demonstration of an ability to apply the Kentucky Academic Standards, established in 704 KAR Chapter 8, as a life-long learner and contributing member of society.**

**Component #2 Holistic Score**Not MetPartial MasteryMasteryComponent #2  
Holistic Score

**Empowered Learner-** Demonstrates mastery and application of academic competencies. Develops the skills and dispositions to persist through difficulties and plan for a future of self-improvement.

- Connects and applies knowledge and skills across disciplines and to authentic contexts.
- Identifies learning needs and preferences; uses a set of strategies to master academic and personal goals.
- Uses challenges and mistakes as opportunities to learn and improve

Performance DescriptorsNot MetPartial MasteryMastery

Analyzes how they acquired new knowledge and skills, connects and applies knowledge and skills across disciplines, to authentic/practical contexts and to personal plans/goals for the future.

Develops realistic academic and personal goals for the future, strategically implements adapted strategies to master them, evaluates their effectiveness and analyzes their application to future endeavors.

Analyzes learning task/situation and conditions, strengths and challenges, and analyzes how they synthesized, implemented and adapted strategies until they completed the task or goal

**Engaged Citizen-** Shows respect and empathy across differences, embraces diversity of opinion, seeks cultural understanding, participates in the democratic process to challenge the status quo, and makes a positive impact on their community and the world.

- Demonstrates empathy and respect for diversity, culture and opinions of others through responsible actions.
- Utilizes democratic processes to take an active role and impact change in the community.
- Recognizes, plans, and engages in civic opportunities to impact the community in a positive, productive way.
- Demonstrates safe, legal, ethical behavior.

Performance DescriptorsNot MetPartial MasteryMastery

Analyze Root causes and various responses to an authentic and relevant community issue, and evaluates the impact of those responses from the perspective of those most impacted.

Facilitates and evaluates democratic decision-making processes to plan and execute individual or collective civic action, and analyzes the impact civic action has on self, community, and those most impacted by issue.

Analyze The ethics of laws, civic actions and behaviors, and demonstrates ethical behavior when interacting with others across differences (including online).



**Early Graduation Program Requirements****Component #3: Demonstration of written and verbal communication skills needed for postsecondary success.**

<b><u>Component #3 Holistic Score</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
	<b><u>Component #3 Holistic Score</u></b>		
<b><u>Effective Communicator-</u></b> Engages diverse audiences respectfully by exchanging ideas and information responsibly, listening actively, speaking and writing clearly, and using print and digital media appropriately. <ul style="list-style-type: none"> <li>• Conveys the message clearly and coherently according to the purpose, task and audience.</li> <li>• Uses relevant details, organization and conventions to develop ideas coherently.</li> <li>• Assesses needs of the audience and purpose of communication to adapt word choice, tone, style and body language to a variety of contexts and tasks.</li> <li>• Demonstrates use of multiple media and technologies to present clear and coherent ideas in a variety of forms of communication.</li> <li>• Demonstrates active listening to analyze messages from discussions, presentations and audio-visual sources to determine and evaluate meaning.</li> </ul>			
<b><u>Performance Descriptors</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
<u>Develops and presents clear and coherent ideas using relevant and accurate details, anticipates and addresses counterclaims, and applies appropriate organizational structures and conventions to convey a message</u>			
<u>Creates and/or strategically utilizes multimedia and/or digital tools to enhance the audience's understanding of ideas, and evaluates the impact and effectiveness of their choices.</u>			
<u>Anticipates audience needs and adapts language, tone, style and format to the context, purpose, and task in ways that support audience understanding and engagement.</u>			
<u>Demonstrates appropriate volume, pace, tone, eye contact, body language and gestures to support audience understanding and engagement.</u>			
<u>Demonstrates active listening by analyzing the speaker's ideas, asking relevant and clarifying questions to deepen understanding and surface counterclaims, and making relevant connections to extend knowledge</u>			

**Early Graduation Program Requirements****Component #4: Demonstration of an ability to think critically, synthesize information and draw conclusions**

<b><u>Component #4 Holistic Score</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
<b><u>Critical Thinker-</u></b> <u>Thinks deeply and makes informed decisions to create solutions or new understanding supported by relevant and reliable evidence.</u> • <u>Generates relevant questions or problems based on research, observations and personal experiences.</u> • <u>Identifies reliable evidence and evaluates information from a variety of sources with multiple perspectives to draw conclusions and to construct explanations.</u> • <u>Analyzes complex problems and designs multiple and/or original solutions, testing (evaluating) them against relevant criteria and considering feedback.</u> • <u>Constructs work that demonstrates thoughtful, creative approaches and evaluates the impact.</u>			
<b><u>Performance Descriptors</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
<u>Generates clear and precise questions to investigate a complex and authentic topic, problem, issue, experience, need, etc.</u>			
<u>Analyzes and synthesizes information from a variety of sources, evaluates for credibility, and analyzes counterarguments/information to draw reasonable conclusions and explanations.</u>			
<u>Synthesizes information/skills from a variety of disciplines to develop creative and realistic approaches, solutions, products or unique work; intentionally collects and strategically implements feedback; and evaluates the impact of approaches on the potential or actual outcome of the work.</u>			

**Early Graduation Program Requirements**

Students must earn an overall holistic score of “Mastery” or “Partial Mastery” level for all four components of the **Early Graduation Program Capstone Rubric**. There will be one review to determine if a student has met the requirements for early graduation

<b><u>Overall Comprehensive Score</u></b>	<b><u>Not Met</u></b>	<b><u>Partial Mastery</u></b>	<b><u>Mastery</u></b>
<b><u>Component #1</u></b> - Attainment of essential workplace ethics characteristics listed under KRS 158.1413.			
<b><u>Component #2</u></b> - Demonstration of an ability to apply the Kentucky Academic Standards as a life-long learner and contributing member of society.			
<b><u>Component #3</u></b> - Demonstration of written and verbal communication skills needed for postsecondary success.			
<b><u>Component #4</u></b> - Demonstration of an ability to think critically, synthesize information and draw conclusions.			

---

Principal Signature


---

Counselor Signature


---

Teacher Signature


---

District Staff Signature


---

Student Signature


---

Parent Signature



**Entrance Interview for the Early Graduation Program****Student**

Last Name

First Name

MI

**School****Grade****Cohort****Date of Entrance Interview**

1. Why do you want to participate in the EGP?
  2. What outcomes and opportunities do you wish to gain as a result of the EGP?
  3. Based on your ILP, what are your goals and aspirations that the EGP will help you achieve?
  4. How will you demonstrate that you are socially and emotionally mature enough to enter a postsecondary institution?
  5. Which high school classes will you take each year, and how do you plan to meet the program requirements in three years or less? Do you plan to take or have an interest in any Advanced Placement or dual credit coursework?
  6. When will you take the college readiness exam (ACT)?
  7. Will participating in this program affect your extracurricular activities? If so, how?
  8. When will you begin applying to post-secondary institutions?
-

**Entrance Interview for the Early Graduation Program**

9. Will your participation and completion of the EGP affect your participation in local events traditionally determined by grade classification (i.e., prom attendance, Governor's Scholar Programs, etc.)? If so, how?
10. When do you plan to graduate?

