Kenton County Policy & Procedure On-Line Manual

To access the on-line manual:
KCSD website>*School Board>Board Policies*
This will take you to the KSBA portal. Search options are in the upper right corner of the screen.

Search by *Chapters*:
1 – Select a chapter from the drop down box,
2 – Select a policy from the drop down box.
>   Click "open" to view the policy.
>   Click "enable editing" to view the document in Word format as well as print or save it.
3 – To see if the policy has an accompanying procedure, click on the procedures drop down box.
>   Only procedures applicable to the policy in the "policy box" will be shown)
>   Click on the procedure you want to look at,
>   Click "open" to view the policy.
>   Click "enable editing" to view the document in Word format as well as print or save it.

Search by *All Documents*:   This is a list of all policies/procedures in number order
1 – Select a policy or procedure from the drop down box,
>   Click "open" to view the policy/procedure,
>   Click "enable editing" to view the document in Word format as well as print or save it.

Search by **Search Manual**:
1 – Type a word/topic in the "enter search keyword" field and click on the "search" button to the right.
>   If applicable policies/procedures are found, you will get a "search results can be seen in
>   Policy/Procedure list" message in the middle of the screen.
2 – Choose the policy drop down box to see which policies contain your search word.
>   Click on the policy you want to look at,
>   Click "open" to view the policy.
>   Click "enable editing" to view the document in Word format as well as print or save it.
3 – Choose the procedure drop down box to see which procedures contain your search word.
>   Click on the policy you want to look at,
>   Click "open" to view the policy.
>   Click "enable editing" to view the document in Word format as well as print or save it.

Print chapters by *Print Selected Chapters:*
The site must be added to your computer's trusted sites in order to print.
1 – Select a Policy/Procedure from the drop down box,
2 – Select a "From Chapter" and a "To Chapter".   It is best to print only one chapter at a time since
>   several chapters are hundreds of pages long.   Put the same chapter number in both boxes.
>   Click "print",
>   (It might take a few minutes for the file to build before you get the print message box.)
>   Click "OK" in the print message box to print chapters on your default printer – OR – click
>   "choose printer" in the upper left corner if you want to choose a different printer.
3 – When finished printing a chapter, click the "cancel & close" tab to return to the menu.

If you choose to print a copy of the manual at your location, it is your responsibility to keep it current by replacing old policies and procedures with new copies. You can find new/revised policies in the monthly Board of Education Meeting Minutes published on the KCSD website under the "School Board" and "eMeetings(Board Agendas)" tabs.