

**Graduation Requirements****OTHER PROVISIONS**

- All Spencer County High School seniors are required to complete a minimum of fifteen (15) hours of community service.
- The Board may authorize different diploma programs.
- The Board, Superintendent, Principal, or teacher may award special recognition to students.
- The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.
- Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.<sup>3</sup>

**EARLY GRADUATION CERTIFICATE**

~~Beginning with the 2014-2015 school year, S~~students who ~~complete an early high school graduation program and meet~~ all applicable legal requirements shall be ~~awarded-eligible for early graduation in relation to receipt of an Early Graduation Scholarship Certificate.~~ Students ~~planning to complete wishing to follow~~ an early graduation ~~program-pathway~~ shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, ~~but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.~~<sup>4</sup>

~~Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan.~~

~~Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.~~

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**DIPLOMAS FOR VETERANS**

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.<sup>1</sup>

**Graduation Requirements**

**REFERENCES:**

<sup>1</sup>KRS 40.010; [KRS 158.140](#); [704 KAR 7:140](#)

<sup>2</sup>KRS 158.622

<sup>3</sup>KRS 156.160; ~~704 KAR 3:305~~; 20 U.S.C. sec. 1414

<sup>4</sup>KRS 158.142; ~~704 KAR 3:305~~

~~KRS 158.140~~; ~~704 KAR 7:140~~

KRS 158.645; KRS 158.6451; KRS 158.860

13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060; 704 KAR 3:303

OAG 78-348; OAG 82-386; [Kentucky Core Academic Standards](#)

**RELATED POLICIES:**

08.1131; 08.14; 08.22

09.126 (re requirements/exceptions for students from military families)

LEGAL: REVISIONS TO 704 KAR 3:390 OUTLINE SPECIFIC AREAS THE DISTRICT MUST ADDRESS CONCERNING ESS ATTENDANCE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS POLICY MUST BE FOLLOWED.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REINSTATING SUPPLEMENTAL EDUCATION SERVICES

## CURRICULUM AND INSTRUCTION

08.133

### **Extended School/Supplemental Educational Services**

#### **PLAN FOR DIAGNOSING**

The Superintendent/designee shall develop a plan for diagnosing and addressing student academic deficiencies by providing extended school services (ESS) and supplemental educational services (SES) as required by federal or state law.

#### **EXTENDED SCHOOL SERVICES**

The Board shall provide extended school services consistent with students' intervention ~~or plans~~ and goals included as part of individual learning plans, requirements of 704 KAR 3:390, and local plans and procedures.

For students eligible to attend ESS, the District shall:

- Identify learning goals and benchmarks for each student that, if achieved, indicate that the student may exit the extended school services program;
- Determine conditions under which a student's absence from the program may be considered excused or unexcused; and
- Determine method for transporting students mandated to attend.

The District shall select pupils who need additional instructional time or differentiated opportunity to learn academic and enrichment content aligned with their individual student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

The District may provide extended school services during the regular school day when a waiver for alternative service delivery has been obtained. Extended school services offered during the summer shall be available to all eligible students residing in the District regardless of whether they attend District.

Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following section is waived through the 2014-2015 school year. If request is not renewed, the following section will be in force.

#### **SUPPLEMENTAL EDUCATIONAL SERVICES**

Eligible students shall be provided supplemental educational services as required by federal law.<sup>1</sup>

The District shall post on the District/school web site(s) information about available supplemental educational services in keeping with federal regulatory requirements.