**The Principal should review the Early Graduation Program Requirements with the student as a part of the interview process. The student should initial each requirement to demonstrate understanding of expectations.**

- School enrolls EGP candidate into student information system by Oct. 15th;
- Complete Individual Learning Program (ILP) process following the district expectations;
- Completion of a professional resume as part of the ILP process;
- Earn 10 foundational credits that shall include the content standards as provided in the Kentucky Academic Standards. These courses include English 1, English 2, Algebra 1, Geometry, two credits of Social Studies. Two credits of Lab-Based Science, Visual/Performing Arts, Health (½ credit), and Physical Education (½ credit);
- Complete one (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411;
- Attainment of ACT Benchmarks in all three areas (English, Math and Reading);
- Attainment of essential workplace ethics program;
- Obtain a passing grade on the Civics Test;
- Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and School;
- Continuity of Services Plan for Students identified as Homeless, Migrant, or in Foster Care
- Attainment of KCSD Transition Readiness in both College and Career Readiness;
- Successful completion of the Capstone Project by earning the level of "Mastery" or "Partial Mastery" on all four components of the rubric. The Capstone Projects includes both an oral/visual presentation and ongoing portfolio.

---

Student Signature

Parent/Guardian Signature

Principal/Designee Signature



**Early Graduation Program Tracking****SCHOOL** \_\_\_\_\_**STUDENT** \_\_\_\_\_

Last Name

First Name

MI

**Principal/Designee** \_\_\_\_\_**Cohort** \_\_\_\_\_**Grade** \_\_\_\_\_**Anticipated EGP Date** \_\_\_\_\_**Date of EGP Intent Form** \_\_\_\_\_**Date of EGP Flag Entry** \_\_\_\_\_**Post- Secondary Plans** \_\_\_\_\_**Early Graduation Program Requirements. Check when completed.**

- School enrolls EGP candidate into student information system by Oct. 15th;
- Complete Individual Learning Program (ILP) process following the district expectations;
- Completion of a professional resume as part of the ILP process;
- Earn 10 foundational credits that shall include the content standards as provided in the Kentucky Academic Standards. These courses include English 1, English 2, Algebra 1, Geometry, two credits of Social Studies. Two credits of Lab-Based Science, Visual/ Performing Arts, Health (½ credit), and Physical Education (½ credit);
- Complete one (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411;
- Attainment of ACT Benchmarks in all three areas (English, Math and Reading);
- Attainment of essential workplace ethics program;
- Obtain a passing grade on the Civics Test;
- Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and School;
- Continuity of Services Plan for Students identified as Homeless, Migrant, or in Foster Care;
- Attainment of KCSD Transition Readiness in both College and Career Readiness;
- Successful completion of the Capstone Project by earning the level of “Mastery” or “Partial Mastery” on all four components of the rubric. The Capstone Projects includes both an oral/visual presentation and ongoing portfolio.



### Early Graduation Program Tracking

All requirements listed in A to L must be met before a student submits the Capstone Project. All requirements, including the Capstone Project must be completed and submitted prior to spring break of anticipated graduation year. Students will be scored holistically on the EGP Capstone Rubric and must receive the level of "Mastery" or "Partial Mastery" on all four components of the rubric. The scoring will take into consideration both the portfolio and the oral/visual presentation. Students will be notified of EGP completion status prior to May 1st.

<u>EGP Progress Review</u>	<u>Making Progress</u>	<u>Not Making Progress</u>	<u>Principal/Designee Initials</u>
Term 1 Midterm Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Term 1 Final Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Term 2 Midterm Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Term 2 Final Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Term 3 Midterm Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Term 3 Final Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Term 4 Midterm Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Term 4 Final Review Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments:

---



---



---



---



---



---

## **Gifted and Talented Students**

### **DEFINITIONS**

**Disadvantaged:** Those students who are eligible for free or reduced-price lunch and/or operating under conditions detrimental to normal cognitive or affective growth due to socioeconomic limitations, cultural factors, geographic isolation, or various combinations of these factors.

**Ethnic/Racial Minorities:** those students so identified by census codes.

**Gifted and Talented Students:** that category of students who are identified as possessing demonstrated or potential ability to perform at an exceptionally high level in general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial or leadership skills, or in the visual or performing arts.

**Students with Disabilities:** those students who are identified as disabled according to definitions established by the state department of education.

### **SELECTION FOR SERVICES**

The District shall systematically collect data each school year that will provide the target population of candidates for services in the following grade span groupings.

#### **Primary**

Each school having primary students shall establish a talent pool of students who qualify for instruction with the primary talent pool service options ~~in the gifted program~~.

The talent pool shall include students with disabilities, ethnic/racial minorities, and who are disadvantaged. Underachieving students displaying gifted characteristics shall be included in the talent pool.

The students in the primary talent pool (PTP) shall be identified in the following manner:

1. Teachers will be asked to submit data which includes characteristics of students they believe to have potential for gifted or talented. The data shall include a minimum of three (3) of the following indicators of student performance:
  - a. A collection of evidence demonstrating student performance;
  - b. Inventory checklists of behaviors specific to gifted categories;
  - c. Diagnostic data to include two (2) data points;
  - d. Continuous progress data (narrative report card);
  - e. Anecdotal records;
  - f. Behavior checklist and questionnaires;
  - g. Available formal test data;
  - h. Other valid documentation such as that obtained from primary portfolios (e.g., writing sample); or
  - i. Parent nomination.

**Gifted and Talented Students****SELECTION FOR SERVICES (CONTINUED)**

2. The teacher(s) will be asked to submit a list of potential candidates s/he has observed in the classroom. The Gifted Education Committee will review student data and evidence to recommend students for identification in the PTP.

No student shall be eliminated from the talent pool based solely upon normed measures. However, normed measures may be used for diagnosing the level of instructional service needed by a student and for evaluation of student progress.

Each school shall forward to the parent/guardian of each student in the talent pool, a permission slip requesting authorization for diagnosis of their child prior to administering any individual normed measure. Parents/guardians should contact the GT teacher(s) to opt-out of testing. ~~The permission slip must be signed by the parent/guardian and returned to the school.~~

**Grades 4-8**

To qualify for the gifted and talented services ~~program~~ in grades four (4) through eight (8), the student shall meet the criteria in at least one (1) gifted and talented category.

Qualifications for grades four (4) through twelve (12) shall be as outlined in the District's Formal Identification Guidelines.

**ELIGIBILITY FOR SERVICES**

Teachers shall be provided information on how to recommend new students for the program. New referrals shall be identified according to the standards established for each grade span.

Based on the data gathered by the Gifted and Talented Coordinator or gifted education teacher, a selection/placement committee shall determine those students who are eligible for gifted education services and the level of the services to be provided. This committee shall consist of the Principal/designee, the Gifted and Talented Coordinator and/or the gifted education teacher, classroom teacher(s), teacher(s) of students with disabilities, counselor(s), and consulting professional(s), as appropriate.

Students who fit the definition of a typical or special population of gifted and talented (are disabled, member of an ethnic/racial minority, or disadvantaged) shall be referred to the committee for consideration.

Parents shall be informed of procedures for selection in PTP and formal Gifted identification.



**Gifted and Talented Students****SERVICE DELIVERY**

With the exception of academic competition, performances, and extra-curricular offerings, services shall be provided during regular school hours. Identified gifted and talented students are receiving services to meet their needs when they are not present in the classroom; therefore, they shall only be required to make up work and/or homework assignments that, if needed, reflect that day's activities.

Multiple service delivery options shall be provided at all levels.

In the primary talent pool program, teachers shall implement cluster grouping and differentiated study experiences with the identified students. A minimum of two (2) service delivery options may be utilized. Services shall allow for continuous progress through a differentiated curriculum and flexible grouping based on the individual needs, interests, and abilities of the students.

