

ADMINISTRATION

Nondisclosure Agreement (SBDM)

This Nondisclosure Agreement (the "Agreement") is entered into by and between the members of the _____ School Based Council ("SBDM") and _____ School District, for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below.

For purposes of this Agreement, "Confidential Information" shall include all information, written material whether hardcopy or digital, media, communications, other files, or discussions that are part of the consultation between the Superintendent and the SBDM related to the hiring of the school Principal.

For purposes of this Agreement, "Confidential Information" shall NOT include information that is publicly known at the time of disclosure, or information that is publicly disclosed by the Superintendent.

For purposes of this Agreement, "Consultation" means the act of discussing or deliberating together where information is exchanged between the Superintendent and the SBDM and its members.

SBDM MEMBER/ PRINCIPAL SELECTION PANEL MEMBER

By: _____

Printed Name: _____

Title: _____

Dated: _____

PERSONNEL

DRAFT 6/6/2025

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Criminal Records Release Authorization

In order to obtain required state and national background checks, District employees and student teachers assigned within the District must complete the Kentucky State Police Criminal Records Release Authorization form, which is available from the Kentucky State Police.

Student teachers may submit and provide a copy of a national and state criminal background check by the Kentucky State Police and the Federal Bureau of Investigation through an accredited teacher education institution in which the student teacher is enrolled ~~and who~~ and with whom the District has a memorandum of understanding that background check documents can be shared, have a clear CA/N check.

Exposure Control Program for Bloodborne Pathogens

Universal precautions must be observed in the clean up of all blood or body fluids. All employees will treat all blood and body fluids as if known to be infected with HIV, HBV, and other bloodborne pathogens. Gloves (non-latex) will be provided for all staff, and CPR barriers will be provided for facilities and must be readily accessible to all employees.

No hazardous waste labels or containers should be needed in the schools; however, all custodians will be provided plastic liners for all waste receptacles and disposable non-latex gloves. Universal precautions will be observed in the disposal of all waste products, which will be done daily. Hepatitis B vaccinations will be offered to all designated Class I employees, if they decide not to accept the immunization; a waiver form must be signed by the employee.

No substantial risk of direct exposure to body fluids is anticipated in the school setting; however, if such exposure occurs, universal precautions must be observed, and the incident reported immediately to the principal or Director of Health Services. The staff members should contact the district's workmen's compensation coordinator for referral concerning post-exposure follow-up.

Blood, OPIM (other potentially infectious materials), OBFW (other body fluids and waste), used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual manner. This includes absorbed waste that does not have the potential to release the waste if compressed. Regulated waste---blood, OPIM and OBFW *not* contained in absorbent materials---should be placed in a closed leak-proof container with a bio-hazard label or in a red bag. Double bagging is only required if outside contamination of the original regulated waste container occurs. All contaminated surfaces will be immediately washed with a comparable solution. An appropriate cleaning schedule for rooms where body fluids may be present will be implemented and shall be as frequent as necessary depending on the area of the school, the type of surface to be cleaned, and the amount and type of soil present.

Annually, all personnel who face potential exposure to Bloodborne diseases in the performance of their jobs and for all employees whose assignments change to include potential for exposure will complete the Safe Schools online course. This course will address transmission and symptoms of bloodborne diseases, exposure control plans, how to access copies of the OSHA regulations and exposure control plans, job tasks that involve possible exposure to bloodborne pathogens, universal precautions, use and disposal of personal protective equipment, HBV vaccine benefits, reporting of exposure incidents, post exposure evaluation and follow-up, and hazards.

Employee records will be kept in the Human Resources Department. These will include a record of employee name and social security number, all training sessions attended, immunizations received, and exposure incidents, and follow-up information. Confidentiality shall be maintained for all such records. These records must be kept for 30 years after termination of employment. Training records which must be kept for 3 years.

Exposure Control Program for Bloodborne Pathogens

Class I Employees in this category are routinely exposed to Bloodborne Pathogens (BBP's) in the normal course of performing their jobs.

In-service on BBP's and Universal Precautions (UP's) are required annually.

Hepatitis B Virus/Vaccine ~~BV~~ is offered.

Job Classification: School Nurses
Staff Support Assistants/Health
Multiple Disabilities Teachers
Multiple Disabilities Para Educators
Job Classification: Preschool Teachers
(cont. – Class I) Preschool Para Educators
Day Treatment Teachers
Day Treatment Para Educators
Custodians
Teacher/Child Care Center
Child Care Center Para Educators

Class II Employees in this category could be exposed to BBP's in the normal course of performing their jobs.

- In-service on BBP's and Universal Precautions (UP's) are required annually.
- Offer Hepatitis B Virus/Vaccine information ~~BV~~ after an exposure incident takes place.

Job Classification: Bus Drivers
Transportation Aides
Coaches
Athletic Directors
Substitute Staff Support Assistants/Health
Cheerleading Sponsors
School Secretaries
Band Directors
Substitute Custodians
Substitute Special Education Para Educators
Maintenance Personnel
Teachers
Principals
Assistant Principals
Guidance Counselors

Class III Employees in this category have duties that should not include exposure to BBP's.

- In-service on BBP's and Universal Precautions (UP's) are required annually.
- Offer Hepatitis B Virus/Vaccine information ~~BV~~ if an exposure incident takes place.

Job Classification: Staff Support Assistants
Bus Duty Aides
Para Educators
Student Teachers
Substitute Teachers
Food Service Personnel
Mechanics
Community Education Instructors
District Office Clerical Personnel
School Finance Secretaries
District Administrators
Drill Team Sponsors

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Exposure Control Program for Bloodborne Pathogens**VACCINATION DECLINATION FORM**

(29 CFR 1910-1030)

Employee Name_____
Employee ID#

I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection.

If my position is identified as a Class I position according to the Boone County Schools' Exposure Control Program for Bloodborne Pathogens, I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself.

However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potential infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

If my position is identified as a Class II or III position according to the Boone County Schools' Exposure Control Program for Bloodborne Pathogens, I will be given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself, after an exposure incident takes place.

Employee Signature_____
Date_____
Facility Representative Signature_____
Date

Exposure Control Program for Bloodborne Pathogens

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Employee Signature_____
Date_____
Facility Representative Signature_____
Date

PERSONNEL
-CLASSIFIED PERSONNEL-

Grievance Procedures

The District is committed to providing the best possible working conditions for all employees. Part of this commitment is encouraging an open and frank atmosphere in which you may express and resolve your issue or concern. The classified employee grievance process assures a complete, impartial and prompt attempt to resolve work-related conflicts.

ELIGIBILITY

All active classified employees (other than temporary) are eligible to use the formal classified employee grievance process.

Temporary employees are eligible to use the informal process only.

