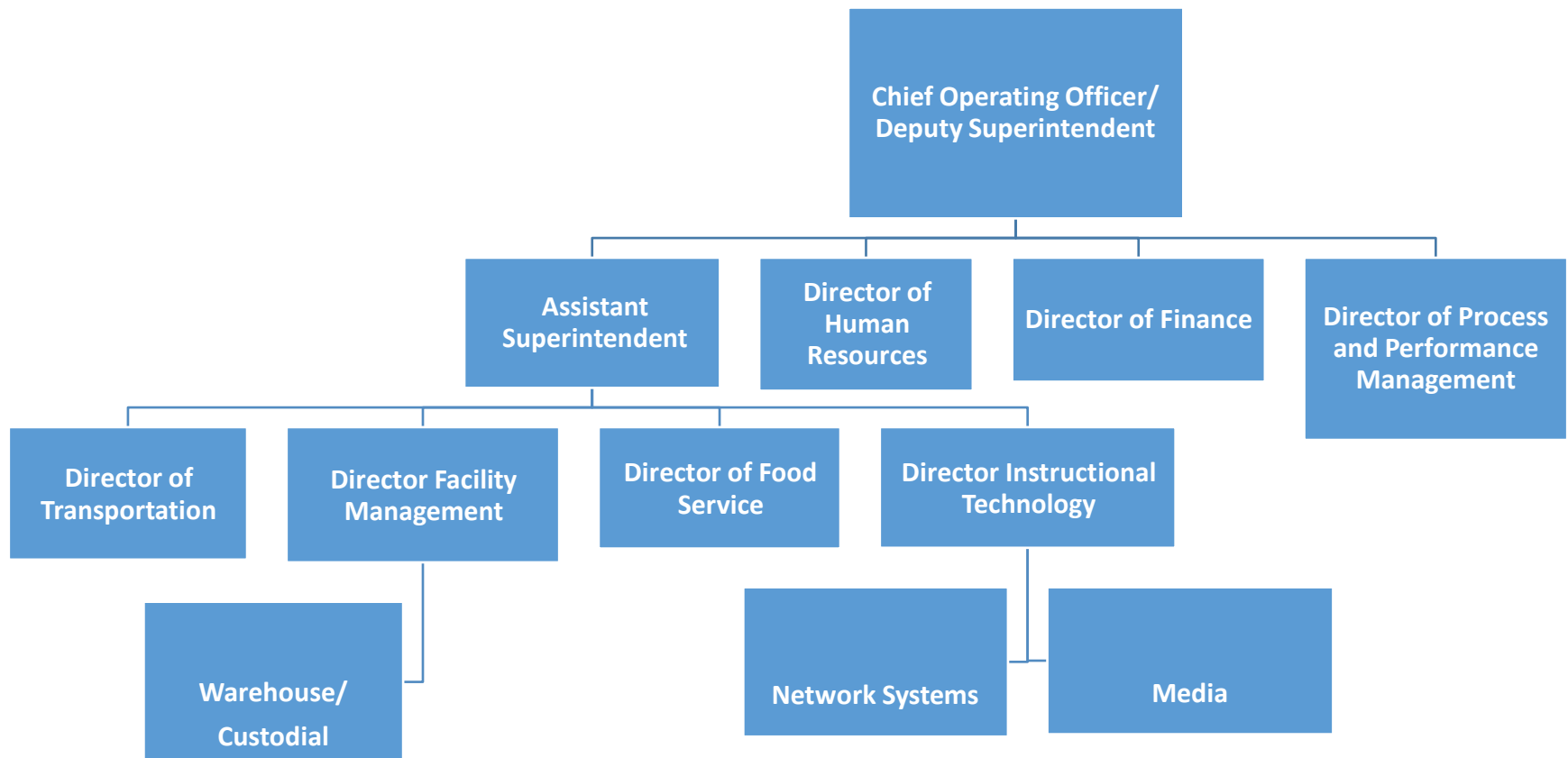