CURRICULUM AND INSTRUCTION

08.133  
(CONTINUED)

**Extended School/Supplemental Educational Services**

**REFERENCES:**

<sup>1</sup>P. L. 107-110 (No Child Left Behind Act of 2001)  
34 C.F.R. 200.45 – 200.48  
KRS 158.070  
704 KAR 3:390



LEGAL: HB 211 HAS BEEN REVISED TO SPECIFY HOW BOARDS MAY AMEND CALENDARS AND LENGTHEN/SHORTEN DAYS WHEN AN EMERGENCY OCCURS. ALSO, KRS 158.070 NOW DEFINES STUDENT ATTENDANCE DAYS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## CURRICULUM AND INSTRUCTION

08.3

### School Calendar

#### DEVELOPMENT OF CALENDAR

The Superintendent shall annually develop and present to the Board for adoption a school calendar for the upcoming school year on or before May 15 of each year. The calendar shall establish the following:

1. Opening and closing dates of the school term,
2. Beginning and ending dates of each school month,
3. Number and minimum length of instructional student attendance days,
4. Instructional time required for kindergarten if in excess of the minimum three (3) hours of daily instruction,
5. Days on which schools shall be dismissed, and
6. A testing window in accordance with KRS 158.6453 and KRS 164.302 to accommodate state-mandated assessments.

The Board may amend the school calendar after it is adopted due to an emergency. The Board may lengthen or shorten any remaining student attendance days by thirty (30) minutes or more, as necessary provided it meets at minimum, a student instructional year as defined in statute. No student attendance day may contain more than seven (7) hours of instructional time unless the District submits and receives approval from the Commissioner of Education for an innovative alternative calendar.

The Board may schedule days for breaks in the calendar that shall not be counted as part of the minimum school term.

Schools shall be closed on the Tuesday after the first Monday in November in Presidential election years.

Schools shall be closed on the day of a regular or primary election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences.

#### REFERENCES:

702 KAR 7:130; 702 KAR 7:140  
KRS 2.190; KRS 118.035  
KRS 157.360; KRS 158.070  
KRS 158.6453

LEGAL: HB 211 HAS BEEN REVISED TO ALLOW EMPLOYEES WHO ARE DELEGATES TO ATTEND STATEWIDE PROFESSIONAL MEETINGS THAT ARE SCHEDULED ON STUDENT ATTENDANCE DAYS.  
FINANCIAL IMPLICATIONS: POSSIBLE COST OF SUBSTITUTES

CURRICULUM AND INSTRUCTION

08.32

### **School Term**

The school term shall include at least four (4) days to be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy. Additional days permitted by statute and authorized by the Board may be used for professional development and planning activities for the professional staff. Four (4) days may be used for holidays, and two (2) days may be used for planning activities.

If schools are scheduled to operate during days designated for statewide professional meetings, the District shall permit ~~teacher~~employees who are delegates to attend in keeping with statutory requirements.<sup>1</sup>

#### **REFERENCES:**

<sup>1</sup>KRS 158.070  
702 KAR 7:125; 704 KAR 3:035  
KRS 2.110; KRS 156.095  
OAG 97-25

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS POLICY MUST BE FOLLOWED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.11

### **School Attendance Areas**

#### **ASSIGNED ZONES**

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.<sup>1</sup>

#### **IF FAMILIES MOVE**

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the school year in the school in which he was last enrolled (at no cost or service by the Board). The pupil must enroll the following year in the school in the attendance zone of his/her legal residence.

#### **REQUESTS FOR TRANSFER**

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low-income families);\*
3. The assigned school is designated by the state as being "persistently dangerous";
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.<sup>2</sup>

**\*Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, this reason #2 above shall be waived through the 20143-20154 school year. If request is not renewed, then transfer reason #2 will be in force.**

#### **REFERENCES:**

<sup>1</sup>P. L. 107-110 (No Child Left Behind Act of 2001)  
34 CFR 200.44  
KRS 159.070  
OAG 80-394

LEGAL: HB 79 AMENDED KRS 158.100 TO GIVE DISTRICTS THE OPTION OF PROVIDING A HIGH SCHOOL PROGRAM TO A STUDENT REFUGEE OR LEGAL ALIEN UNTIL GRADUATION OR THE END OF THE SCHOOL YEAR IN WHICH THE STUDENT TURNS 21, WHICHEVER COMES FIRST.  
FINANCIAL IMPLICATIONS: COST OF PROVIDING SERVICES FOR ADDITIONAL STUDENTS