~~In grades four through twelve (4-12), multiple service delivery options shall include a minimum of two (2) options from the following list:~~

<del>Mentorships</del>	<del>Content Acceleration</del>
<del>Independent Study</del>	<del>Grade Acceleration</del>
<del>Advanced Placement</del>	<del>Honors Program</del>
<del>Collaborative Teaching</del>	<del>Resource Services</del>
<del>Counseling Services</del>	<del>Seminars</del>
<del>Extra-curricular Activities</del>	<del>Travel Study</del>
<del>Cluster Grouping</del>	<del>Self-contained Classes</del>
<del>Pull-out Services</del>	<del>Itinerant Services</del>
<del>Regular Classroom Environment</del>	<del>Distance Learning</del>

~~Services selected may differ in each grade level and shall meet the needs, interests and abilities of identified students.~~

~~Gifted Resources teachers shall work with regular classroom teachers in a resource/collaborative mode and in pull-out settings and/or appropriate instructional settings. Additional enrichment services shall be provided in the regular classroom by the regular classroom teacher.~~

**Service delivery options for students identified as gifted and talented in grades four to twelve in language arts, mathematics, social studies, and science include the following for each grade level and subject area:**

**a. i. Accelerated learning; or**

**ii. Advanced coursework; and**

**b. At least one (1) of the following service delivery options:**

**i. Collaborative teaching and consultation services;**

**ii. Special counseling services;**

**iii. Differentiated study experiences for individuals and cluster groups in the regular classroom;**

**iv. Distance learning;**

**i.v. Enrichment services that are not extracurricular during the school day;**

**Gifted and Talented Students****SERVICE DELIVERY (CONTINUED)**

- vi. Independent study;
- vii. Mentorships; or
- viii. Resource services delivered in a pull-out classroom or other appropriate instructional setting;
- ix. Seminars;
- x. Travel study options; or
- xi. Special schools, or self-contained classrooms for students in grades four (4) through twelve (12) only.

**CURRICULUM**

The Kentucky Department of Education provides a curricular model that all gifted programs are required to use. The model stresses differentiated experiences, thought processes, and content and product modifications.

Curriculum content shall include instructional strategies related to both cognitive and affective learning consistent with the state curriculum guide.

Curricular materials shall be those designed to challenge the gifted learner and accommodate different learning styles.

Activities utilized to implement the program shall match the learner's needs, interests, and abilities and shall differ qualitatively from those provided in the regular classroom.

Services to students with exceptional talents may be provided through use of community resources that are not available within the school system.



## **Gifted and Talented Students**

### **MONITORING OF SERVICES**

~~Should a child experience stress or discomfort in the gifted and talented program, parent(s) should communicate with the gifted program teacher. If the situation is not resolved, the gifted program teacher and the child's regular teachers shall meet with the parent(s) to work toward an appropriate solution.~~

Should regular classroom or other options be found to be in the best interest of the student, the staff shall continue to be available for assistance. The child's gifted identification remains throughout high school graduation, regardless of participation in gifted services. ~~The child's giftedness does not change, only the service options.~~ Unresolved issues shall be referred to the school administrator GTSPC and then to the Gifted and Talented Program Coordinator if resolution is not received.

If the gifted student has a disability, the student's ARC shall determine if placement is correct. The gifted program teacher and/or classroom teacher shall provide the ARC a description of the student's progress in the program.

Students in advanced classes (grades 9-12) must apply to the counseling department in order to transfer to another class. Likewise, students with unsatisfactory class performance may be removed from such classes by the counseling department with the recommendation of the classroom teacher.

### **PERSONNEL**

The Gifted and Talented Coordinator, designated by the Superintendent, shall meet those certification requirements necessary for serving in that position and shall oversee the District's Gifted and Talented program.

Teachers providing direct services to gifted students for more than one-half of the school day shall have either an approval to teach gifted, or an endorsement on their teaching certificate. The base certificate shall be valid relative to the grade level to which the teacher is assigned.

All Gifted and Talented Lead teachers shall be provided professional development training on identifying and working with gifted and talented students.

### **FUNDING**

The District shall submit an application to the state in which seventy-five percent (75%) of the state gifted allocation shall be used in the category of personnel, including salary, and fixed charges.

The Gifted and Talented Coordinator shall be responsible for budget decisions concerning the state grant for the gifted and talented program and for ensuring that all statutes and administrative regulations are met as required to receive state funding for the gifted and talented program.

Funding for any services beyond the state allocation shall be determined in the District budget.

### **PROGRAM EVALUATION**

Data shall be collected for purposes of evaluating effectiveness of the gifted and talented program in the areas of student progress, community involvement, cost effectiveness, incorporation of gifted education into the regular school program, overall quality of instruction, and attitudes of students, parents and teachers toward the program.



## **Gifted and Talented Students**

### **PROGRAM EVALUATION (CONTINUED)**

The Gifted and Talented Coordinator shall coordinate the annual, on-going process of evaluating all aspects of the gifted education program and make recommendations for upgrading those areas found to be deficient. Data collected in the annual evaluation shall be utilized in the school and District planning process.

~~Gifted and talented teachers shall be responsible for collecting data and submitting it to the Gifted and Talented Coordinator in the spring of each year. The Coordinator is responsible for upgrading any deficiencies.~~

Assessment of student progress shall be based on gifted service performance portfolios, special projects, and classroom performance. Reports will be sent to parents twice each year, indicating the student's performance in process skills and quality of product in grades four through twelve (4-12).

### **PROCEDURAL SAFEGUARDS AND GRIEVANCES**

A school district shall establish a grievance procedure through which a parent, guardian or student may resolve a concern regarding the appropriate and adequate provision of talent pool services or services addressed in a formally identified student's gifted and talented student services plan. This district-wide grievance procedure shall address:

1. The appealing party shall submit in writing to the District Gifted and Talented Coordinator outlining specific reasons why s/he believes the screening/evaluation results are not accurate and/or why s/he believes an exception should be made, reconsideration given with regard to the screening/evaluation results for selection/identification purposes, or that services should be amended. The outline should provide a detailed explanation.
2. The District Gifted and Talented Appeals Committee shall be formed in the event that an appeal is received. The appeals committee will meet within one (1) month of receiving a written appeal/petition form.
3. The District Gifted and Talented Coordinator shall compile student data and present that, along with the appeal/petition, to the District Gifted and Talented Appeals Committee.
4. The committee shall hear the appeal/petition, make a recommendation, and respond in writing to the appealing party within ten (10) business days of receipt of the appeal and accompanying information. If the appeal concerns the non-availability of appropriate service options, the Gifted and Talented Coordinator shall consult with school administration and/or SBDM council.

**Gifted and Talented Students****PROCEDURAL SAFEGUARDS AND GRIEVANCES (CONTINUED)**

5. If the committee rules in favor of the grievant, the following options shall apply, as appropriate:
  - a) The student who is eligible for gifted services may participate in the program as soon as the appropriate forms are signed and returned by the parent/guardian.
  - b) A change in either the Gifted Student Service Plan (GSSP) or provision of services shall be made in a timely manner.
6. If the appeal is denied, the party may submit a written appeal to the Superintendent. The Superintendent shall review previously presented information and administrative responses and conduct any necessary investigation. The Superintendent shall provide a written response to the parent/guardian, the Principal, and the District Gifted and Talented Coordinator within ten (10) days of the parent/guardian's written appeal to the Superintendent.

**PARENT EDUCATION**

Parents of gifted students are charged with a special responsibility requiring information beyond normal parenting skills. To assist them, the gifted program shall provide such support services as:

- Communication regarding local and state activities (Kentucky Association of Gifted Education).
- ~~Newsletter and/or other written communication regarding gifted and talented program activities and opportunities.~~

## Student Completion of the Primary Program and Skills Checklist

### A GUIDE SHEET FOR PRINCIPALS AND TEACHERS

Described in this document is Kenton County School District's process for determining successful completion of the primary program. This process meets the requirements of 703 KAR 4:040 and Kenton County Board Policy Promotion and Retention (08.22). This process is separate from ARC decisions.