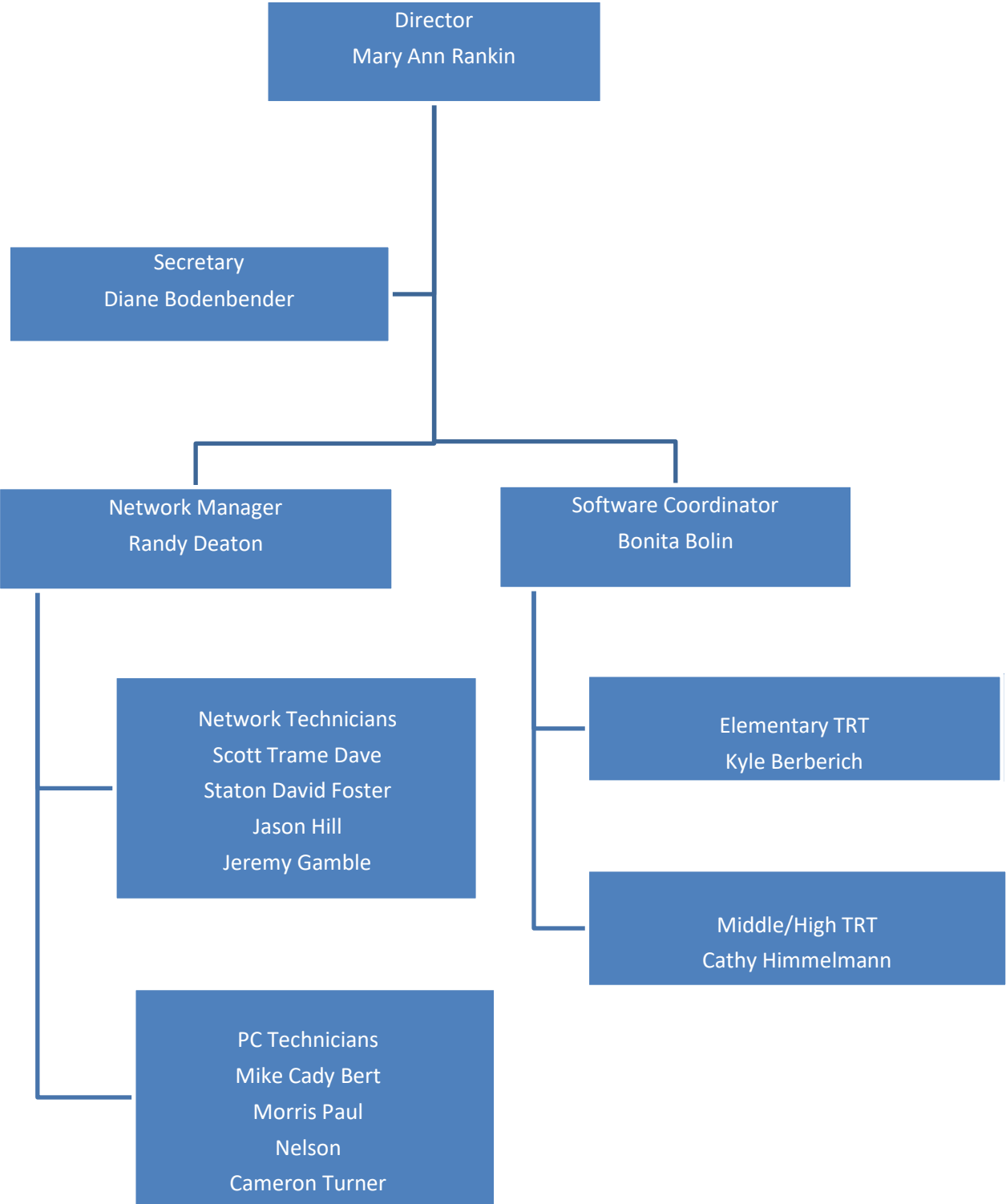


