



Certified Content



International Assurances Revised\_09232020\_22:45

International Assurances Revised

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## Table of Contents

A. International Assurances Revised	3
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## A. International Assurances Revised

1. The institution has read, understands, and complies with the [Cognia Policies and Procedures](#).

Yes

No

### **COMMENTS**

2. The institution has reported all substantive changes in the institution that affect the scope and/or have an impact on the institution's ability to meet the [Cognia Standards and Policies](#). Such changes include, but are not limited to:

- Restructuring (merging, opening or closing) of the institution or institution(s) within its jurisdiction
- Mission and purpose of the institution
- Governance structure of the institution, including changing to a charter school/school system, being the subject of a state takeover, or a change in ownership
- Grade levels served by the institution
- Staffing, including administrative and other non-teaching professional personnel
- Available facilities, including upkeep and maintenance
- Level of funding
- School day or school year
- Establishment of an additional location geographically apart from the main campus
- Student population that causes program or staffing modification(s)
- Available programs, including fine arts, practical arts and student activities

Yes

No

### **COMMENTS**

3. The institution implements a written security and crisis management plan that includes emergency evacuation procedures and appropriate training for stakeholders.

Yes

No

### **COMMENTS**

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4. The institution monitors all financial transactions through a recognized, regularly audited accounting system.

Yes

No

**COMMENTS**

5. The institution engages in a continuous improvement process and implements an improvement plan.

Yes

No

**COMMENTS**

6. The Board meets only when the Director is present, except when it acts on the Director's salary and/or performance, if applicable.

Yes

No

**COMMENTS**

7. The institution head oversees the allocation of financial, human and material resources.

Yes

No

**COMMENTS**

8. The institution grants secondary course credits based on defined course criteria and sufficient instructional hours to meet international college and university entrance requirements, if applicable.

Yes

No

**COMMENTS**

9. The institution requires all professional personnel to earn at least six semester hours of credit or the equivalent during each five years of employment.

Yes

No

**COMMENTS**

10. The leadership includes in the master schedule sufficient planning time unencumbered by instructional or supervisory responsibilities for each classroom teacher.

Yes

No

**COMMENTS**

11. The institution employs personnel, including paraprofessionals, counselors, and media specialists who are qualified in their assigned fields and meet all applicable governmental regulations.

Yes

No

**COMMENTS**

12. The institution adopts and implements personnel policies that cover job descriptions, recruitment, employment, assignment, retention, retirement, termination of services, and sick and/other leave for all institution personnel. The institution is compliant with applicable governmental personnel regulations, including the legal and ethical expectations and requirements regarding child abuse within the country in which it operates.

Yes

No

**COMMENTS**

13. Due regard is given to building and facility design, layout, designation, and use to ensure child safety and protection within the context of the host country. Class size facilitates the ease of movement within the classroom.

Yes

No

**COMMENTS**

14. The institution has developed and adopted an appropriate definition of child abuse, including physical, emotional or sexual abuse, sexual exploitation, neglect and

commercial exploitation, and inappropriate behavior of children toward other children. The institution has a policy, approved by the Governing Board, that describes its commitment to preventing and responding appropriately if children are harmed, or if allegations of harm to children are made.

Yes

No

**COMMENTS**

15. The institution has developed and adopted a code of conduct and written guidelines for appropriate and inappropriate behavior of adults toward children and children towards other children. All faculty, staff, volunteers and contractors acknowledge that they have read the code of conduct and agree to abide by it. The institution develops meaningful and effective relationships with external organizations and bodies that are able to provide appropriate support and advice on matters related to child protection.

Yes

No

**COMMENTS**

# Attachment Summary

Attachment Name	Description	Associated Item(s)
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