STUDENTS

09.12

### **Admissions and Attendance**

#### **RESIDENCE DEFINED**

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other pupils shall be classified as nonresidents for school purposes.<sup>1</sup>

#### **HOMELESS CHILDREN AND YOUTH**

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize the students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.<sup>2</sup>

#### **IMMIGRANTS**

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

#### **NONRESIDENTS PUPILS**

Nonresident pupils shall be admitted only by written agreement with the district of the pupil's legal residence. This contract shall provide that the average daily attendance of the pupil(s) is to be counted in the district where the pupil(s) attend(s) school.<sup>5</sup> Additionally, the contract shall provide that all other state and federal funds generated for the pupil by the district of residence shall be surrendered to the district where the pupil attends school. Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

Nonresident pupils shall only be admitted when they can be assigned to classes where the enrollment is below 85% of the capacity. Students must also have an ADA contract from the district they are leaving. The parent/guardian must provide transportation. These factors having been considered, nonresident pupils may be assigned to the school of their choice.



**Admissions and Attendance****NONRESIDENT PUPILS (CONTINUED)**

Nonresident students will not be permitted to change schools during the school year without authorization of the Board.

Admittance shall not be granted to nonresident students who are presently expelled. Nonresident students may be required to present a positive recommendation from their previous school district. Once admitted, in addition to exchange of ADA and payment of applicable tuition charges, nonresident students shall be required to meet the following conditions:<sup>3&4</sup>

1. The student shall comply with the District's attendance policy;
2. The student shall demonstrate appropriate academic progress as determined by his/her teachers and the Principal; and
3. The student shall comply with the District's Student Code of Conduct.

Nonresident students shall be withdrawn from District schools upon discovery of any false or misleading information included in the initial application for admission.

**NON-IMMIGRANT FOREIGN STUDENTS**

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

**EXPULSED/CONVICTED STUDENTS**

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.<sup>6</sup>



**Admissions and Attendance****EMPLOYEES' CHILDREN RESIDING OUTSIDE THE DISTRICT**

Upon written request of the parent/guardian, students whose parent/guardian resides outside of the District and whose parent/guardian is a full-time employee of the District may be admitted with permission of the Superintendent/designee. Attendance shall be declined if enrollment meets or exceeds the maximum class size. Contingent on the District receiving ADA as provided by law, the tuition for these students shall be waived. Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

**EMPLOYEES' CHILDREN RESIDING INSIDE THE DISTRICT**

Students living within the District shall not be permitted to enroll in a school outside their geographic attendance zone/area if the class in which they would enroll meets or exceeds the maximum class size. The parent/guardian must provide transportation. If these students are enrolled in a class whose membership increases to exceed the maximum class size within the first two (2) weeks of the school year, they shall be reassigned according to the following options:

- Student to be reassigned immediately to another class/school.
- Student to be reassigned to the school that serves his/her attendance zone.

When other factors are equal, date of enrollment shall determine order of assignment and reassignment.

**REQUEST BY RESIDENT FOR CHANGE IN SCHOOL ASSIGNMENT**

Students living within the District will not be permitted to enroll in a school outside their geographic attendance zone/area if the class in which they would enroll meets or exceeds 85% of the classroom capacity, based upon enrollment within the first ten (10) attendance days. The parent/guardian must provide transportation.