In accordance with Board Policy 03.26, the Superintendent established these procedures in order to ensure that grievances submitted by classified personnel are addressed in a timely, efficient, and fair manner.

In setting forth these procedures, the Superintendent acknowledges that it is usually most desirable for an employee and his or her immediately involved supervisor to resolve problems through free and informal communications.

~~Inability to resolve or discuss problems at the informal level shall not prohibit an employee from filing a formal grievance within one hundred (100) school days from the date of the original incident.~~

When requested by an employee, a representative shall accompany the employee and assist in the informal resolution of the grievance, advising the administration one (1) day prior to the meeting of the Grievant's plan to be represented.

If the administrator is going to be represented by other administrators, the administrator shall inform the employee of this one (1) day prior to the meeting.

~~Within five (5) days after presentation of the informal grievance, the Principal or immediate supervisor shall give their answer orally to the employee.~~

~~Every effort shall be made by both parties to resolve any grievance at this stage provided that the adjustment is not inconsistent with the terms of this agreement. If, however, the informal process fails to satisfy the employee, a formal grievance may be filed. Only District classified employees may file grievances under these procedures.~~

~~The formal grievance shall be processed according to the Levels of Communication of Grievance described below.~~

INFORMAL PROCESS

The informal process is a non-written process and serves as an opportunity to resolve concerns at the department level. The informal process **must be completed** before advancing to the formal process.

Every effort shall be made by both parties to resolve any grievance at this stage provided that the adjustment is not inconsistent with the terms of this agreement. If, however, the informal process fails to satisfy the employee, a formal grievance may be filed. Only District classified employees may file grievances under these procedures.

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Grievance Procedures**INFORMAL PROCESS (CONTINUED)**

In the informal process, you must discuss your issue or concern with your immediate supervisor within ten (10) working days of the incident. Within five (5) days after presentation of the informal grievance, the Principal or immediate supervisor shall give their answer, in writing, to the employee.

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You have five (5) working days after receiving the answer from ~~discussing the issue with~~ your supervisor to initiate the formal process if the response from ~~outcome of the discussion with~~ your supervisor is not acceptable.

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FORMAL PROCESS

The formal process is a written process that is initiated when the outcome of the informal process is not acceptable by the employee.

Before the formal process can be used, Human Resources must verify that you have been through the informal process.

The formal grievance shall be processed according to the Levels of Communication of Grievance described below.

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LEVEL I: Within ~~five ten (510)~~ working days of the ~~receipt informal communication~~ of the written response from the Principal or immediate supervisor, grievance the Grievant may present the formal grievance in writing to the Director of Human Resources for their disposition. If necessary, ~~tThe Director of Human Resources supervisor~~ shall discuss with the employee the nature of the grievance and any action that they believe the supervisor ~~believes~~ should ~~be taken~~ to resolve the concern of the employee. The Director of Human Resources supervisor shall provide a written response including rationale to the employee no later than ~~fifteen ten (150)~~ days after receipt of the employee's written communication of the grievance.

LEVEL II: If the grievance is not resolved at Level I, or if no written decision has been rendered within the time limit, the employee may, within five (5) working days after receiving the Level I decision, appeal the grievance to Level II. The appeal shall include a copy of all materials and evidence previously submitted and a copy at the same time shall be given to the immediate supervisor involved. The Grievant shall submit the written claim signed by the grievant to the Chief Operating Officer. The Chief Operating Officer shall discuss with the employee the nature of the grievance and any action that they believe the supervisor should take to resolve the concern of the employee. The Chief Operating Officer shall provide a written response including rationale to the employee no later than fifteen (15) working days after the Chief Operating Officer's receipt of the employee's written communication of the grievance.

Grievance Procedures

LEVEL III: If the grievance is not resolved at Level II, or if no written decision has been rendered within the time limit, the employee may, within five (5) working days after receiving the Level II decision, appeal the grievance to Level III. The appeal shall include a copy of all materials and evidence previously submitted. The Grievant shall submit the written claim signed by the grievant to the Superintendent. The Superintendent shall discuss with the employee the nature of the grievance and any action that they believe the supervisor should take to resolve the concern of the employee. The Superintendent shall provide a written response including rationale to the employee no later than fifteen (15) working days after the Superintendent's receipt of the employee's written communication of the grievance. ~~Within ten (10) days of the receipt by the Superintendent of the appeal, the Superintendent/designee will arrange a meeting with the Grievant. Within five (5) days of the conclusion of the meeting, the Grievant shall be provided with the Superintendent/designee's written response, including the reasons for the decision.~~ In rare instances, it may be appropriate for the employee to give their communication of grievance directly to the Superintendent or Designee thus bypassing Levels I and II of this procedure. This action shall be taken only in those rare instances where the grievance communicated is of such a personal and private nature that it cannot be effectively communicated at Levels I and II; or, in those instances where the nature of the grievance would require the initial response of the Superintendent/designee.

LEVEL IV: If the grievance is not resolved at Level III, or if no written decision has been rendered within the time limit, the employee may, within five (5) days after receiving the Level III decision, appeal the grievance to Level IV. The appeal shall include a copy of all materials and evidence previously submitted. The Grievant shall submit the written claim signed by the grievant to the Director of Human Resources who will forward all documents to the Chairperson of the Board of Education. ~~Within ten (10) days of receipt, the grievant may submit a written request in writing to appeal the matter to the Board.~~ The Board, however, will only hear the appeal if it is within their authority as defined by Kentucky law. The Board in its sole discretion shall preliminarily review the appeal within ten (10) working days of receipt of the appeal to determine if it can hear the issue and shall notify the grievant of its decision. The Board will not hear any grievance concern involving personnel actions taken by the Superintendent/designee, unless the concern is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

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Before accepting a grievance, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within those requirements shall be appealed only to the level of the Superintendent. The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

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Grievance Procedures

FORMAL PROCESS (CONTINUED)

If the Board determines that the matter is outside of the scope of its review, the Superintendent's decision at Level III shall be final. If the matter can be heard by the Board, shall discuss with the employee the nature of the grievance and any action that they believe the supervisor should take to resolve the concern of the employee. The board shall provide a written response including rationale to the employee no later than fifteen (15) working days after Board's receipt of the employees written communication of the grievance. a hearing shall be scheduled within ten (10) days of the Board's preliminary review. The Board shall then issue a decision within fifteen five (15) working days of the determination to hear the matter hearing. The Board's decision shall be final and no further appeal of the issue shall be had.