#### Step 1

*\*In November, the primary teacher will gather the following data:*

Assessments results

RTI data from Tier II and III interventions

Teacher observations\*

Anecdotal records\*

Variety of work samples -student products, class work, self reflection samples \* (e.g. learning log/journals)

Checklists of academic, social and developmental progress\*

#### Step 2

*\*Primary teacher will:*

By January, have a meeting with the administrative team to present data which has been collected thus far and share concerns.

*\*Administrative team will:*

No later than February meet with the parents to discuss the concerns and inform them that the student may need to spend an extra year in the primary program. A letter will be signed to document the concerns. One copy of the letter will be given to the parents and one copy will be filed in the cumulative folder.

#### Step 3

*\*Primary teacher will:*

implement interventions

continue to gather and analyze data from Step 1

communicate progress to parents



## Student Completion of the Primary Program and Skills Checklist

### A GUIDE SHEET FOR PRINCIPALS AND TEACHERS (CONTINUED)

#### Step 4

*\*Primary teacher and administrative team designee will:*

No later than at least 30 days before such a decision takes place\* (e.g. before the beginning of the next school year), conduct a conference to make the final decision. Final decisions as to promotion or retention shall rest with school authorities, no student may be retained without prior consultation with the parents and approval of the Principal. (Underlined items are required by Kenton County Board Policy 8. 22)

#### Step 5

*\*The Primary teacher and administrative team designee will:*

\_\_\_\_ Provide documentation of the final decision which will include:

1. A copy of pertinent data used to make the decision.
  2. A conference summary that will include all signatures of those attending the conference.
  3. This documentation will be filed in the student's cumulative folder and the parents will be given a copy.
- \_\_\_\_\_

**Skills Checklist (Completed by Primary Teacher)**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

Please rate each statement regarding the above child. Circle one number for each statement.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| • Shows interest in academic tasks                   | 1 | 2 | 3 | 4 | 5 |
| • Demonstrates grade level reading skills            | 1 | 2 | 3 | 4 | 5 |
| • Demonstrates grade level math skills               | 1 | 2 | 3 | 4 | 5 |
| • Uses critical/creative thinking skills             | 1 | 2 | 3 | 4 | 5 |
| • Uses problem solving skills in everyday situations | 1 | 2 | 3 | 4 | 5 |
| • Fine motor skills                                  | 1 | 2 | 3 | 4 | 5 |
| • Gross motor skills                                 | 1 | 2 | 3 | 4 | 5 |
| • Expresses self easily in group                     | 1 | 2 | 3 | 4 | 5 |
| • Uses and understands grade appropriate language    | 1 | 2 | 3 | 4 | 5 |
| • Demonstrates grade appropriate peer interaction    | 1 | 2 | 3 | 4 | 5 |
| • Attends in large group (20-25)                     | 1 | 2 | 3 | 4 | 5 |
| • Follows group directions                           | 1 | 2 | 3 | 4 | 5 |
| • Follows routines, responsible for materials        | 1 | 2 | 3 | 4 | 5 |
| • Sustains working mode for full day                 | 1 | 2 | 3 | 4 | 5 |
| • Handles frustration appropriately                  | 1 | 2 | 3 | 4 | 5 |
| • Self manages independent time                      | 1 | 2 | 3 | 4 | 5 |
| • Works independently                                | 1 | 2 | 3 | 4 | 5 |

Compared to other students in your classroom, how successful do you feel this child would be in the next grade?

Not Very-----Very Successful

1	2	3	4	5
---	---	---	---	---

**RELATED POLICY:**08.22



### **Homeless Children and Unaccompanied Youth**

The District shall support homeless children and unaccompanied youth by:

1. Awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;
2. Allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;
3. Awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred. If this is a consideration, the following shall take place:
  - 3.a. The school counselor and the District Homeless Coordinator will work with the previous district to validate credits and request the previous district to award a diploma on behalf of the Homeless Children and Unaccompanied Youth (HCUY); and; and
4. Exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.

#### **AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED**

Consistent with KRS 156.160, and to the extent feasible, homeless children and unaccompanied youth transferring from outside of the District and within the District shall be awarded credit, including partial credit, for all coursework satisfactorily completed.

~~Counselors will use the Homeless Children and Unaccompanied Youth Adjusted Graduation Contract (09.12 AP.24) to award and calculate partial credit for all coursework which has been satisfactorily completed by a homeless student or unaccompanied youth transferring into a District high school. Homeless students and unaccompanied youth will receive priority placement in classes needed toward graduation.~~

~~The McKinney-Vento (MKV) liaison and individual schools will work with homeless students, unaccompanied youth and families to ensure they are aware of opportunities and have access to extracurricular and summer programs, virtual learning opportunities, tutoring, and other extended school services to the fullest extent possible and at nominal cost.~~

To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, the District shall adopt written procedures addressing (written procedures are included below):



**Homeless Children and Unaccompanied Youth****AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)**

1. The tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth:
  - a) Upon enrollment of HCUY, registrars shall immediately request the academic transcript and other educational records from the previous school. School counselors will review records in order to calculate credits, including any partial credits, and contact the previous school with any questions needed. Seat time and completed coursework at the time of transfer will be used to calculate and award credits and partial credits. In order to complete partial credits efficiently, HCUY will be placed in corresponding courses at the point where they left off at the previous school (e.g., traditional courses, online courses via electronic platforms). Calculated credit requirements will be documented on the HCUY Adjusted Graduation Credit Contract (Procedure 09.12 AP.24).
2. The consolidation of partial credit, where appropriate, to provide opportunities for credit accrual that eliminate academic and nonacademic barriers for homeless children and unaccompanied youth:
  - a) Upon enrollment of HCUY, registrars shall immediately request the academic transcript and other educational records from the previous school. School counselors will review records in order to calculate credits, including any partial credits, and contact the previous school with any questions as needed. Where appropriate, staff will consolidate partial credits of "like courses" to eliminate redundancy and provide for efficient credit accrual.
3. How the District shall provide students experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at nominal or no costs:
  - a) HCUY shall have access to extracurricular and summer programs available within the District, including summer school and extended school services. HCUY shall also have access to credit recovery services (e.g., summer school; online courses via electronic platforms). HCUY shall have priority scheduling in these programs and any fees or costs will be waived per Board Policy 09.15.
4. The ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:
  - a) Identifying systems that are in place to ease the transition of students experiencing homelessness, particularly during the first two (2) weeks at a new school;



**Homeless Children and Unaccompanied Youth****AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)**

- For HCUY who transfer into the District, supports and services are in place to ease their transition, including school counseling services, and homeless/transition services. During a HCUY student's first two (2) weeks of transferring into a new school, a school counselor will meet with the student (and parent/guardian) to review credit status, individual graduation plan, and other information in order to consider any supports and interventions as appropriate to ease overall transition into the new school.
- b) Requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness:
  - No less than annually, a school counselor will meet with each HCUY to provide guidance and assistance regarding college and career readiness and post-secondary planning.
- c) Granting priority placement in classes offered by the District that meet state minimum graduation requirements for students who change schools at least once during a school year as a result of homelessness:
  - HCUY who transfer into the District during the school year as a result of homelessness shall be granted priority scheduling and placement in classes that meet state minimum graduation requirements. Opportunities for credit recovery (e.g. traditional courses, online courses via electronic platforms) will also be considered in such circumstances.
- 5. How and in what circumstances the District shall allow a student experiencing homelessness who was previously enrolled in a course required for high school graduation to complete that course at no cost before the beginning of the next school year as required by KRS 156.160
  - a) HCUY who fail to complete a course required for graduation shall be granted priority scheduling and placement in order to earn/recover those credits at no cost during the spring and/or summer prior to the beginning of the next school year (e.g. traditional courses, online courses via electronic platforms or summer school).
- ~~1.6.~~ The required review of credit accrual and the personal graduation plan for each homeless student and unaccompanied youth that is not on track to receive a high school diploma before the fifth year of high school enrollment:

**Homeless Children and Unaccompanied Youth****AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)**

- a) A school counselor shall monitor the credit/graduation status of each HCUY no less than semesterly. If any such student is not on track to graduate in four (4) years, a school counselor shall meet with the student (and parent/guardian) to review credit status and individual graduation plan, and implement supports as appropriate to help the student recover credits and get back on track (e.g. academic tutoring, credit recovery via traditional courses, online courses via electronic platforms, or summer school, social/emotional supports, and/or basic needs)**

The MKV liaison will coordinate and/or provide on-going training and support to counselors and FRYSCs on the following topics:

- Strategies to support homeless students during transition to a new school
- Supporting homeless students to becoming college and career ready
  - Credit recovery at no cost for courses outside the normal school year or term
  - Review of individual graduation plans

**REFERENCES:**

KRS 156.160  
704 KAR 7:090  
42 U.S.C. § 1143

**RELATED POLICY:**

08.113



### **Entrance Age**

Entrance requirements related to age and health status of a student are as follows:

- *Proof of Age and Identity* - Each pupil entering any elementary or secondary school for the first time shall present evidence of age by means of a state issued birth certificate. If a birth certificate is not presented other reliable proof of the student's identity and age as well as an affidavit of the inability to produce a copy of the birth certificate must be given.
- *Proof of Immunization* - Upon enrollment, each pupil entering for the first time shall present evidence of immunization by means of a certificate issued by a licensed physician or an APRN.
- *Preventive Student Health Care, Vision, and Dental Examinations* - Within one (1) year prior to initial entry to school, each student shall undergo a preventive student health care examination, which shall be documented on the state-required form or an electronic medical record that includes all of the data equivalent to that on the Preventive Student Health Care Examination form.

Also upon enrollment, each three (3), four (4), five (5), or six (6) year-old student entering the first year of public school, public pre-school or Head Start must undergo a vision examination as required by applicable statute and regulation and provide the school with either the required form or electronic medical record by January 1 of the first year of enrollment. Evidence of a dental screening or examination shall be required to be submitted on the required form or electronic medical record by January 1 of the first year that a five-(5) and six-(6) year-old student is enrolled in kindergarten in the District.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

### **FAILURE TO PROVIDE**

Except for vision examination records and dental examination records as noted above, which are due by January 1 of the first year of enrollment, failure to provide the remaining required documentation within thirty (30) calendar days after enrollment may constitute reason for appropriate action.

### **EARLY ENTRANCE**

According to board Policy 09.121, regarding "Early Entrance to Kindergarten," state law requires districts to have a process in place for parents of children who are not at least five (5) years old by August 1 (KRS 158.030) to request the District for early entrance to kindergarten.

1. Any parent requesting that their child be screened for early entrance to kindergarten may do so between the first day of March to the last day of March of the current school year. No child may be screened prior to the first day of March or after the fifteenth of May.
- 1-2. Parents must obtain the Consent to Screen for Early Entrance Admission to School (09.121 AP.21) from the school and complete it entirely. This form must be submitted to the school prior to scheduling the actual Kindergarten Readiness Screening.

**Entrance Age****EARLY ENTRANCE (CONTINUED)**

3. Once the request for Early Enrollment Form is received by the school, the principal or principal designee will contact the parent to arrange the date, time and location for the screening to take place.
4. The person bringing the child (parent, guardian or caretaker) to the screening should expect to stay thirty (30) minutes to one (1) hour for the screening. During the screening, the child will be separated from the parent or caretaker in order for the screener to be administered. Screenings will be conducted at times that cause minimal disruption to the normal operations of the school and the child's daily routine.
5. In order to be considered for early enrollment, the child must meet criteria as established by the Board in policy 09.121. Final determination of placement will rest with the District Early Entrance Screening Team.
6. The parent(s) will be notified of the results from the school principal or principal designee. Screening results will only be shared and discussed with the parent or legal guardian.
7. Parents will be given contact information and required documentation needed in order to complete the enrollment process. Parents may request a meeting with the school principal to discuss the results.
8. A child will be screened only one (1) time and there will not be an opportunity for rescreening.

**PRINCIPALS TO REPORT**

Principals are to report to the Superintendent/designee the names of those children who do not present acceptable evidence of age and required immunizations and examinations.

**RELATED PROCEDURE:**

09.12 AP.1



STUDENTS

09.1224 AP.2

**Online, Virtual, and Remote Learning Forms Application and Contract****FULL-TIME VIRTUAL LEARNING PROGRAM APPLICATION***Application must be submitted for each school year.*

Date Application Filed: \_\_\_\_\_ School Year: \_\_\_\_\_ - \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First MIAddress of Residence: \_\_\_\_\_  
Street City State Zip

School of residence: \_\_\_\_\_ School presently attending: \_\_\_\_\_

Please list in order, beginning with the most recent, school(s) attended in the past:

Name of School: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of School: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for requesting to attend the Virtual Learning Center: \_\_\_\_\_

Have you previously been a full-time virtual learning student in the District?

☐ No☐ Yes - Complete the following (This information should be accessible in the Virtual Learning Platform):

- Number of courses attempted \_\_\_\_\_
- Number of courses completed with a passing grade \_\_\_\_\_
- Number of high school credits earned \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved, a Virtual Learning Contract will be completed and signed by the student and parent/guardian. The contract will be regularly monitored by the school throughout the year. Parents/guardians are expected to regularly monitor their student's academic performance and behavior to support maintaining satisfactory performance levels and all parts of the contract. Parents/guardians must agree to bring in their student for required state assessments (i.e. ACT, ACCESS, Kentucky Summative Assessment, and Brigrance). If a student does not participate in required state assessments, the student will automatically be denied in the future for Virtual Learning.

Name of Parent/Legal Guardian:	Parent/Legal Guardian Cell Number:
Signature of Parent/Legal Guardian:	Parent/Legal Guardian Email:
Relationship to Student:	

Return this completed application to the Principal at your school of residence.

This request is ☐ Approved ☐ Denied – Reason: \_\_\_\_\_

Principal/designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date notification sent to Parent/Legal Guardian: \_\_\_\_\_



**Online, Virtual, and Remote Learning Application and Contract****Full-Time Virtual Learning Contract**

School Year \_\_\_\_\_ / \_\_\_\_\_

Student Name: \_\_\_\_\_ School of residence: \_\_\_\_\_

As a part of the online Virtual Learning (VL) Program, certain standards and behaviors are expected of students. As a student enrolled in the Virtual Learning Program, I agree that:

**FOLLOW DISTRICT POLICIES/PROCEDURES**

1. I will follow all state and District policies/procedures. I understand that if I violate the Code of Conduct then I can be immediately removed from the program.
2. I will follow policies/procedures specific to the course(s) I am enrolled in as well as other rules as specified by the VL Supervisor.
3. I will attend mandatory state testing.
4. If I fall behind and require tutoring sessions, then I must attend and fully participate.