Operations



**Boone County Schools
Technology Department**



ADMISSION FEES

2019-2020

Activity	Student Fee	Adult Fee*
HIGH SCHOOL		
Basketball	\$2.00	\$6.00
Freshman Basketball-single games	\$2.00	\$4.00
JV Basketball	\$2.00	\$4.00
Baseball	\$2.00	\$5.00
Football	\$3.00	\$7.00
JV Football & Freshman Football	\$2.00	\$4.00
Soccer	\$2.00	\$5.00
Softball	\$2.00	\$5.00
Track	\$2.00	\$5.00
Volleyball	\$2.00	\$5.00
Wrestling	\$2.00	\$5.00
MIDDLE SCHOOL		
Basketball	\$2.00	\$4.00
Volleyball	\$2.00	\$4.00
Intramural Basketball	\$1.00	\$1.00
ELEMENTARY SCHOOL		
Intramural Basketball	\$1.00	\$1.00

*Check with your school to see if a season pass/family pass (per sport) is available.

SENIOR CITIZEN ADMISSION FEE

For senior citizens 65 years of age and older, they will be charged the student fee to athletic events.

Note: All fees listed are the maximum amount that can be charged by the school.

All tournaments and special events are subject to individual pricing.

**BOONE COUNTY SCHOOLS
STUDENT FEES 2019- 2020
HIGH SCHOOL LEVEL
GRADES 9-12**

Description	Fee Amount	Reduced Fee (30%)	Purpose of fee
GENERAL INSTRUCTIONAL FEES	\$55.00	\$16.50	Student centered instructional expenses,including technology usage and supplies
TEXTBOOK USAGE FEE	\$8.00 PER CLASS	\$2.40 PER CLASS	Textbook access (classroom set & online/Ebooks where applicable.)
AGENDA BOOK(when provided)	\$5.00	\$1.50	Cover expense of agenda book
WORKBOOK/DIGITAL MATERIALS(when provided)	\$10 MAXIMUM	\$3 MAXIMUM	Cover expense of workbook/digital materials

COURSE FEES-

AGRICULTURE/ FLORAL DESIGN	\$10.00	\$3.00	Classroom Supplies Specific to the Course
ART	\$15.00	\$4.50	
ART- ADVANCED PLACEMENT	STUDENTS TO PURCHASE PORTFOLIO		
ACCOUNTING	ACTUAL COST OF PRACTICE SETS AND WORKBOOKS		
CHORUS	\$15.00	\$4.50.	
FAMILY/ CONSUMER SCIENCE (FOODS)	\$15.00	\$4.50	
FAMILY/ CONSUMER SCIENCE (CLOTHING)	ACTUAL COST OF PROJECT		
INSTRUMENT RENTAL/REPAIR & MAINTENANCE	\$30.00	\$9.00	
SCIENCE	\$18.00	\$4.50	
SOCIAL STUDIES (CURRENT EVENTS COURSE)	\$11.00	\$3.30	

OTHER:

TESTING FEES	DETERMINED FOR THE TEST(S) TAKEN ACCORDING TO THE GUIDANCE OF THE TEST PROVIDER		A/P tests, Industry tests/certifications, Foreign Language Assessments
CREDIT RECOVERY	\$75 PER COURSE	\$22.50 PER COURSE	
SUMMER SCHOOL/COURSE ELECTIVES	\$200 MAXIMUM	\$60 MAXIMUM	Cover expense of summer instruction only in the instance that no other funds including grant funds are made available
PARKING FEE	\$15.00	N/A	
FIELD TRIP FEES	VARIES BASED ON COST OF ADMISSION AND TRANSPORTATION		Cover expense of field trips
INVENTORY REPLACEMENT FEE	VARIES BASED ON REPLACEMENT COST OF ITEM		Lost/damaged books or school property -

STUDENT ACTIVITY PARTICIPATION FEES -

ACADEMIC TEAM	\$25.00	\$7.50	Cover expenses of competition, uniforms, and other student expenses.
ATHLETIC FEE PER SPORT**	\$35.00/\$50 CAP PLUS UNIFORM EXP	\$10.50/\$15 CAP PLUS UNIFORM EXP	
CHEERLEADING/DANCE TEAM	\$35.00 PLUS UNIFORM EXPENSE	\$10.50 PLUS UNIFORM EXPENSE	
CLUBS/CAMPS/EXPANDED LEARNING OPPORTUNITIES	VARIES BASED ON COST OF PROGRAM		
MARCHING BAND	\$600 MAXIMUM	\$180 MAXIMUM	
SPEECH/ FORENSIC TEAM	\$25.00	\$7.50	

**There is an annual charge for Athletic Participation in High School Sports for each sport played up to a cap of \$50. If a middle school student plays at the high school level, they pay the high school fee, or up to the cap if they also played at the middle school level or multiple high school sports.

It is the responsibility of families with a status change to notify the school of a refund request.

All Fees listed are the maximum amount that can be charged by the School.

Due to individual differences and needs, items purchased may vary from classroom to classroom. To obtain a more specific list, contact the principal.

Teachers may request, on a voluntary basis, consumable items for the classroom.

No participation fee will be collected unless listed on the fee schedule approved by the Board of Education.

All Fee money collected will be utilized for students this school year.

All Schools will collect all fees. All Schools will maintain student activity fees.

**BOONE COUNTY SCHOOLS
STUDENT FEES 2019 - 2020
MIDDLE SCHOOL LEVEL
GRADES 6-8**

Description	Fee Amount	Reduced Fee (30%)	Purpose of fee
GENERAL INSTRUCTIONAL FEES	\$55.00	\$16.50	Student centered instructional expenses, including technology usage and unified arts supplies
AGENDA BOOK (when provided)	\$5.00	\$1.50	Cover expense of agenda book
WORKBOOK/DIGITAL MATERIALS (when provided)	\$10 MAXIMUM	\$3 MAXIMUM	Cover expense of workbooks/digital materials

OTHER FEES WHERE APPLICABLE:

SUMMER SCHOOL	\$200 MAXIMUM	\$60 MAXIMUM	Cover expense of summer instruction only in the instance that no other funds including grant funds are made available
INSTRUMENT RENTAL/REPAIR & MAINTENANCE	\$30.00	\$9.00	Instrument rental/repair & maintenance
MUSIC	\$10.00	\$3.00	Band & Chorus Needs
FIELD TRIP FEES	<i>Varies based on cost</i>		Cover expense of field trips
INVENTORY REPLACEMENT FEE	<i>Varies based on replacement cost of item</i>		Lost/damaged books or school property

STUDENT ACTIVITY PARTICIPATION FEES:

ACADEMIC TEAM	\$25.00 *	\$7.50 *	Cover expenses of competition, uniforms, and other activity / student expenses.
ATHLETIC FEE: MIDDLE SCHOOL BASKETBALL**	\$30.00 *	\$9.00 *	
ATH FEE: MS CHEERLEADING/DANCE TEAM **	\$30.00 *	\$9.00 *	
ATHLETIC FEE: MIDDLE SCHOOL VOLLEYBALL**	\$30.00 *	\$9.00 *	
ATHLETIC FEE PER SPORT (High school Participation**)	\$35.00/\$50 CAP**	\$10.50/\$15 CAP**	
CLUBS/CAMPS/EXPANDED LEARNING OPPORTUNITIES	Varies based on cost of program		
INTRAMURAL ACTIVITIES	\$25.00 *	\$7.50 *	
SPEECH TEAM	\$25.00 *	\$7.50 *	
HIGH SCHOOL MARCHING BAND	\$600 MAXIMUM	\$180 MAXIMUM	

*NOTE: Student Activities may also have uniform expenses in addition to the fees above.

**There is an annual charge for Athletic Participation in High School Sports; this is in addition to any fees paid at the middle school level, up to cap of \$50 combined. First sport at middle school level is \$30, first sport at high school level is \$35. If a second sport is played, pay additional up to cap of \$50. If one sport is at the MS level and the second is at the HS level, additional \$20 (\$50 cap less \$30 MS fee=\$20) will be collected at the high school.

It is the responsibility of families with a status change to notify the school of a refund request.

All Fees listed are the maximum amount that can be charged by the School.

Due to individual differences and needs, items purchased may vary from classroom to classroom. To obtain a more specific list, contact the principal.

Teachers may request, on a voluntary basis, consumable items for the classroom.

No participation fee will be collected unless listed on the fee schedule approved by the Board of Education.

All Fee money collected will be utilized for students this school year.

All Schools will collect all fees. All Schools will maintain student activity fees.

**BOONE COUNTY SCHOOLS
STUDENT FEES 2019- 2020
ELEMENTARY LEVEL
KINDERGARTEN - FIFTH GRADE**

Description	Fee Amount	Reduced Fee (30%)	Purpose of fee
GENERAL INSTRUCTIONAL FEES (Kindergarten- 5TH)	\$55.00	\$16.50	Student centered instructional expenses, including technology usage and unified arts supplies
AGENDA BOOK (when provided)	\$5.00	\$1.50	Cover expense of agenda book
WORKBOOK/DIGITAL MATERIALS (when provided)	\$10MAXIMUM	\$3 MAXIMUM	Cover expense of workbooks/digital materials

OTHER FEES WHERE APPLICABLE :

SUMMER SCHOOL	\$200 MAXIMUM	\$60MAXIMUM	Cover expense of summer instruction only in the instance that no other funds including grant funds are made available
FIELD TRIP FEES	<i>Varies based on cost</i>		Cover expense of field trips
INVENTORY REPLACEMENT FEE	<i>Varies based on replacement cost of item</i>		Lost/damaged books or school property

STUDENT ACTIVITY PARTICIPATION FEES:

**NOTE: STUDENT ACTIVITIES MAY ALSO HAVE UNIFORM EXPENSES IN ADDITION TO THE FEES BELOW*

ACADEMIC TEAM	\$20.00 *	\$6.00 *	Cover expenses of competition, uniforms, and other activity / student expenses.
ARCHERY CLUB	\$20.00 *	\$6.00 *	
CLUBS/CAMPS/EXPANDED LEARNING OPPORTUNITIES	Varies based on cost of program		
FIRST MOVE CHESS CLUB/ LEGO LEAGUE	\$20.00 *	\$6.00 *	
INTRAMURAL BASKETBALL	\$20.00 *	\$6.00 *	
INTRAMURAL CHEERLEADING	\$20.00 *	\$6.00 *	

It is the responsibility of families with a status change to notify the school of a refund request.

All Fees listed are the maximum amount that can be charged by the School.

Due to individual differences and needs, items purchased may vary from classroom to classroom. To obtain a more specific list, contact the principal.

Teachers may request, on a voluntary basis, consumable items for the classroom.

No participation fee will be collected unless listed on the fee schedule approved by the Board of Education.

All Fee money collected will be utilized for students this school year.

All Schools will collect all fees. All schools will maintain student activity fees.