~~A HEARING SHALL BE SCHEDULED WITHIN TEN (10) DAYS OF THE BOARD'S PRELIMINARY REVIEW. THE BOARD SHALL THEN ISSUE A DECISION WITHIN FIVE (5) DAYS OF THE HEARING. THE BOARD'S DECISION SHALL BE FINAL AND NO FURTHER APPEAL OF THE ISSUE SHALL BE HAD.~~

To File a Formal Grievance

A formal grievance must be filed in writing through Human Resources. Human Resources will forward a copy of your concern to your supervisor. Human Resources will serve as a mediator between the two parties.

SUPERVISOR RESPONSIBILITY

After receiving a copy of the grievance, your supervisor has five (5) working days to discuss the issue with you and prepare a written response.

If the decision is acceptable, all parties will sign off on the written response and the process will stop.

If the decision is deemed unacceptable it is the responsibility of the employee to notify Human Resources within five (5) working days for next level. The employee must provide written explanation of why the decision of the supervisor is unacceptable, citing specific reasons, examples or new evidence.

~~Human Resources will then forward the documents to the Chief Operating Officer/Deputy Superintendent. The Chief Operating Officer/Deputy Superintendent will review the information and discuss the issue with the parties involved. A written response will be sent to all parties involved in the grievance within ten (10) working days.~~

~~If this decision is found acceptable, all parties will sign off on the written response and the grievance process will terminate. If the decision is deemed unacceptable it is the responsibility of the employee to notify Human Resources within five (5) working days. The employee must provide written explanation of why the decision of the Chief Operating Officer/Deputy Superintendent is unacceptable, citing specific reasons, examples or new evidence.~~

~~Human Resources will forward the complaint to the Superintendent. The Superintendent will review the issue and conduct an investigation which may include a formal hearing. The Superintendent will render a written decision within fifteen (15) working days.~~

Grievance Procedures

~~If the employee feels the decision of the Superintendent is unacceptable, within five (5) days of receipt of the Superintendent's response, the employee may request Human Resources to appeal the grievance to the Board for review.~~

~~The Board will not hear any grievance concern involving personnel actions taken by the Superintendent/designee, unless the concern is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.~~

~~Before accepting a grievance, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within those requirements shall be appealed only to the level of the Superintendent.~~

~~The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.~~

~~Within twenty (20) days of the review, the employee shall be provided with the Board's written response. A copy of the communication shall also be sent to the Department of Human Resources. This shall be the final decision.~~

HUMAN RESOURCES ROLE

Human Resources will maintain a complete file of all grievance cases.

When an employee elects to use the grievance process the [Executive](#) Director of Human Resources will explain the process and arrange an appointment(s) with the appropriate administrators. If requested, the employee may have representation at each step of the process.

SCOPE OF PROCESS

Not every problem you encounter can be resolved through the grievance process. If the concern is in the area of statute or benefit provisions that contain an appeal procedure, you must follow that procedure i.e., if you file a claim for worker's compensation benefits that is disallowed, you must utilize the appeal procedure established by the State of Kentucky; if a medical bill is not paid by your insurance plan, the appeal procedure provided by the plan must be followed. Human Resources may assist you in the appropriate procedure for resolving your concern.

A number of procedures have been established to assure that the District functions in an orderly, fair and efficient manner, as well as to comply with various federal and legal requirements. Therefore, all decisions made through the employee grievance process must be in accordance with District procedure.

The grievance process is intended to provide a means of resolving work-related concerns except for public reprimand, suspension without pay and/or termination. It is not intended to alter an employee's employment status.

PRINCIPLES OF ADMINISTERING PROCESS

Grievances or problems are significant and warrant appropriate action by the administrators. Grievances will be resolved as quickly and expeditiously as possible.

As always, the rights of the employee must always be respected and all information kept confidential.

PERSONNEL

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Grievance Procedures

MODIFICATIONS/EXCEPTIONS

The Board reserves the right to unilaterally modify this procedure at any time. Any exception must have approval of the Superintendent and be coordinated with Human Resources.

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- CLASSIFIED PERSONNEL -**Personnel Action Procedures**

The Superintendent shall provide written notification of personnel actions to an employee, including but not limited to, public reprimand, suspension without pay, and termination.

WARNING NOTICES

It is not necessary for warning notices to be given to an employee before s/he may be publicly reprimanded, suspended without pay, or terminated. Where a supervisor/Superintendent determines that a warning is the appropriate response to an individual instance of conduct, the supervisor/Superintendent may issue warning notices for reasons listed in Board Policy 03.27. Such notices shall be issued in accordance with the following provisions:

1. Prior to the issuance of a warning notice, the supervisor/Superintendent shall hold an informal conference with the employee.
2. The supervisor shall retain a copy and forward a copy to the Superintendent/designee, as appropriate.

PROCEDURE FOR PUBLIC REPRIMAND/SUSPENSION/DISMISSAL OF CLASSIFIED EMPLOYEES

When the Superintendent becomes aware of allegations that, if true, are believed to warrant public reprimand, suspension without pay, or termination of a classified employee, the Superintendent ~~may seek advice of counsel as deemed appropriate and shall determine whether s/he is in a position to serve as an impartial hearing officer concerning the allegations. If the Superintendent determines that s/he is able to serve as an impartial hearing officer, s/he should follow Procedure A; if not, s/he shall follow Procedure B.~~

Procedure A (To Be Utilized When Superintendent Serves as Hearing Authority)

~~1. The Superintendent shall direct an administrator Human Resources to investigate and make a written report on their findings to him/her as the designated "Investigator."~~ The Superintendent will not conduct the investigation or prepare the report. The Superintendent will not be involved in the investigation except as may be necessary for procedural matters such as scheduling, facilities availability, etc. Once completed, the report and all supporting documentation shall be provided to the Superintendent's Designee, who shall be appointed by the Superintendent to preside over review of the report.

1. The post-investigative report shall state whether the Human Resources Investigator ~~Investigator~~ concludes, in his or her professional judgment that the employee engaged in conduct in violation of one or more of the "Causes for Action" set forth in Policy ~~P~~ 03.27 and shall describe the facts in support of any violation in detail. The Investigator may include a recommendation for public reprimand, suspension without pay, or termination. ~~pending disposition of any employee request for a hearing in the report if s/he determines that the conduct at issue gives rise to the need to protect the health, welfare, or safety of staff and/or students or the orderly, efficient, and lawful operation of the educational process. If the Investigator recommends a suspension without pay pending disposition of any employee request for a hearing, the Investigator shall provide the employee an opportunity for a conference to discuss the allegations and potential suspension without pay.~~

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Personnel Action Procedures**PROCEDURE A (CONTINUED)**

A hearing with the Superintendent's Designee ~~This opportunity for a conference~~ shall be provided before the Superintendent imposes ~~discipline~~ a suspension without pay pending disposition of any employee request for a hearing. In the hearing conference, the Investigator will provide oral or written notice of the violation of the "Causes for Action" ~~constituting cause for the suspension without pay pending disposition of any employee request for a hearing~~, an explanation of the evidence supporting such violation if the employee denies it, and an opportunity for the employee to present his/her version of the facts relating to the violation.