**ACCEPTABLE USE POLICY**

5. Appropriate use of the Internet is expected at all times. All terms outlined in the District's Student Acceptable Use Policy and Student Code of Conduct apply to this contract.
6. All course work and submissions that I do may be retrieved and/or monitored by the school at any-time.
7. I must not inappropriately use information within the course and will only use for authorized purposes.
8. I will protect my username and password by not sharing my login information with others.
9. I will not attempt to bypass any security protocols.

**MAKE SUFFICIENT ACADEMIC PROGRESS**

10. I can create and maintain a study schedule without daily face-to-face interaction with a teacher.
11. I understand that the VL Supervisor holds the right to log me off, give me additional activities, make me redo activities, and/or suspend my privileges if they deem it necessary.
12. I understand that I must make satisfactory academic progress as determined by the VL teacher and complete the course by the end of the year or timeframe outlined by the VL teacher. Failure to do so may result in a failing grade. I will adhere to all other school timelines for completion of course requirements. The District's policies will take precedence in meeting program/course requirements.
13. I need to plan and work ahead if family or personal activities will limit course activities at any given time.
14. I understand that if I do not make sufficient academic progress at mid-term, I may be asked to attend in-person instruction full-time. I understand that if I do not make sufficient academic progress by the end of a term, I will be required to return to in-person instruction full-time.

**Online, Virtual, and Remote Learning Application and Contract****Full-Time Virtual Learning Contract****COMMUNICATION**

15. I will respond to communication in a timely manner (one [1] business day). Failure to communicate and respond to school staff will result in returning to in-person instruction full-time.

**ACADEMIC HONOR POLICY**

16. (please initial) I understand and agree that all work submitted must represent my original ideas or I will appropriately cite all sources. I understand that no one other than I can complete any portion of an assignment, activity, or exam, or make revisions to an assignment, activity, or exam. Failure to do so can result in a failing grade.

**TECH SUPPORT**

17. My parent or I can email the VL Supervisor if we are having trouble with the learning program.

**STUDENT ACKNOWLEDGEMENT & UNDERSTANDING**

Please initial the statements below and provide your signature and the date.

I read, understand, and acknowledge all the expectations and the policies as set forth in this document.

I agree to abide by the guidelines as stated.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN ACKNOWLEDGEMENT & UNDERSTANDING**

Please initial the statements below and provide your signature and the date.

I read, understand, and acknowledge all the expectations and the policies as set forth in this document.

I agree to abide by the guidelines as stated.

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Vacant)



**Nonresident Pupil Admission**

School Year \_\_\_\_\_

Application Window: \_\_\_\_\_

to \_\_\_\_\_

Terms and conditions of Nonresident Pupil Admission – Please read the entire form prior to completing and submitting form.

Tuition fees must be paid no later than August 10<sup>th</sup> or upon acceptance. Fees are not prorated. Fees are refundable only if a tuition-paying family moves in to the Kenton County School District within the first sixty (60) days following initial payment the first day of the school year. The tuition fee is \$500 per student/per school year for students living in another Kentucky school district. Any student whose primary residence is outside of the State of Kentucky shall be subject to the tuition amount equal to the current Supporting Education Excellence in Kentucky (SEEK) allocation per pupil plus the annual fee of five hundred dollars (\$500.00) as stated above. The applied SEEK amount may be prorated based on the number of days enrolled in the District. Tuition fees are applied according to Board Policy 09.124.

Parents must submit a copy of their child's report card, attendance, discipline records, individual education plans, and 504 plans, etc. with this application. Parents are also responsible for all transportation to/from school if accepted. (Students must arrive no earlier than twenty (20) minutes before school and be picked up at dismissal time.)

- Nonresident pupil/Tuition applications will only be considered if adequate capacity is available at the school. Adequate capacity is defined as adequate space per recommended State Cap in the grade level/classes in the school, and there is no undue impact on the programmatic needs of the school/District.
- Assuming space is available, cases will be **considered for acceptance based on students abiding by the following four (4) criteria:**
  - Satisfactory academic progress and effort as determined by the Principal.
  - District attendance policies including matching the District's average attendance and not exceeding six (6) unexcused absences.
  - Behave in accordance with the Code of Expected Behavior and Conduct.
  - Parent(s)/guardian(s) are cooperative and supportive in their working relationship with the school.
- **If approved**, this commitment is for one (1) school year and is **subject to the following limitations:**
  - Applications are to be made each school year.
  - Applications must be received by the Building Principal following enrollment guidelines.
- Transfers involving athletics will be in accordance with Kentucky High School athletic Association (KHSAA) By-Laws.
- **While attending the school on tuition status**, it is our expectation that parents/guardians regularly monitor student's academic performance, behavior, and attendance to assist and support maintaining satisfactory levels.

-----  
Date Application Filed: \_\_\_\_\_

School Year for which Application is Made: \_\_\_\_\_ Grade for which Application is Made: \_\_\_\_\_

Student's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address of Residence \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Father's Work #: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_

Father's Cell #: \_\_\_\_\_ Mother's Cell #: \_\_\_\_\_

School of Residence: \_\_\_\_\_ School Applying For: \_\_\_\_\_

School Presently Attending: \_\_\_\_\_

If **NEW** to School of Application, Please Indicate Reason for request Tuition: \_\_\_\_\_

-----  
Please list, beginning with the most recent, in order the school(s) your child has attended in the past.

Name of School \_\_\_\_\_ Year \_\_\_\_\_ Grade \_\_\_\_\_

Name of School \_\_\_\_\_ Year \_\_\_\_\_ Grade \_\_\_\_\_

Name of School \_\_\_\_\_ Year \_\_\_\_\_ Grade \_\_\_\_\_

Which school is holding your child's permanent records? \_\_\_\_\_

Other information you wish to share: \_\_\_\_\_



**Nonresident Pupil Admission**

WE AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS APPLICATION AND WE UNDERSTAND THAT FALSE INFORMATION MAY BE GROUNDS FOR DENYING THIS APPLICATION OR CHANGING FUTURE STATUS.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

If you are a Kenton County School District full-time employee and you are the legal parent/guardian of this student, please complete the following:

Employee Name: \_\_\_\_\_ School/Job Site: \_\_\_\_\_

Please return this completed form (front and back) to the Principal of the school to which application is made.

**This Area to be Completed by Kenton County School District Staff Only**

Signature below shows application is **APPROVED**

Principal's Signature Showing Approval

Date of Review/Signature

Date Notification Sent to Parent \_\_\_\_\_

Superintendent's/designee's Signature

Date of Review/Signature

Application **DENIED**

Principal's Signature Showing Denial

Date of Review/Signature

Reason(s) for Denial: \_\_\_\_\_

Date Notification Sent to Parent \_\_\_\_\_

Superintendent's/designee's Signature

Date of Review/Signature

*The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts, Girl Scouts of the United States of America, and other designated youth groups.*

*"El Distrito Escolar del Condado de Kenton no discrimina en base a raza, color, origen nacional, sexo, discapacidad o edad, en sus programas o actividades y proporciona un acceso igualitario a los Boy Scouts, Girl Scouts de los Estados Unidos de América, y otros grupos de jóvenes designados."*

**Employee Request for Nonresident Pupil Admission for Preschool Program**

\_\_\_\_ School Year

Applications Due By \_\_\_\_\_

**Terms and conditions of nonresident pupil/tuition application – Please read the entire form prior to completing and submitting form.**

**Tuition fees must be paid no later than \_\_\_\_\_ or upon acceptance. Fees are non-refundable. The tuition fee per student is \$2,500 for the school year or \$1,250 for enrollment after January 1<sup>st</sup> of the school year.**

**Parents are responsible for all transportation to/from school if accepted.**

Tuition applications for students of full-time employees who live outside the District are considered only if there is adequate capacity is available at the school. Adequate capacity is defined as adequate space per recommended State Cap existing in the grade level/classes in the school, and there is no undue impact on the programmatic needs of the school/District.