**REFERENCES:**

- <sup>1</sup>KRS 159.010; OAG 78-64
- <sup>2</sup>42 U.S.C. 11431 et seq. (McKinney-Vento Act)
- <sup>3</sup>KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602
- <sup>4</sup>KRS 157.320
- <sup>5</sup>702 KAR 7:125
- <sup>6</sup>KRS 158.155; KRS 157.330; KRS 158.150
- KRS 157.350; [KRS 157.360](#); [KRS 158.100](#)
- 704 KAR 7:090; OAG 91-171
- Public Law 104-208 P.L. 107-110 (No Child Left Behind Act of 2001)
- 20 U.S.C. 2781; 22 CFR §62.25
- Plyler v. Doe*, 457 U.S. 202 (1982)
- Equal Educational Opportunities Act of 1974 (EEOA)

**RELATED POLICIES:**

- [09.1223](#), 09.123, 09.124, 09.125, 09.211
- 09.126 (re requirements/exceptions for students from military families)

LEGAL: HB 235 (2014 BUDGET BILL) AMENDED PRESCHOOL ENTRANCE AGE TO AUGUST 1  
INSTEAD OF OCTOBER 1 EFFECTIVE WITH THE 2014-15 SCHOOL YEAR.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.121

### **Entrance Age**

#### **PRESCHOOL**

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled ~~or otherwise qualifies for services~~, and who is three (3) or four (4) years of age, ~~or who may become five (5) years of age after October 1~~ by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.<sup>4</sup>

Children at risk of educational failure who are four (4) by ~~August~~ October 1 may enter preschool. All other four (4) year old children shall be served to the extent placements are available. ~~Beginning in 2017, children at risk of educational failure who are four (4) by August 1 may enter preschool.~~

#### **PRIMARY SCHOOL**

A child who becomes five (5) by October 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.030. A child who becomes six (6) by October 1 shall attend public school unless s/he qualifies for an exemption as provided by law.<sup>3</sup>

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.<sup>5</sup>

Beginning with the 2017-2018 school year, the following provisions shall apply:

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.<sup>2</sup>

#### **PETITION PROCESS**

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include availability of space and funding.

STUDENTS

09.121  
(CONTINUED)

**Entrance Age**

**PROOF OF AGE**

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.<sup>4</sup>

**REFERENCES:**

<sup>1</sup>KRS 157.3175; 2014 Budget Bill

<sup>2</sup>KRS 158.030

<sup>3</sup>KRS 157.226; KRS 159.030

<sup>4</sup>KRS 158.032; KRS 158.035; KRS 214.034

<sup>5</sup>KRS 158.031; 702 KAR 1:160; 702 KAR 7:125

KRS 158.990; KRS 159.010

704 KAR 5:070

OAG 82-408; OAG 85-55

**RELATED POLICIES:**

08.22

09.126 (re requirements/exceptions for students from military families)

LEGAL: HB 79 AMENDED KRS 158.100 TO GIVE DISTRICTS THE OPTION OF PROVIDING A HIGH SCHOOL PROGRAM TO A STUDENT REFUGEE OR LEGAL ALIEN UNTIL GRADUATION OR THE END OF THE SCHOOL YEAR IN WHICH THE STUDENT TURNS 21, WHICHEVER COMES FIRST.  
FINANCIAL IMPLICATIONS: COST OF PROVIDING SERVICES FOR ADDITIONAL STUDENTS

STUDENTS

09.1223

### **Persons Over Compulsory Attendance Age**

#### **PROHIBITIONS**

Persons over twenty-one (21) years of age shall not be admitted to or served by the District's elementary or secondary schools.

Students under age twenty-one (21) who already have graduated from an accredited or four (4) year high school shall be considered to have completed high school and shall not be permitted to enroll in the District. Students who have earned a GED shall be permitted to enroll to work toward completion of graduation requirements.