- ~~2. The report shall not be binding on the Superintendent. Upon a determination that the report warrants initiation of hearing procedures on a potential public reprimand, suspension without pay or termination, the Superintendent shall provide written notice to the classified employee of the opportunity for a hearing. The notice may include a suspension without pay pending final administrative action on any classified employee hearing request. If, after the hearing, the decision is against a suspension without pay or termination, the employee shall receive his/her full pay for any period of suspension. The notice will include a copy of the investigative report and will advise the employee of the sanctions the Superintendent may impose if the employee does not request a hearing.~~
- ~~3. The employee may request a hearing by filing the proper form with the Superintendent within ten (10) calendar days after receiving the notification of an opportunity for a hearing.~~
- ~~4. If the employee fails to file the hearing request form on time, the Superintendent will review the report and if s/he concludes further action is warranted, take final personnel action based on such report, which may include, but shall not be limited to, public reprimand, and/or suspension without pay and/or termination. Any such action shall be set forth in writing and shall be effective on the employee's receipt of the written notice.~~
- ~~5. If the employee files a timely request, a hearing shall be conducted at a time and place not less than twenty (20) and not more than forty-five (45) calendar days after the employee's receipt of the written notice of the opportunity for a hearing.~~
- ~~6. The employee shall be given the opportunity to hear evidence on the report and the alleged violations described in such report and shall be given the opportunity to cross-examine witnesses. No later than five (5) calendar days before the hearing is scheduled to commence, the following shall be exchanged:~~
 - ~~a. A list of witnesses expected to testify and copies of exhibits to be submitted in support of the report on behalf of the District; and~~
 - ~~b. a. A list of witnesses expected to testify and copies of exhibits to be submitted by the employee in defense of alleged violations.~~

Personnel Action Procedures**PROCEDURE A (CONTINUED)**

~~7.2.~~ The employee may be represented by counsel at his or her own expense. However, the hearing may be continued if the employee does not provide written notice of his or her intention to be represented by counsel to the Investigator and Superintendent's Designee at least seventy-two (72) hours before the hearing is scheduled to commence. The hearing shall be conducted by the Superintendent's Designee, who may utilize the assistance of an attorney as hearing advisor. Evidence and testimony shall be presented in support of the report first. The employee shall be given the opportunity to present evidence and testimony in his/her defense and the opportunity to present rebuttal evidence may be extended.

~~8.3.~~ Following the hearing, the Superintendent's Designee shall recommend to the Superintendent whether the evidence indicates that the employee engaged in any misconduct as described in Policy 03.27 and, if so, what discipline should be issued. Along with such recommendation, the Superintendent shall be provided with the report and any supporting documentation referenced therein, any documentation provided by the employee at the hearing, and a summary of all oral evidence presented at the hearing. The recommendation shall not be binding on the Superintendent, who shall issue his/her written decision setting forth the reasons for the decision and describing the evidence relied upon within five (5) working days after the conclusion of the hearing. The Superintendent's decision shall be final, shall be effective on the employee's receipt of written notice of the decision and shall be maintained in the classified employee's file.

PERSONNEL ACTION PROCEDURES

PROCEDURE B (TO BE UTILIZED ONLY WHEN SUPERINTENDENT DOES NOT SERVE AS HEARING AUTHORITY)

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1. If the Superintendent determines, after consultation with counsel as is deemed necessary, that s/he may not be in a position to serve as an impartial Hearing Officer, s/he may delegate authority to hear a classified employee disciplinary matter to an independent hearing officer and may issue such delegation to a Hearing Officer appointed by the Kentucky Commissioner of Education ("Commissioner"). Any such delegation shall be in writing and shall be made as soon as reasonably possible after the Superintendent's receipt of a classified employee's request for a hearing under Policy 03.27.

If the Superintendent chooses to utilize a Hearing Officer made available by the Commissioner, s/he shall send a written request to the Commissioner. The request for the appointment shall be accompanied by copies of the charges and the employee's request for a hearing. All costs associated with payment for services of the Hearing Officer shall be the responsibility of the District.

The Superintendent shall not utilize a Hearing Officer who is an employee of the Kentucky Department of Education or the District.

2. If the Superintendent determines s/he will not serve as Hearing Officer, s/he may investigate classified employee conduct or activities that may warrant a public reprimand, suspension without pay, or termination, and may cause charges to be brought against the employee setting forth the Superintendent's intent to impose a public reprimand, suspension without pay, or termination, subject to the employee's exercise of hearing rights under this policy. The charges shall describe conduct giving rise to a violation of one or more "Causes For Action" as set forth in detail in Policy 03.27 and may include a suspension without pay pending final administrative action on a classified employee hearing request.

If after the hearing the decision is against a suspension without pay or termination, the employee shall receive his/her full pay for any period of suspension. In determining to impose a suspension without pay pending disposition of any employee request for a hearing, the Superintendent shall review whether the conduct at issue gives rise to the need to protect the health, welfare, or safety of staff and/or students or the orderly, efficient, and lawful operation of the educational process. Prior to imposing a suspension without pay pending disposition of any employee hearing request, the Superintendent shall provide the employee an opportunity for a conference to discuss the allegations and potential suspension without pay. In the conference, the Superintendent will provide oral or written notice of violation of "Causes For Action" constituting cause for the suspension without pay pending any employee request for a hearing, an explanation of the evidence supporting such violation if the employee denies it, and an opportunity to the employee to present his version of the facts relating to the violation.

3. The employee may request a hearing by filing the proper form with the Superintendent within ten (10) calendar days after receiving notice of the charges. If the employee fails to request a hearing on time, the Superintendent's action as set forth in the charges shall be final.
4. If the employee files a timely request, a hearing shall be conducted at a time and place not less than twenty (20) calendar days after the employee's receipt of the charges.