FUND SOURCE RECOMMENDATIONS

Fees: General,Tech,Agenda,Workbook,UA	Site Base	District	Parking Fee
Anything needed in the classroom to teach	Operational/Personnel	Building Functions	Send to District for Pymt of:
Student/Teacher classroom supplies	Anything purchased w/school fees can also be purchased with	American & State Flag	Cones
Agenda	SBDM funds; other items to be purchased w/SBDM funds: _____	Auditorium curtain	Light pole flags
Award supplies (academic based)	School Administrative Services:	Building maintenance	Parking tags/stickers
Classroom set of paperback books/novels	Accounting software	Cafeteria tables First Aid	Safety promotion
Copy paper (lessons, rpt cards, schedules)	Room supplies	Choir/Band chairs	Sheriff/Public Safety-direct traffic
Games	Classroom Projectors	Custodial supplies	
Hand sanitizer/tissues/paper towels	Classroom Rugs, Carpet Squares, Bean Bags	Equipment, including lawn	
Instruments & their repair/mntc (if school owned)	Computer drops/cables (KETS or SBDM)	Facility modification	
Music stands	Copier lease/mntc	Furniture (standard**)	Field Trip Fee
PBIS incentives (discipline based)	First aid kits for classrooms	Graduation expenses	
PE supplies and small equipment replacement	Furniture-Nonstandard (bean bags, couch, etc.)	Kiln, repair/mntc	Admission Sub
Pencil sharpeners	Grade Cam	Parking Lot numbering	funding Training
Sheet music specific for that class	Guidance office exp; incl course description books	Parking Lot paving	expenses
Subscriptions (i.e. scholastic news, weekly reader)	Main office supplies	Parking Lot signage	Transportation
Tri-fold boards	Postage (machine/stamps)	Parking Lot striping	Travel exp of staff
White board signs (handheld for individ use/notixed to the wall)	Shredding expenses	Playground mntc	
Workbooks- GoMath, Springboard	Testing tables & chairs (rental)	Shed	
Ziploc Bags (example: used to store headphones)		State testing expense	
Assemblies	Library:	Student desks	Band/Chorus Fundraiser
Instructional field trip fee (if not collected)	Library books and supplies	Trash cans, door mats (standard**)	(for activity only, not classroom)
	Laminate material	Trash service	
		Utilites	Competition trips
Headsets, speakers, flashdrives, batteries	Add'l tests at school's discretion	White boards for wall	Instruments & their repair/mntc
Ipads, chromebooks, chromebook carts	Conference registrations (other than PD grants & AP)		
!tunes/apple cards for apps only	Employee positions	Technology:	KMEA memberships
Printer ink & toner	Instructional coach supplies	Computer drops/cables (new	KMEA registrations
Software license renewals	PBIS signage & software (i.e. reward tracking)	construction/renovation only}	KMEA trips
	Teacher mbrshp to admin Spanish/Latin/Grm. tests	Network Switches	Performance trips
Movie licensing		Wireless Access Points	Sub funding due to trips
Cameras (Photography and yearbook class)	Add'l custodial needs	Wireless Access Point Drops	Travel Exp of staff due to trips
CD players (PE and music class)	Uniform cleaning for custodians		Uniforms
Computers and Printers		Athletic field mntc- \$10K	
Document camera		*Athletic field maintenance	
Microscopes & their repair/mntc		supported by gate revenues	
Projector lamps			
	SPECIAL ITEMS: *Athletic Field Maintenance- \$10,000 of Gate money to be sent to the district for these expense Computer Drops/Cables- KETS Funding, otherwise SBDM Computers/Printers- KETS funding; student fees when for student use FEE Committee- Locks/Lockers- no charge unless lock lost- charge replacement value/inventory replacement on fee sheet FEE Committee- Cafe Aide supplies (gloves, towels)- Per Food Svc: outside fciod line not within their budget OT/PT itinerant office supplies, instructional needs & therapy equipment from Special Ed Funds **Standard furniture, trash cans, door mats to be provided by the District; upgraded items will be the school's responsibility		

REQUEST FOR SALES CAMPAIGN OR SOLICITATION OF FUNDS BY STUDENTS *

SCHOOL _____ FACULTY ADVISOR(S) _____

SPONSORING CLUB OR ORGANIZATION _____

PROPOSED DATE TO START AND END CAMPAIGN _____

WHAT IS TO BE SOLD AND HOW _____

COMPANY FURNISHING PRODUCT _____

COMPANY ADDRESS _____

PROFIT AGREEMENT WITH COMPANY (EXAMPLE 60/40) _____

ESTIMATED PROFIT TO BE REALIZED _____

EXPLAIN REASON FOR THE NEED OF FUNDS (JUSTIFY NEED) _____

DOES THIS FUNDRAISER VIOLATE TITLE IX EQUITY ISSUES? __ YES NO

IF A FLYER NEEDS APPROVAL FOR DISTRIBUTION, PLEASE ATTACH

As Faculty Advisor I am familiar with procedures for accounting for funds
Outlined in A Uniform Program of Accounting for School Activity Funds.

ADVISOR SIGNATURE _____ DATE: _____

PRINCIPAL APPROVAL _____ DATE: _____

DISTRICT OFFICE APPROVAL _____ DATE: _____

***PLEASE COMPLETE INFORMATION BELOW AND RETURN TO DISTRICT
OFFICE WITHIN 30 DAYS OF CAMPAIGN!***

FINAL AMOUNT COLLECTED FROM THIS CAMPAIGN: _____

DESCRIBE USE OF FUNDS COLLECTED AND EXPENDURES: _____

ADVISOR SIGNATURE: _____ DATE: _____

***Please reference Board Policy 09.33 for guidelines.**

FUND-RAISING ACTIVITIES

Board Approval Required

All schoolwide fund-raising activities must be approved by the Board. Requests must be channeled through the Principal and Superintendent or the Superintendent's designee. All other fund-raising activities shall require the approval of the Principal and the Superintendent or the Superintendent's designee.