#### **EXCEPTION**

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

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#### **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.<sup>1</sup>

#### **REFERENCES:**

<sup>1</sup>P. L. 105-17

KRS 157.200

KRS 157.360

KRS 158.100

KRS 158.140

KRS 159.010

KRS 159.030

704 KAR 3:305

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LEGAL: 702 KAR 7:125 HAS BEEN REVISED TO REQUIRE FOR FUNDING PURPOSES THAT PUPILS ABSENT 84% OR MORE OF A DAY TO BE COUNTED AS BEING ABSENT FOR A FULL DAY; THOSE ABSENT 35% OR LESS OF A DAY TO BE COUNTED AS BEING TARDY, AND THOSE IN ATTENDANCE FOR 36% TO 84% OF A DAY TO BE COUNTED AS BEING PRESENT ONE-HALF DAY  
FINANCIAL IMPLICATIONS: VARIATIONS IN ADA FUNDING

## STUDENTS

09.123

### Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.<sup>1</sup>

#### **TRUANCY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

A student who is absent for ~~sixty-three percent (63%)~~ sixty-three percent (63%) minutes or less of the regularly scheduled school day is tardy.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

#### **EXCUSED ABSENCES**

An excused absence or tardiness is one for which work may be made up, such as:

1. Death in the pupil's immediate family,
2. Illness of the pupil as verified by a signed statement from a health professional for days in excess of five (5) parent's notes. One absence equals one day/event. All absences require a parent's note or a doctor's note.
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or



**Absences and Excuses****EXCUSED ABSENCES (CONTINUED)**

9. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Permission for an enhanced educational opportunity must be requested and granted prior to the date of the absence. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Any absence for reasons not stated above shall be considered an unexcused absence.

**MAKE-UP WORK**

Students shall have the number of days absent, plus one, to make up work missed, unless additional time is allowed by the teacher. It is the responsibility of the student to request the work/assignments. Teachers shall provide make-up work to elementary students.

**SUSPENSION**

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments upon return to school following suspension.

Long-term projects assigned during the suspension and due at a later date shall be accepted. It is the student's responsibility to get those assignments from the teacher.

Work assigned and due during suspension will be accepted. Students have the number of days of the suspension, plus one (1), to make up the work missed, unless additional time is allowed by the teacher. It is the responsibility of the student to request the work/assignments. Teachers shall provide make-up work to elementary students.

**SCHOOL HANDBOOKS**

Each school handbook shall include specific attendance requirements.

STUDENTS

09.123  
(CONTINUED)

**Absences and Excuses**

**REFERENCES:**

'702 KAR 7:125  
KRS 36.396, KRS 38.470, KRS 40.366  
KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294  
KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180  
OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

**RELATED POLICIES:**

09.111, 09.122, 09.4281  
09.126 (re requirements/exceptions for students from military families)

LEGAL: KENTUCKY SENATE BILL 200 PROVIDES FERPA-COMPLIANT STATUTORY LANGUAGE ENABLING SCHOOL DISTRICTS TO RELEASE STUDENT RECORD INFORMATION TO KENTUCKY JUVENILE JUSTICE SYSTEM AGENCIES WHEN A COMPLAINT IS FILED IN ORDER TO ALLOW THE JUVENILE JUSTICE SYSTEM TO EFFECTIVELY SERVE THE CHILD PRIOR TO ADJUDICATION. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14

### **Student Records**

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

#### **PROCEDURE TO BE ESTABLISHED**

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

#### **DISCLOSURE OF RECORDS**

Student records shall be made available for inspection and review to the parent/guardian(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws or parents serve as joint custody.<sup>1</sup>

Upon written request, parents, guardians, or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies of student records.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.



**Student Records****DISCLOSURE OF RECORDS (CONTINUED)**

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

**DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES**

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

**DUTY TO REPORT**

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

**STUDENT DIRECTORY INFORMATION**

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.

Approved "directory information" shall be: student names and addresses, telephone numbers, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

**SURVEYS OF PROTECTED INFORMATION**

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

**Student Records****SURVEYS OF PROTECTED INFORMATION (CONTINUED)**

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, or vision, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

**STUDENTS WITH DISABILITIES**

The District's special education procedures manual shall include information concerning records of students with disabilities.

**RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM**

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

**JUVENILE COURT RECORDS**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.<sup>2</sup>

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**Student Records****RECORDS OF MISSING CHILDREN**

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

**COURT ORDER/SUBPOENA**

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

**REFERENCES:**

<sup>1</sup>Section 152 of the Internal Revenue Code of 1986

<sup>2</sup>KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345

KRS 7.110; KRS 15A.067; [KRS 17.125](#); KRS 158.032; KRS 159.160; KRS 159.250

KRS 160.990; KRS 161.200; KRS 161.210

~~KRS 365.732; KRS 365.734; KRS 600.070~~

702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35

Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705

KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

P. L. 107-110, Sections 1061 and 9528 (No Child Left Behind Act of 2001)

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**RELATED POLICIES:**

09.111; 09.12311; 09.43

RECOMMENDED: THIS RECOMMENDED CHANGE WILL CLARIFY THAT THE FEE WAIVER PROCESS WILL APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15

### **Student Fees**

#### **BOARD APPROVAL REQUIRED**

Fees for rental or purchase of instructional resources may be charged. All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

Fees collected for a specific purpose shall be used for that purpose only.

#### **INABILITY TO PAY**

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.<sup>1</sup>

#### **WAIVER OF FEES**

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify, ~~for free and reduced price meals~~. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.<sup>2</sup>

#### **REFERENCES:**

<sup>1</sup>KRS 158.108; ~~704 KAR 3:455~~

<sup>2</sup>KRS 160.330; ~~702 KAR 3:220~~

702 KAR 3:220; 704 KAR 3:455

Accounting Procedures for Kentucky School Activity Funds

#### **RELATED POLICY:**

08.232

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LEGAL: HB 98 AMENDED KRS 158.838 MAKING IT NECESSARY TO HAVE TRAINED PERSONNEL TO ADMINISTER GLUCAGON AND FDA APPROVED SEIZURE MEDICATIONS BUT DOES NOT APPLY EXCLUSIVELY TO EMERGENCY SITUATIONS. THIS LANGUAGE WILL NOW BE COVERED IN THE DISTRICT'S STUDENT MEDICATION POLICY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224

### **Emergency Medical Treatment**

#### **FIRST AID TO BE PROVIDED**

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health-care professional become available.

#### **FIRST-AID ROOM**

A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

The District shall have employees trained in accordance with the law to administer or help administer emergency medications. In accordance with KRS 158.838, the District shall train and have available employees to administer glucagon or diazepam rectal gel to students as required by law.

#### **INFORMATION NEEDED**

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.<sup>1</sup> Parents will be notified in the event of an accident.

#### **EMERGENCY PROCEDURES**

Each Principal shall develop a procedure for handling medical emergencies.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

#### **REFERENCES:**

<sup>1</sup>702 KAR 1:160  
KRS 156.160  
KRS 156.502  
KRS 158.838

#### **RELATED POLICIES:**

09.21  
09.22  
09.2241

LEGAL: STATUTES REQUIRE SPECIFIC TRAINING FOR NON-LICENSED SCHOOL PERSONNEL AUTHORIZED TO ADMINISTER OR ASSIST IN ADMINISTERING MEDICATIONS. THIS LANGUAGE MAKES THAT CLEAR. ALSO, HB 98 AMENDED KRS 158.838 TO ALLOW PERSONNEL WHO WILL BE ADMINISTERING OR ASSISTING IN THE ADMINISTRATION OF GLUCAGON AND FDA APPROVED SEIZURE MEDICATIONS TO RECEIVE TRAINING OTHER THAN THAT UNDER 702 KAR 1:160.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 98 AMENDED KRS 158.838 TO ALLOW STUDENTS TO CARRY AND SELF-ADMINISTER MEDICATION FOR DIABETES IF THE PARENT MAKES A REQUEST AND A WRITTEN AUTHORIZATION FROM THE HEALTH CARE PRACTITIONER IS IN PLACE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: IN ADDITION, THESE CHANGES ARE RECOMMENDED TO REFLECT RECENT CHANGES TO THE AMERICANS WITH DISABILITIES ACT LOWERING THE CRITERIA FOR DISABILITY ELIGIBILITY TO INCLUDE SERIOUS HEALTH PROBLEMS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241

### Student Medication

School personnel authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160. Guidelines for diabetes medication administration under 702 KAR 1:160 no longer apply to training of non-licensed school personnel.