Personnel Action Procedures**PROCEDURE B (CONTINUED)**

5. ~~The employee shall be given the opportunity to hear evidence on the charges and to cross-examine witnesses. No later than five (5) calendar days before the hearing is scheduled to commence, the following shall be exchanged:~~
 - a. ~~A list of witnesses expected to testify and copies of exhibits to be submitted in support of the charges on behalf of the District; and~~
 - b. ~~A list of witnesses expected to testify and copies of exhibits to be submitted by the employee in defense of charges.~~
6. ~~The employee may be represented by counsel at his/her own expense. However, the hearing may be continued if the employee does not provide written notice of his/her intention to be represented by counsel to the Superintendent and Hearing Officer at least seventy-two (72) hours before the hearing is scheduled to commence.~~
7. ~~Evidence and testimony shall be presented in support of the charges first. The employee shall be given the opportunity to present evidence and testimony in his/her defense and an opportunity to present rebuttal evidence may be provided.~~
8. ~~1. The Hearing Officer shall issue his/her written decision setting forth the reasons for the decision and describing the evidence relied upon after conclusion of the hearing. Upon receipt of the Hearing Officer's decision, the Superintendent shall take action consistent with the decision by providing written notice to the classified employee and such action shall be effective upon the employee's receipt of such notice. The Superintendent may seek advice of counsel regarding the form and content of such notice. The Superintendent's written notice shall be maintained in the classified employee's file.~~

PERSONNEL _____ 03.2711 AP.21

~~CLASSIFIED PERSONNEL~~

Notification of Nonrenewal

Date _____

Name _____

School _____

Dear _____

The purpose of this letter to notify you that the District will not renew your contract for the 20____-20____ school year.

We appreciate the contribution you have made in helping provide a positive learning environment and optimum educational opportunity for the students of Boone County and wish you all the very best in your future endeavors.

Sincerely,

Superintendent

By signing, I acknowledge that I have received my notification of non-renewal as stated in the above letter. Note* Please keep enclosed copy and return signed original to Human Resources.

Signature _____ Date _____

The Boone County Board of Education provides equal employment and educational opportunities.

SCHOOL FACILITIES

Application and Use Agreement Forms

This application must be completed and attached to the Facility Use Agreement along with all corresponding required documents. Incomplete applications or those submitted without all required documents will be returned without consideration.

Today's Date _____

Requestor's Contact Information

Name: _____

Organization: _____

Contact number: _____

Email address: _____

School / Location Requested

List all areas needed:

** ex. Auditorium, football field, practice field, parking lot, classrooms (list number needed) kitchen, cafeteria etc.

Date(s) of program / event : _____

Program/ event time: _____

Actual time needed: _____ Include set up / tear down / cleanup / restoration time.

Expected number of attendees: _____

Is this event part of a fundraiser? Yes No ** If yes, please attach a copy of the submitted fundraiser approval.

How is this event/ program being advertised? Please attach any relevant flyers, media notices, social media postings, registration information etc.

Do you have liability insurance? Yes No ** If yes, please attach a copy of your Certificate of Insurance.

Who is responsible for supervision of the attendees of this event / program?

Application and Use Agreement Forms

Purpose of the event / program:

Safety and Emergency Procedures:

Inclement Weather Plan :

Site restoration plan:

** Include the plan for trash removal, cleaning of facilities, returning of equipment etc.

For programs over multiple days, there should be a plan for nightly restoration.

For outdoor only events:

Plan for restroom facilities. Will you be using school facilities? Providing portable restrooms?

Application and Use Agreement Forms

This agreement made by and between the Boone County Board of Education, _____ as Principal authorized so to act by direction of the Board of Education and _____ hereinafter referred to as "User" of the school facilities hereinafter described.

WITNESSETH:

The 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. 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 may result in immediate termination of the Use Agreement and/or liability of the User. The utilization of the premises by the User is a privilege extended to the User by the Board of Education and said use does not constitute a property right nor shall it be deemed a lease or renewable beyond the specified period without the written consent of the Principal.
2. The use of these school facilities shall be in compliance with all laws and regulations and the terms and conditions of Boone County Board of Education policies, including but not limited to BCBE Policy No. 05.3, 05.31, 05.32 and 10.3 which are incorporated by reference herein.
3. The reserved time/date for use by User may be cancelled or preempted by the Principal or District Administration and permission for use may be terminated without cause by notice from the Principal or District Administration.
4. User is responsible for the conduct of its participants or guests.
5. There shall be no subletting or assignment of this agreement nor any profit making or commercial venture subject of the use.
6. 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.
7. The User agrees to save harmless the Boone County Board of Education, its employees and agents, for any liability, damage, loss or expense incurred respecting the utilization of the school facilities; and the User agrees to reimburse the Boone County Board of Education for any damages to or replacement of school property damaged, lost, stolen or vandalized while in User's name.
8. The User acknowledges that approval of this request does not signify District sponsorship, endorsement or approval of their organization or the activity.

SCHOOL FACILITIES

05.31 AP.21
(CONTINUED)

Application and Use Agreement Forms

IN WITNESS WHEREOF the Principal for and on behalf of the Board of Education and the User
hereunto set their hands this _____ day of _____, 20 ____.

_____ SCHOOL

BY: _____
PRINCIPAL

USER

ADDRESS

CITY STATE ZIP

PHONE NUMBER

SCHOOL FACILITIES

05.31 AP.21
(CONTINUED)

Fee Schedule

GYMNASIUM

Community Recreational Use	\$ 25.00 per hour
Other Uses	\$100.00 per hour
	3 hour minimum

CAFETERIA/KITCHEN FACILITIES

	\$100.00 per hour
	3 hour minimum

HIGH SCHOOL AUDITORIUM

	\$100.00 per hour
Gym with stage/Cafeteria with stage	3 hour minimum

The hourly rate plus fixed charges and overtime, when appropriate, will be charged for employees necessary to facilitate building rental.

TRANSPORTATION

Bus Scheduling and Routing**SCHEDULING AND ROUTING**

The Director of Transportation/Central Office designee shall prepare a route map and schedule of stops for each bus in the District. These maps will show the routes traveled by buses both morning and afternoon. Route schedule sheets for transported students shall be prepared using the District selected routing system.

WRITTEN DESCRIPTION

A written description of each route shall be kept on the bus; a copy shall be filed with the Principal of the school(s) the bus serves, and the original shall be filed with the Director of Transportation/Central Office designee. This description shall include any characteristics peculiar to the route such as dangerous turns, steep grades, signals, and special information about any danger areas.

EXTENSION OF BUS ROUTES

The Transportation Director will survey the need for a route extension on request by interested parties.

CANCELLATION OF STOPS

Designated stops along a route will be dissolved when no students are present for pick up or drop off for five (5) consecutive days unless prior notification of the absence of students has been made to the Director of Transportation / designee. Transportation staff will make notification of the cancelled stop to the impacted families prior to the stop removal. It is the responsibility of the family to contact transportation to resume transportation services. Resumption of services will follow the same timelines as those for new student enrollees.

NEW DRIVERS AND ROUTES

At least one (1) week prior to the opening of school, each new driver and each experienced driver with a new route shall receive his/her map and schedule. The drivers shall drive their routes before school opens in order to become familiar with the route and the schedule.

DRIVER TO FINALIZE SCHEDULE

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. This route schedule will contain the names of the students riding the bus, the name of the road(s) on which the bus is routed, each stop's number, the time of the stop, the grade of the pupil, and the school the pupil attends. Drivers shall notify the Director of Transportation/Central Office designee of any revisions to their routes.