Door to Door Sales

The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

1. Students shall be permitted to participate only when mature enough to benefit safely from the experience;
2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and
3. Community members and businesses shall not be overburdened by continual appeals.

Solicitation of Funds

No solicitation of funds from students or the general public for a school or nonschool purpose shall be conducted without the approval of the Principal.

Subscription Sale of Printed Materials

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.

Gaming Activities License

Schools and individual classes planning to conduct charitable gaming activities, as defined by law, shall obtain and display the appropriate license.

Pupil Not Compelled

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.

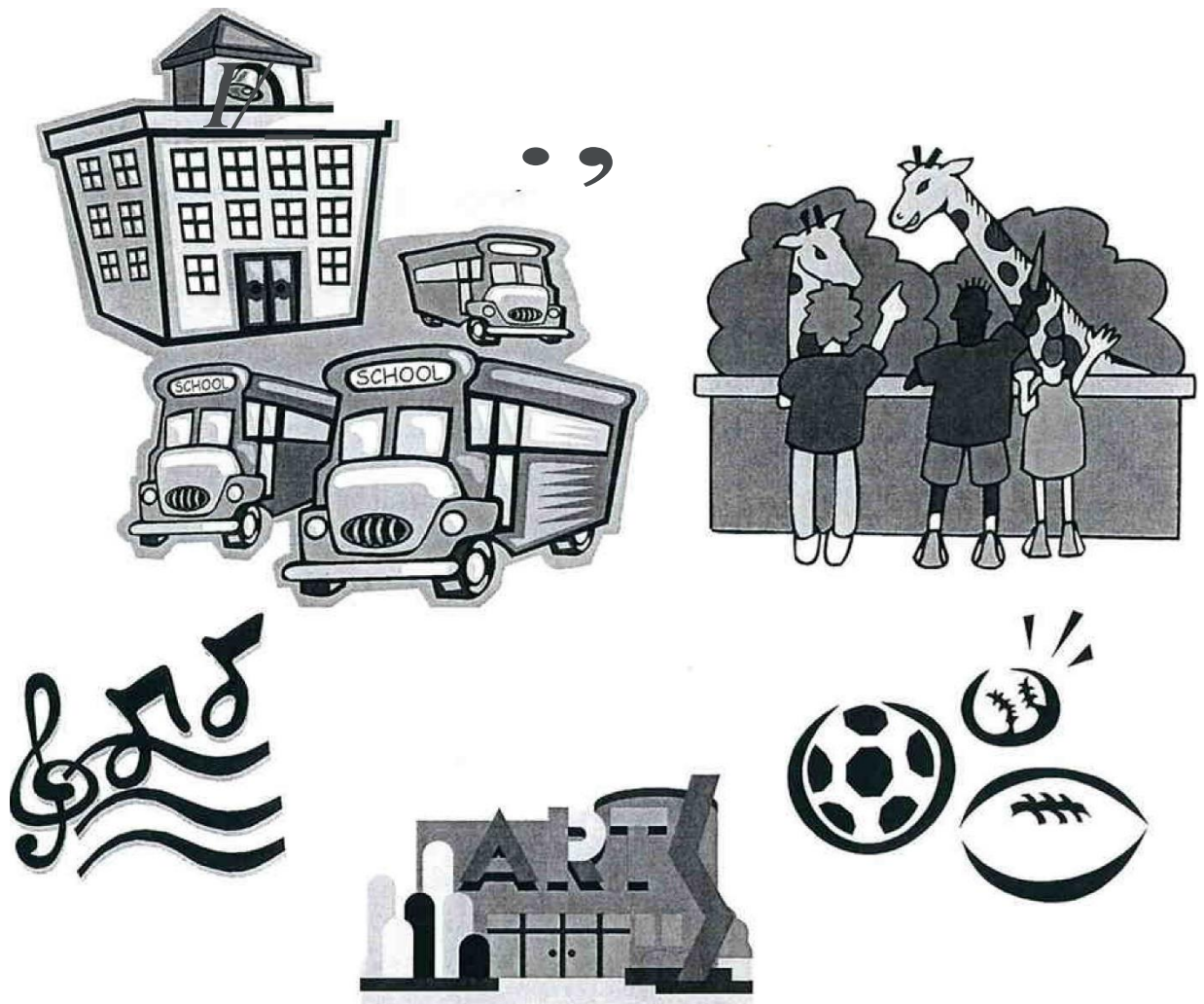
Restrictions

All approved campaigns shall be supervised by a faculty member and shall be conducted outside the regular school day.