- Assuming space is available, cases will be **considered for acceptance based on students abiding by the following criteria:**
  - Age appropriate progress and effort as determined by Developmental Guidelines.
  - Following of District attendance policies including matching the District's average attendance and not exceeding six (6) unexcused absences.
  - Behave in accordance with the Code of Expected Behavior and Conduct.
  - Parent(s)/guardian(s) are cooperative and supportive in their working relationship with the school.
- **If approved**, this commitment is for one (1) school year and is **subject to the following limitations:**
  - Applications are to be made each school year.
  - Applications must be received and reviewed by the District Preschool Office and Building Principal following enrollment guidelines.

Date of Application: \_\_\_\_\_

School Year for Application: \_\_\_\_\_ Grade for which Application is Made: \_\_\_\_\_

Student's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address of Residence \_\_\_\_\_  
Street City State Zip

Name of Parent/Legal Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Father's Work #: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_

Father's Cell #: \_\_\_\_\_ Mother's Cell #: \_\_\_\_\_

School of Residence: \_\_\_\_\_

School Applying For: \_\_\_\_\_ Preferred Session: ☐ AM ☐ PM

School Presently Attending: \_\_\_\_\_

If **NEW** to School of Application, Please Indicate Reason for request Tuition:

\_\_\_\_\_

**Request for Nonresident Pupil Admission for Preschool Program**

Please list, beginning with the most recent, in order the preschools/daycares(s) your child has attended in the past.

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

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

Other information you wish to share: \_\_\_\_\_

**WE AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS APPLICATION AND WE UNDERSTAND THAT FALSE INFORMATION MAY BE GROUNDS FOR DENYING THIS APPLICATION OR CHANGING FUTURE STATUS.**

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Kenton County School District Full-Time Employee Name: \_\_\_\_\_  
School/Job Site: \_\_\_\_\_**Please return this completed form (front and back) to the DISTRICT PRESCHOOL OFFICE.****This Area to be Completed by Kenton County School District Staff Only**Signature below shows application is **APPROVED**

District Preschool Office Signature Showing Approval \_\_\_\_\_ Date of Review/Signature \_\_\_\_\_

Principal's Signature Showing Approval \_\_\_\_\_ Date of Review/Signature \_\_\_\_\_

Date Notification Sent to Parent: \_\_\_\_\_

Superintendent's/designee's Signature \_\_\_\_\_ Date of Review/Signature \_\_\_\_\_

**Application DENIED**

District Preschool Office Signature Showing Denial \_\_\_\_\_ Date of Review/Signature \_\_\_\_\_

Principal's Signature Showing Denial \_\_\_\_\_ Date of Review/Signature \_\_\_\_\_

Reason(s) for Denial: \_\_\_\_\_

Date Notification Sent to Parent: \_\_\_\_\_

Superintendent's/designee's Signature \_\_\_\_\_ Date of Review/Signature \_\_\_\_\_

*The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts, Girl Scouts of the United States of America, and other designated youth groups.**"El Distrito Escolar del Condado de Kenton no discrimina en base a raza, color, origen nacional, sexo, discapacidad o edad, en sus programas o actividades y proporciona un acceso igualitario a los Boy Scouts, Girl Scouts de los Estados Unidos de América, y otros grupos de jóvenes designados."*



**Administration of Medication Permission Form**

School: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Dear Parent/Guardian,

If medication administration is required during the school day, whether prescription or non-prescription, **this form must be completed and signed by both a physician and parent.** For any questions, please contact the school nurse.

Most ~~All~~ medications are kept in the first aid room and must be in the original container with label affixed. For prescription medication, your student's name must be on the label and the label must match the directions on this form. The initial dose of any new medication- should be given at home when possible ~~cannot be administered at school.~~

Pursuant to *KRS 158.834*, *KRS 158.838*, and *KRS 158.836*, Board policy permits a responsible, trained student to carry and/or self-administer medication for asthma (inhaler), severe allergic reaction (injectable epinephrine device), seizures (FDA approved for rescue or symptoms) or diabetes (Glucagon) on his/her person for immediate use in a life-threatening situation with a written physician's order, parent request, school nurse and Principal approvals. We accept the parent request and physician statement. We will permit and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

A new form is required for any changes in medication orders. This form may be faxed to the school to the number listed above.

The duration of this form is for one (1) school year only. SCHOOL YEAR: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_ ALLERGIES: \_\_\_\_\_

**To be completed by Physician or Authorized provider**

1. Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Directions: \_\_\_\_\_

Administration Time: Lunch \_\_\_\_\_ or \_\_\_\_\_ Route: \_\_\_\_\_ Diagnosis/Condition: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_ Duration: Start \_\_\_\_\_ Stop \_\_\_\_\_

**\*\*In the case of an inhaler, ~~injectable~~ epinephrine device, FDA approved seizure symptom/rescue medication or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may \_\_\_\_\_ CARRY and/or \_\_\_\_\_ SELF ADMINISTER this medication. (Physician's Initial) Yes \_\_\_\_\_**

2. Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Directions: \_\_\_\_\_

Administration Time: Lunch \_\_\_\_\_ or \_\_\_\_\_ Route: \_\_\_\_\_ Diagnosis/Condition: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_ Duration: Start \_\_\_\_\_ Stop \_\_\_\_\_

**\*\*In the case of an inhaler, ~~injectable~~ epinephrine device, FDA approved seizure symptom/rescue medication or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may \_\_\_\_\_ CARRY and/or \_\_\_\_\_ SELF ADMINISTER this medication. (Physician's Initial) Yes \_\_\_\_\_**

3. Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Directions: \_\_\_\_\_

Administration Time: Lunch \_\_\_\_\_ or \_\_\_\_\_ Route: \_\_\_\_\_ Diagnosis/Condition: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_ Duration: Start \_\_\_\_\_ Stop \_\_\_\_\_

**\*\*In the case of an inhaler, ~~injectable~~ epinephrine device, FDA approved seizure symptom/rescue medication or Glucagon, student has received training to carry the inhaler or emergency medication and, in my opinion, may \_\_\_\_\_ CARRY and/or \_\_\_\_\_ SELF ADMINISTER this medication. (Physician's Initial) Yes \_\_\_\_\_**

**\*\*\*\*PARENT/GUARDIAN AUTHORIZATION FOR SELF CARRY/SELF-ADMINISTER ONLY \*\*\*\***

I request that my child, named above, be permitted to: \_\_\_\_\_ carry \_\_\_\_\_ self-administer the above emergency medication. I take responsibility for this permission and will ensure the medication is not expired. I understand the medication must be in the original pharmacy container, labeled with name of student, prescribing health care provider, and medication; date of original prescription; strength and dose of medication; and directions for use.

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

During school hours, I understand teachers, assistants, nurses or other trained school personnel may be administering these medications according to the specified physician's order and District policy. Schools have established individual procedures for where and when the students receive their daily medications. The student has the ultimate responsibility of reporting daily for their medication.

No medications will be sent home with students. All unused medications and medications without orders not picked up from the school by a parent within five (5) days will be discarded.

I give permission for the storage and administration of this medication by trained school personnel accompanying my student on a field trip or school related function in Kentucky and/or other states. In the case of field trips or school-related functions, slight variations to the time the medication is administered may also be necessary. Unless indicated otherwise, student may self-administer medication with school trained personnel supervision while on a field trip.