Bus Conduct Report

Name:	Grade:	School:	Date: / /	Day: M T W TH F
Driver:	Bus #:	Time of Event:		
Student Expectation Not Followed (circle 1): Safe / Responsible / Respectful		Others Involved (circle 1): None Peers Staff		
Minor Problem Behavior: <input type="checkbox"/> Defiance / Disrespect / Non-Compliance <input type="checkbox"/> Disruption / <u>Interfering with the daily operation of school setting</u> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Property Misuse <input type="checkbox"/> Other: Dates and/or Consequences of Previous Minor Incidents: _____ _____ _____ _____ _____ Previous Interventions: _____ _____ _____ _____ Student/Parent Conference Date: _____	<ul style="list-style-type: none"> • <u>Abusive / Profanity / Inappropriate Language</u> • <u>Alcohol / Vaping / Drugs / Paraphernalia</u> 5. <u>Actions Resulting in Serious Safety Infractions</u> 6. <u>Bomb Threat, Weapon, Arson</u> 7. <u>Cell Phone/Other Technology</u> 8. <u>Combustible Items / Dangerous instruments</u> 9. <u>Defiance / Disrespect / Non-Compliance</u> 10. <u>Disruption – Major level or repeated level 1 offences</u> 11. <u>Drugs/Paraphernalia</u> 12. <u>Fight/Physical Aggression</u> 13. <u>Habitual Infractions</u> 14. <u>Harassment / Teasing / Bullying</u> • <u>Inappropriate Behavior</u> 15. <u>Interrupting school bus operation, compromising safety</u> 16. <u>Lying to Staff</u> • <u>PDA (Public Display of Affection)</u> 17. <u>Threat of Injury or Damage (written, verbal or visual)</u> 18. <u>Profanity</u> 19. <u>Vandalism to bus</u> 20. <u>Actions Resulting in Serious Safety Infractions</u> • Other: 	For Office Use Only Possible Motivation: <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Item/Activity <u>Avoid</u> <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Adults <input type="checkbox"/> Unclear/Unknown <input type="checkbox"/> Other: Administrative Action: <input type="checkbox"/> Time in Office <input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individual Behavior Plan <input type="checkbox"/> Detention <input type="checkbox"/> Friday School <input type="checkbox"/> Bus Suspension (3) (5) (10) Days <input type="checkbox"/> Restitution <input type="checkbox"/> Immediate Removal From Bus <input type="checkbox"/> Other <ul style="list-style-type: none"> • Day(s) Suspended: 	<p>Formatted: Indent: Left: 0.17", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Font Alignment: Auto</p> <p>Formatted: Indent: Left: 0.17", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Font Alignment: Auto</p> <p>Formatted: Indent: Left: 0.17", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Font Alignment: Auto</p> <p>Formatted: Indent: Left: 0.3", No bullets or</p>	
<input type="checkbox"/> I am recommending revocation of the student in the above referral. (Board Policy 06.22) <input type="checkbox"/> I am requesting to be heard at any disciplinary hearing against the student in the above referral. (Board Policy 06.22) Driver's Signature: _____				

Bus Conduct Report

Description of Incident:

Notice of Meal Charges

Date: xx/xx/xxxx

Student Information

**Parent /Guardian
Address
City, State Zip**

**Name: Student Name
Balance: Lunch Balance
POS ID: ID#
Student ID: SSID#**

Dear Parent/Guardian,

This letter is to inform you that your child has a charge balance on their lunch account as stated in the box above.

The Board of Education Policy on Meal Charges states:

~~Food Service cashiers may allow each student, who occasionally loses or forgets to bring money, to charge up to three (3) plate lunches. When a student accumulates more than three (3) meal charges, the Principal/designee shall initiate the established collection process to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.~~

~~If a student needs to charge more than three (3) lunch meals before previous charges have been collected, the Food Service Program Manager/designee must approve additional charges.~~

Food Service cashiers will allow each student, to eat breakfast and lunch which may result in meal charges. When meal charges reach \$5.00, the cafeteria manager shall initiate the established collection process to include notification of households and appropriate follow-up weekly.

Students shall not be permitted to charge a la carte items, nor shall adults be permitted to charge meals or a la carte items.

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Board Policy 07.1

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Please send money to deposit into your child's lunch account to cover this charge and any additional amount for future meals or you may deposit money into your child's account by visiting www.myschoolbucks.com. If you need to set up a payment plan on the account, please contact the cafeteria manager to make arrangements for payments.

You may apply for Free and Reduced priced meals at any time. Applications are available at your child's school, Boone County Board of Education Office or an application can be completed online by visiting www.myschoolapps.com.

Thank you, it is a pleasure serving your child,

Cafeteria Manager

Cafeteria Manger

Manager Email

Cafeteria phone #

SUPPORT SERVICES

07.1 AP.21
(CONTINUED)

Notice of Meal Charges

~~Boone County Food Service Department~~
~~859-282-2367~~

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Notice of Confidentiality: This e-mail, including any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain confidential information that is legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any review, use, disclosure, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please contact the sender by reply e-mail and destroy all copies of the original message.

This institution is an equal opportunity provider.

Eating and Feeding Evaluation
FOR CHILDREN WITH SPECIAL NEEDS

PART A		
Student's Name:	Age:	
Name of School:	Grade:	Class:
Does the child have a disability? If yes, describe the major life activities affected by the disability.	Yes	No
Does the child have special nutritional or feeding needs? If yes, complete Part B of this form and have it signed by a licensed physician.	Yes	No
If the child is not disabled, does the child have special nutritional or feeding needs? If yes, complete Part B of this form and have it signed by a recognized medical authority.	Yes	No
If the child does not require special meals, the parent can sign at the bottom and return the form to the school food services.		
PART B		
List any dietary restrictions or special diet:		
List any allergies or food intolerances to avoid:		
List foods to be substituted:		
List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All."		
Cut up or chopped into bite size pieces:		
Finely Ground:		
Pureed:		
List any special equipment or utensils that are needed.		
Indicate any other comments about the child's eating or feeding patterns.		
Parent's Signature	Date	
Physician or Medical Authority's Signature	Date	