Sales Incentives

Prizes may be awarded as sales incentives. However, students shall not be paid a commission on sales.

FIELD TRIPS:



Policies
And
Procedures



I. Definition

A field trip is an educational activity that is an extension of classroom instruction and is conducted away from the school.

II. Participation

All students enrolled in Boone County Schools should have the opportunity to participate in school or class sponsored field trips. Students should be excluded from field trips only as a last resort. Reasons that could potentially lead to exclusion from a field trip should be communicated to students and their parents or guardians prior to the announcement of the field trip. If a student is to be excluded from participation, the principal must approve such exclusion in advance of the trip.

III. Field Trip Criteria

All field trips must meet the following criteria:

- Be approved by the building principal.
- Have a well-defined educational purpose.
- Be related to the instructional process.
- Have one adult supervisor or chaperone, 21 years of age or older, for every ten (10) students.
- All adult supervisor or chaperone must have a background check on file in our Human Resource Department.
- Require proper Permission Slips signed by parents or guardian of students who participate.
- Comply with all transportation requirements.
- Board Approval for all field trips using a common carrier.
- Have affidavit verifying insurance coverage on file **if** private automobiles are used.
- No student shall be denied participation on any field trip due to disciplinary issues without documented disruptive behavior.
- No student shall be denied full participation on any field trip due to inability to pay that is based upon established qualifying criteria.*
- All Title IX equity issues are met.

*KRS160-330; KRS158.108; KAR 3:455

IV. Approval

All requests requiring approval, in addition to that of the principal, should be forwarded to the Operations Department at the District Office for processing.

A. Principals are authorized to approve the following:

1. In county curricular, one instructional day trips using school bus or private automobile.
2. Out-of county curricular, one instructional day trips using school bus or private automobile.

B. Assistant Superintendent approval is needed for the following:

1. Overnight trips.

2. Trips of more than one instructional day.
3. Co-curricular/Extracurricular trips.

C. Boone County Board of Education approval is needed for the following:

1. Trips taken by common carrier (Specific deadline dates for Submission apply).
2. Trips taken during the summer months will not be approved by the Board of Education unless directly related to the District's program of study.

D. Approval procedures for field trips involving academics, athletics, and activities are as follows:

1. Academics

All academic-related field trip programs, contest, or competitions (nonathletic) must be approved by the Assistant Superintendent. (Examples- Yearbook, Odyssey of the Mind, Band, Quick Recall)

- No school instruction time may be lost for travel to or from an academic related field trip, contest, or competition (except KDE Kentucky Department of Educations endorsed activities).

2. Athletics/Activities

- For high schools, all athletic-related contests and extracurricular competitions must have the prior approval of the athletic director at each school.
- For middle and elementary schools, all athletic-related contests or extracurricular competitions must have the prior approval of the Principal.
- These field trip requests must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA).
No school instructional time may be lost for travel to or from any regular interscholastic athletic contest.
- Teams may attend one (1) national extracurricular competition per school year with a maximum of two days of non-school attendance.

V. Out-of-Country Field Trips

The Boone County Board of Education does not permit out-of-country field trips.

VI. Transportation

When school buses are used for field trips, the following applies:

- All trip requests must be received by the Transportation Department Office no later than ten (10) working days prior to the day of the trip.
- All requirements are met with the Transportation Department Trip Procedures.

When Common Carrier Transportation is requested, the following applies:

- The Boone County Board of Education must approve field trip.

This request should be submitted to the Superintendent's Office by noon at least eleven (11) working days prior to the next board meeting.

When using a privately owned vehicle, the following applies:

- An affidavit verifying the required insurance coverage must be on file at the District Office.
- If a privately owned vehicle is used, the owner must carry no less than the following limits of liability insurance:
 - \$50,000 bodily injury liability, each person
 - \$100,000 body liability, each accident
 - \$10,000 property damage liability, each accident
- While a student may transport himself/herself, under no circumstances may a student transport any other student.

VII. Discipline

If it is determined that a student should be removed from a school-related trip for disciplinary reasons, the student's parent shall be contacted. The following options will apply, at the discretion of the supervising faculty and the consent of the parent.

- Having the student returned home accompanied by a chaperone.
- Having the student remain on the trip but not participate in any activities and be under close supervision of a faculty member.
- Picking up the student at the location of the trip.

Upon completion of the trip, the supervising faculty member shall notify the Principal of the incident involving the student and appropriate disciplinary action shall be taken.

FIELD TRIP REQUEST FORM

Name of School: _____

Date of Field Trip: _____

Days of School Missed: _____

Location of Field Trip: _____

Grade Level and Number of Students Attending: _____

Number of Chaperones Attending: _____

What form of transportation will be used?* Be **Specific**. _____

Have field trip rules been explained to the students and chaperones? YES NO YES

Are there students being denied the right to attend due to finances? NO YES

Does this trip comply with Title IX equity issues? NO

Brief Description (Be specific regarding educational purpose):

Please check the appropriate box:

D

To be used for 1 (one) day trips using school bus or private automobile.*

NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

D

To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.

TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

D

To be used for trips taken by common carrier.

TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: _____

— Principal Signature: _____ Date Approved: _____

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

AUTO INSURANCE AFFIDAVIT

The Affiant: _____
Name

School/Location

Social Security Number

Insurance Carrier and Policy Number

states that he/she- when using a private automobile for Boone County Public Schools business, which includes, but is not limited to, transporting students and taking part in field trips or activity events – will carry no less than the following limits of liability insurance:

\$50,000 bodily injury liability each person
\$100,000 bodily injury liability each accident
\$10,000 property damage liability

The Affiant further states that this insurance will be in effect at all times when a private vehicle is used for Boone County Board of Education business. If said insurance is cancelled or expires, the Affiant will notify the Operations Department and will cease to use a private vehicle for Boone County Public Schools business until such insurance limits are put back in force.

Further, Affiant sayeth not. _____, _____, _____
Signature of Affiant

Subscribed and sworn to before me by _____

this _____ day of _____, 20.

My commission expires _____

Notary Public

Return this form to the Operations Department

**SPECIAL SERVICE REQUEST FOR TRIPS
TRANSPORATION DEPARTMENT**

REQUEST FOR TRANSPORTATION FOR _____ SCHOOL
DATE _____ DATE OF TRIP _____
ADDRESS OF DESTINATION (STREET & CITY) _____
BUILDING IF KNOWN _____
LOADING TIME AT SCHOOL _____ AM PM
TIME OF DEPARTURE FROM SCHOOL _____ AM PM
LOADING TIME FROM EVENT _____ AM PM
APPROX. TIME OF RETURN TO SCHOOL _____ AM PM
NUMBER OF STUDENTS _____ NUMBER OF ESCORTS _____ TOTAL
NUMBER OF PASSENGERS _____ NO. BUSES REQUIRED _____ NAME
OF SPONSOR _____ IS THIS
A KINDERGARTEN OR PRESCHOOL ☐ YES ☐ NO

REQUIRED INFORMATION

IS THIS A DROP OFF / PICK UP ☐ YES ☐ NO IF YES, PLEASE INCLUDE DETAILS

BELOW: _____

TRIP AUTHORIZED BY _____ PRINCIPAL
REMARKS: PROVIDE DRIVING AND PARKING INSTRUCTIONS _____

DOES DRIVER NEED LUNCH _____ ROOM _____ TICKET _____

TRANSPORATION CONFIRMATION

OF BUSES FOR TRIP _____ BUSES MUST RETURN TO SCHOOL BY _____

- BUS REQUEST MUST BE IN THE TRANSPORATION OFFICE 10 WORKING DAYS BEFORE THE TRIP
- DRIVERS, SPONSORS & CHAPERONES ON TRIPS MUST ADHERE TO TIME SCHEDULE
- A FACULTY OR ADMINISTRATION STAFF SHALL ACCOMPANY STUDENTS ON THE BUS FOR ALL SCHOOL-SPONSORED TRIPS.
- THERE SHALL BE NO EATING OR DRINKING ON THE SCHOOL BUS
- OBJECTS THAT WOULD LIKELY BLOCK THE AISLE OR EXITS IN CASE OF COLLISION ARE NOT PERMITTED.

CONFIRMED BY _____ DATE _____

USE AGREEMENT

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 Principal and permission for use may be terminated without cause by notice from Principal.
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.

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

FACILITY USE FEE SCHEDULE

Gymnasium

Community Recreational Use	\$ 25.00 per hour
----------------------------	-------------------

Other Uses	\$100.00 per hour 3 hour minimum
------------	-------------------------------------

<u>Cafeteria/Kitchen Facilities</u>	\$100.00 per hour 3 hour minimum
--------------------------------------------	-------------------------------------

<u>High School Auditorium</u>	\$100.00 per hour 3 hour minimum
Gym with stage/Cafeteria with stage	

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

BUILDING/CLASSROOM NEEDS REQUEST FORM

School

Principal Signature

Date Submitted

Describe the items that you are requesting:

RETURN THIS FORM TO THE DEPARTMENT OF OPERATIONS

District Office Use Only

Approved By _____ Date _____

ALTERATIONS TO BUILDINGS AND GROUNDS

Board Policy 05.11 School Facilities

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds: renovation of the school buildings or the alteration of any part thereof, of the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the board and appropriate state agencies.

School _____

Principal _____

Project _____

Date Submitted _____

Describe the project you are proposing:

Cost of Project: _____

RETURN THIS FORM TO THE DEPARTMENT OF OPERATIONS

Regardless of source of funds (booster organization, parent organizations, donations, etc.) all alterations must be approved.

District Office Use Only

Approved By _____ Date _____