I hereby release the Kenton County Board of Education and its employees from any claims or liabilities connected with their reliance on this permission and agree to indemnify, defend and hold them harmless from any claim or liability connected with such reliance.

\*Parent's Signature \_\_\_\_\_

Parent's Phone \_\_\_\_\_

Date \_\_\_\_\_

\*Physician's Signature \_\_\_\_\_

Physician's Phone \_\_\_\_\_

Date \_\_\_\_\_

\*Print Physician's Name \_\_\_\_\_

Physician's Address \_\_\_\_\_

Fax Number \_\_\_\_\_

Principal's Signature (For self-carry only) \_\_\_\_\_

School Nurse Signature \_\_\_\_\_

Date Form Rec'd in Office \_\_\_\_\_

**Administration of Medication Permission Form**

Dear Parent or Guardian,

Any medication, prescription or non-prescription, which a student requires during school hours, should be delivered by a parent/guardian and given to the school nurse or secretary. Any medication shared with another student or found in a student's possession, including his/her backpack or locker, could result in suspension or expulsion. All unauthorized medications will be confiscated.

Please keep in mind that school is not the best place to administer medicines. Doses can be forgotten during the busy school day. If your child's medicine can be administered at home, please do so. The initial dose of any new medication should be given at home when possible ~~Remember, the initial dose of a medication cannot be administered at school.~~

In order for the school to administer any medication to your student, you will need the following:

- *A Kenton County School District Administration of Medication Permission Form completed and signed by your child's physician. This form must also be signed by the parent/guardian. This form is available in the school office or first aid room.*
  - *Notes from parents requesting medication to be administered to students will not be accepted.*
  - *We cannot accept telephone permission for medication administration from a physician. Your doctor's office may fax the signed form to the school.*
- *Medication must be in the original container. All prescription medications must have the student's name on the label with directions for administration that match the permission form.*

If the above procedures are not followed, we will not be permitted to administer medication to your student at school.

Medications containing narcotics for pain relief or sedation should not be sent to school. For their own safety, children requiring this level of medication should remain at home until this medication is no longer required during the school day.

All unused medications not picked up from school by a parent within five (5) days will be discarded. No medication will be sent home with students.

We appreciate your cooperation in this matter and hope you understand these procedures are for the safety of all of our students.



### **Driver's License Revocation Procedure**

Students who are fifteen (15), sixteen (16), or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation. Students who are fifteen (15), sixteen (16) or seventeen (17) must also be issued a School Compliance Verification Form from their school in order to be eligible to apply for an original Kentucky learner's permit or transfer a license according to KRS 159.051.

School personnel will follow the procedure below to provide appropriate documentation to students/parents required to initially obtain the Kentucky driver's permit and to the Transportation Cabinet for revocation of driving privileges.

#### Completing the Kentucky School Compliance Verification Form

Upon request school staff will:

- Review grades and attendance for compliance.
- Sign and stamp the form with the school seal. Retain a copy of the form for school records.
- Document the school verification of compliance in the student information system.

#### Revocation/Reinstatement of License or Permit

At the end of each trimester/semester school staff will:

- Run grade and attendance reports from the district student information system.
- Review the data for accuracy.
- Document changes to the student's driving status in the student information system.
- Submit student information to the Kentucky No Pass/No Drive via the designated online portal.



**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.

**Superintendent/Designee**

- 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 committed an offense that or is likely to substantially disrupt the educational process. \_\_\_\_\_The student has committed an offense that or is likely to constitute 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."~~

KRS 158.150 and Board Policy 09.435 authorizes the superintendent of any school district to place a student into an alternative program or setting for up to 12 months in lieu of expelling a student, or upon the expiration of a student's expulsion, if he/she determined placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or staff. In cases of Terroristic Threatening the KCSD will exercise this provision and students will be placed for no less than one (1) year in an alternative placement of Performance-Based Instruction followed by a six (6) month transition period at the Virtual Learning Center prior to being eligible to returning to their home school. Additional conditions may be required on a case by case basis.

Hearing Officer Determination: \_\_\_\_\_ Expulsion Hearing \_\_\_\_\_ Alternative Placement \_\_\_\_\_ Other \_\_\_\_\_

Notes \_\_\_\_\_

**Expected Criteria for Reinstatement ~~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 alternative 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

## Administrative Hearing Form

### SUPERINTENDENT/DESIGNEE FOR RECOMMENDED EXPULSION

#### Expected Criteria for Reinstatement ~~Prior to return to home school~~ (continued)

- Student does not have any arrests or charges outside of the school setting preventing return to in-person instruction
- Maintain academic growth through Tier 1 curriculum and any Tier 2 or 3 interventions determined by the Core MTSS Team (Completing and passing assigned tasks)
- 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 (during the alternative placement)
- 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 upon request prior to the end of the placement period
- Mental Health Assessment from a licensed mental health professional
- Comply with all outside service providers and treatment recommendations (including all behavior plans, therapeutic recommendations and school directives
- Regular mental health counseling or therapy, with monthly progress reports submitted by a licensed provider
- School-based mental health counseling during alternative placement and beyond
- Check-ins (academic & SEB) with school admin/counselor/appropriate staff during alternative placement
- Parent/guardian sign a KCSD consent to share with all applicable outside providers
- Not to attend or participate in any school or district functions or be on any KCSD grounds during alternative placement
- Participate in required District or State testing at the assigned location (as applicable)
- Other

#### **~~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**

#### **Virtual Learning Center Placement/Transition**

In order to be eligible to return to the home school, students placed in or transitioning to the VLC in person will:

- Complete the VLC placement / transition – Dates: \_\_\_\_\_
- Successfully meet the above criteria
- Attend regularly with only excused absences
- Threat Assessment: Provide a statement from a licensed psychiatrist/psychologist stating that the student is not a danger to themselves or others AND will not pose a foreseeable threat for the duration of the placement.
- Parent/Guardian Accountability Agreement: Provide a written statement from the parent(s)/guardian(s) assuming full responsibility for monitoring all social media activity and device access, affirmation that any access to weapons is strictly restricted with documentation of steps taken to ensure safety, and written affirmation to physically ensure the student will not possess any weapon in any KCSD building, campus or grounds.

Prior to the end of the alternative placement and/or the transition period a review of the original offense and the above expectations will be conducted to determine appropriate transitions and for consideration of reinstatement. Severity of the offense and/or failure to meet the above criteria will may result in a continuation of the student in the administrative placement. Continued placements may be extended from five (5) weeks with an additional review to indefinite retention in the current placement

#### **Return to In-Person Instruction at Home School**

Prior to returning to your home school, 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. Upon return to home school all students will be under a probationary period which will be determined at the time of the transition meeting. During this probationary period a the student cannot have any Level III or IV Code of Conduct violations.

#### **The following are criteria to be included in the school plan**

- Transition to an in-school alternative placement
- Placement to be determined during the transition meeting
- School-based mental health counseling probationary period and beyond
- Check-ins (academic & SEB) with school admin/counselor/appropriate staff during probationary period
- MTSS interventions as determined by the Core MTSS Team
- Submit to physical searches upon entry to campus
- Other \_\_\_\_\_

#### **Communication to Parent/Guardian:**

The decision of the 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.



**Administrative Hearing Form**

**SUPERINTENDENT/DESIGNEE FOR RECOMMENDED EXPULSION**

**Acknowledgement of Expectations**

Parent Guardian

Student

School Administrator

Superintendent Designee/Hearing Officer