Eating and Feeding Evaluation
FOR CHILDREN WITH SPECIAL NEEDS

FIGURE 2. INFORMATION CARD

<u>Student's Name</u>		<u>Teacher's Name</u>
<u>Special Diet or Dietary Restrictions</u>		
<u>Food Allergies or Intolerances</u>		
<u>Food Substitutions</u>		
<u>Foods Requiring Texture Modifications:</u>		
<u>Chopped:</u>		
<u>Finely Ground:</u>		
<u>Pureed or Blended:</u>		
<u>Other Diet Modifications:</u>		
<u>Feeding Techniques</u>		
<u>Supplemental Feedings</u>		
<u>Physician or Medical Authority:</u>		
<u>Name</u>		
<u>Telephone</u>		
<u>Fax</u>		
<u>Additional Contact:</u>	<u>Additional Contact:</u>	
<u>Name</u>	<u>Name</u>	
<u>Telephone</u>	<u>Telephone</u>	
<u>Fax</u>	<u>Fax</u>	
<u>School Food Service Representative / Person Completing Form:</u>		
<u>Title</u>		
<u>Signature</u>		<u>Date:</u>

ESSA Assessment Notification**ANNUAL NOTIFICATION - OPTION TO REQUEST ASSESSMENT INFORMATION**

TO: _____
Parent's Name

FROM: _____
School Name

REGARDING: _____
Student's Name

DATE: _____ **GRADE:** _____

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State or District. If you would like to request this information, please contact _____ by phone at _____ or by e-mail at _____.

Sincerely, _____
Principal/designee

Additional information about these requirements can be found on the Kentucky Department of Education's Assessments webpage:

(<https://education.ky.gov/AA/Assessments/Pages/default.aspx>).

For further questions please direct your inquiry to your child's principal ~~or the Director of Assessment Support, by phone at 859-283-3227~~. Please include your child's name, the name of the school your child attends, and your contact information. Thank you for your interest and involvement in your child's education.

Home Schooling Notification

Dear Superintendent:

No, I will not home school the () school year for the following reason (check one):My child/children will/has enrolled in (public school).My child has completed the 12th grade.

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Yes, this letter is to inform you that I will home school my child/children during the () academic school year. I will follow all the applicable Kentucky home school requirements as established by the Kentucky Revised Statutes. Below is/are the name/s of my child/children and information about my school (optional).

Name	Date of Birth/Age	Grade
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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*Add more as needed on the back of this page.SCHOOL NAME (EACH HOME SCHOOL MUST HAVE A NAME OF YOUR CHOICE)/ADDRESS

School Name: _____

Address: _____

PARENTS/TEACHERS: NAME/ADDRESS

Name: _____

Address (if different from above): _____

Email Address: _____

WHICH BOONE COUNTY SCHOOL SHOULD YOUR STUDENT BE ATTENDING

Your Signature: _____

This notification letter is being used in lieu of a letter of intent to homeschool as either form is acceptable

Home Schooling Notification**PROCEDURE**

The DPP/designee will offer to meet with the home school teacher to review legal requirements, provide a copy of the best practice document, and offer other supplemental materials available from the District. If a meeting is not possible, copies of the "Home School Information Packet and Best Practice Document" and related information shall be mailed to the home school teacher. The DPP/designee shall use the summary below as a guideline for discussing topics with a prospective home school teacher.

SUMMARY OF REQUIREMENTS

Home school teachers are required by state law to do the following:

- Notify the Superintendent in writing of intent to home school student;
- Teach the child reading, writing, spelling, grammar, history, math, and civics. KRS 156.160;
- Provide **no fewer** student attendance days than required in current state law;
- Maintain attendance records. KRS 159.040;
- Maintain academic records. It is suggested that you maintain a portfolio (compilation) of the child's best work from year to year. KRS 159.040/KRS 156.160;
- Make records available in case of inquiry. KRS 159.040; and
- Make sure that children between the ages of six (6) and eighteen (18) shall attend an educational institution as described in Kentucky compulsory attendance law. KRS 159.010.

Parents of home-schooled students are required by state law to do the following:

- If moving from the District, notify the Superintendent in writing. KRS 159.160
- After notifying the Superintendent of intent to home school, continue to notify the Superintendent each school year prior to the opening of the new school year if planning to continue the home school for the new school year. KRS 159.160

STUDENTS

Student Residency Questionnaire

704 KAR 7:090

1. Presently, where is the student living?

Check one or more that apply:-

- ☐ Living with their families in hotels, motels, public or private shelters or other temporary living arrangements due to the lack of a fixed, regular and adequate residence;
- ☐ Residing in special care homes such as runaway shelters or spouse abuse centers due to the lack of a fixed, regular and adequate residence;
- ☐ Placed by parents under the care of relatives or nonrelatives due to the homeless situation of the family or due to their impoverished condition which may cause the family members to live separately from one another
- ☐ Sleeping in a public or private place not ordinarily used as a regular sleeping accommodation for human beings;
- ☐ Sick or abandoned children staying in hospitals, who would otherwise be released if they have a place to go;
- ☐ Living in campgrounds or similar temporary sites because they lack living accommodations that are fixed, regular and adequate. Those living in campgrounds on a long term basis in adequate accommodations shall not be considered homeless; or
- ☐ Unaccompanied youth who are living outside of their home environment and who are living in a shelter, on the street, or who move from one friend's house to another in a cycle of transiency.

2. The student lives with:

- ☐ 1 parent
- ☐ 2 parents
- ☐ Parent and another adult
- ☐ A relative or friend(s)
- ☐ Alone with no adults
- ☐ An adult that is not the parent or legal guardian

School: _____

Name of Student: _____ ☐ Male ☐ Female

Birth Date: ____/____/____ Age: ____ SSN # (optional)/Identification # _____

Name of Parent(s)/Legal Guardian(s)/Adult in charge of student: _____

Address: _____ ZIP: _____ Phone/Cell Phone: _____

This student may need assistance with (i.e. school supplies/clothing/mental/dental services) _____

FAX to Student Services (334-4459)

Attention: Attendance Services Office

For any choices in the top box, this form must be completed and faxed to Attendance Services immediately after completion. All campuses must keep original forms separately from the Student Permanent Record for audit purposes during the year.

Name and phone number of a School Contact Person who may know of the family's situation:

Title: _____ Date faxed: _____

STUDENTS

09.12 AP.2

(CONTINUED)

Student Residency Questionnaire

PRINCIPAL OR DESIGNEE

Upon registration of child/youth meeting one or more of the above:

- ☐ Enroll the child/youth immediately; determine if special transportation is needed
 - ☐ Within 24 hours, fax the front of this form to Student Services so that all Divisions may be notified
 - ☐ Within 24 hours, assist the child/youth in the process to obtain necessary records
 - ☐ Refer to Family Resource Center or Youth Services Center in the school for needed assistance, when appropriate
 - ☐ Determine the child/youth's need for school supplies/clothing/ medical/dental attention and or other items that might impact that child's ability to learn.
 - ☐ Contact previous school or district of last attendance for relevant records
 - ☐ Begin a cumulative folder
 - ☐ Assure the child/youth is placed in the appropriate programs and services are being provided to the children of Boone County and in compliance with local, state, federal policies, regulations and statutes
 - ☐ Make school placement determinations on the basis of the "best interest" of the homeless child/youth
 - ☐ Continue child/youth's education in the school of origin
 - ☐ For the duration of homelessness
 - ☐ For the remainder of the academic year even if child/youth obtains permanent housing during academic year
- OR**
- ☐ Enroll child/youth in school in the attendance area in which child/youth is actually living or eligible to attend
 - ☐ Arrange for transportation

Upon withdrawal

- ☐ Prepare relevant records to be sent to new school

Principal: _____ Date: _____

STUDENTS

09.123 AP.1

Unexcused Absence Procedures

The following procedures are to be taken when a student has unexcused absences:

<u>Unexcused Absence Event</u>	<u>Leader Responsible</u>	<u>Action Taken by School/District/Court</u>
<u>All Absences</u>	<u>Attendance Leader</u>	<ul style="list-style-type: none"> • <u>An attempt must be made and documented to ascertain the reason for the absence or tardy.</u> • <u>Makes phone call to parent/guardian</u>
<u>2nd Unexcused Absence</u>	<u>FRYSC</u>	<ul style="list-style-type: none"> • <u>Meet with student over the consequences of unexcused absences and identifying any underlying issues</u>
<u>3rd Unexcused Absence</u>	<u>Attendance Leader</u>	<ul style="list-style-type: none"> • <u>Mail a 3 Day Attendance Letter, document it in the student's attendance contact log in IC.</u>
<u>4th Unexcused Absence</u>	<u>FRYSC</u> <u>Attendance Leader</u>	<ul style="list-style-type: none"> • <u>Contact Parent/Guardian and/or make a home visit. The visit should be in a supportive non-threatening manner, offering assistance and explanations of attendance policies as well as help finding solutions to barriers that keep student from attending school daily.</u> • <u>Mail a 4 Day Attendance Letter, document it in the student's attendance contact log in IC.</u>
<u>5th Unexcused Absence</u>	<u>School Counselor</u> <u>Attendance Leader</u>	<ul style="list-style-type: none"> • <u>Makes phone call to parent/guardian</u> • <u>Meet with student (when they return to school)</u>
<u>6th Unexcused Absence</u>	<u>School Principal</u> <u>Attendance Leader</u> <u>FAST Team</u>	<ul style="list-style-type: none"> • <u>Suspension of Student Privileges and Participation</u> • <u>Ensures that appropriate interventions are occurring at the school level (parent conference, student conference, home visit, one-call, truancy notification, FRYSC involvement, etc.). If barriers exist, assistance should be provided.</u> • <u>Mail a 6 Day Attendance Letter, document it in the student's attendance contact log in IC.</u> • <u>Final Notice Request is sent to the Fast Team. The Fast Team will send the Final Notice from their office.</u> • <u>Elementary</u> • <u>Begin PEM (Parent Engagement Meeting) process</u>

Unexcused Absence Procedures

<u>15th Unexcused Absence</u>	<u>School Principal</u>	<ul style="list-style-type: none">• <u>Meet with student (when they return) and discuss potential consequences.</u>
	<u>DPP</u>	
	<u>CDW</u>	<u>Elementary</u>
	<u>FAST Team</u>	<ul style="list-style-type: none">• <u>Continue PEM meeting process</u>
	<u>School Principal</u>	<ul style="list-style-type: none">• <u>If the student continues to have unexcused absences, the parent will be referred to CDW.</u>
	<u>Counselor</u>	<u>Middle and High School</u>
	<u>YSC Coordinator</u>	<ul style="list-style-type: none">• <u>The principal will then involve the student and parent in an attendance team/truancy diversion meeting. If the plan of action is unsuccessful, the student will be referred to the County Attorney.</u>

COMMUNITY RELATIONS

10.4 AP.1

Advertising and Distribution of Non-School Materials to Students

PARAMETERS FOR ADVERTISING MATERIALS

Requests to distribute materials in the schools shall be made in writing on the appropriate form to the Office of the Superintendent and shall include a copy of the exact flyer, brochure, certificate, or coupon described in the request. If the materials include a hyperlink, QR code, or similar link to a website, the requestor must likewise include a copy of the linked materials in his or her request.

All materials sought to be distributed must comply with the parameters set forth in Board Policy 10.4.

APPROVAL PROCESS

Any non-school group or person requesting that the schools distribute materials must first complete a form through the Office of the Superintendent. An exact copy of the materials must be attached to the request form. Upon completion of processing for approval, the contact person listed on the form will receive a written response to his or her request.

Schools shall not distribute materials until the organization has submitted the required request form to the Office of the Superintendent and it has been reviewed and approved.

Upon receipt of approval, the contact person will prepare and deliver bundles of thirty (30) of the exact copy of the approved material. Materials must include the following statement; "Distribution of non-school materials does not imply sponsorships or endorsement of the contents by the Boone County Public Schools." The Public Schools' Courier service shall not be used to make the delivery to schools for distribution unless the materials are related to community partnerships expressly approved by the Superintendent.

Activities advertised for non-profit, civic, and charitable organizations must primarily support the students' interests rather than the special interest of the sponsoring group.

District-level approval for distribution of approved non-school advertising materials does not imply sponsorship or endorsement of the contents by the Boone County Public Schools.

RELATED POLICIES:

10.4

COMMUNITY RELATIONS

10.4 AP.21

Approval to Distribute to Students - Advertising by Non-School Groups

ORGANIZATION _____ DATE _____

BUSINESS ADDRESS _____ ZIP CODE: _____

TELEPHONE # _____

ORGANIZATION WEB SITE: _____

CONTACT PERSON _____

LOCAL ADDRESS _____

TELEPHONE NUMBER _____

FAX #: _____ EMAIL ADDRESS: _____

REQUIRED ATTACHMENT

Attach a copy of the relevant flyer, coupon, certificate, or advertisement, as well as copies of any online information which is linked or referenced therein, which you seek to be distributed. Please submit only one (1) item with each request form.

STANDARDS FOR REVIEW/APPROVAL

- Materials shall be required to have a school-related purpose, except for as described in Board Policy 10.4
- Review and approval shall reflect standards established by Board Policy 10.4 and Procedure 10.4 AP.1.

PLEASE CHECK ALL THAT APPLY:

☐ REGISTERED NON-PROFIT ☐ REGISTERED CHARITABLE ☐ CIVIC

☐ COMMERCIAL ☐ OTHER: _____

DESCRIPTION OF THE SCHOOL-RELATED PURPOSE: _____

OTHER INFORMATION (OPTIONAL): _____

The contact person listed on the form will receive a written response to his or her request.