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Pupils may take medicine which is brought from home once a completed authorization from the parent/guardian and physicianhealth care practitioner is on file.<sup>1</sup>

#### SELF-ADMINISTRATION

~~Under procedures developed by the Superintendent, a~~ student may be permitted to carry medication that has been prescribed or ordered by a physicianhealth care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physicianhealth care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to carry and self-administer medication.<sup>2</sup>

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry and self-administer an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.



STUDENTS

09.2241  
(CONTINUED)

**Student Medication**

**REFERENCES:**

<sup>1</sup>OAG 73-768

KRS 156.502; KRS 158.832

KRS 158.834; KRS 158.836; KRS 158.838

702 KAR 1:160

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

OAG 77-530

OAG 83-115

**RELATED POLICIES:**

09.22, 09.224



LEGAL: CHANGES REFLECT REVISIONS MADE TO 702 KAR 7:065. THIS IS ALSO TO CLARIFY THAT COACHES MUST BE AT LEAST TWENTY-ONE (21) YEARS OF AGE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.31

### **Athletics and Sport Activities**

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

#### **PROGRAM EQUITY**

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM schools), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

#### **AGE RESTRICTION/REQUIRED RECORDS CHECKS**

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.<sup>1</sup>

#### **MIDDLE SCHOOL RULES AND LIMITATIONS**

Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any ~~invitational activity following the post~~ season activities.

NOTE: Limitations set relative to items three (3) through five (5) shall not exceed the allowable limits in the following areas established for a sport or sport activity at the high school level:

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

STUDENTS

09.31  
(CONTINUED)

**Athletics and Sport Activities**

**REFERENCES:**

<sup>1</sup>[KRS 156.070](#); KRS 160.380; KRS 161.185  
~~KRS 156.070~~; KRS 160.345; KRS 160.445  
702 KAR 7:065  
Kentucky High School Athletic Association Handbook  
20 USC Section 1681 (Title IX)

**RELATED POLICIES:**

02.4241; 09.3

LEGAL: SB 109 AMENDED KRS 438.350 TO GENERALLY PROHIBIT PERSONS UNDER THE AGE OF 18 FROM POSSESSING OR USING ALTERNATIVE NICOTINE PRODUCTS OR VAPOR PRODUCTS AS WELL AS TOBACCO.

FINANCIAL IMPLICATIONS: POSSIBLE COST FOR NEW SIGNAGE

STUDENTS

09.4232

### **Tobacco**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline. The Superintendent shall develop procedures for the implementation of this policy.

#### **REFERENCES:**

P. L. 107-110 (No Child Left Behind Act of 2001)  
KRS 160.290  
KRS 160.340  
KRS 161.180  
KRS 438.050  
KRS 438.305  
KRS 438.350  
OAG 81-295  
OAG 91-137

LEGAL: SB 200 CREATED A NEW SECTION OF KRS CHAPTER 158 TO REQUIRE SCHOOLS TO REPORT TO KDE THROUGH THE STUDENT INFORMATION SYSTEM, AN ASSESSMENT OF SCHOOL INCIDENTS RELATING TO DISRUPTIVE BEHAVIORS RESULTING IN A CRIMINAL OR JUVENILE STATUS OFFENSE OR PUBLIC COMPLAINT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## STUDENTS

09.43

### **Student Disciplinary Processes**

#### **SCHOOL-RELATED ACTIVITIES**

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the pupil is on his/her way to or from school, but extends to any activity which is school-related or school-sponsored.

#### **TREATMENT OF PUPILS**

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Unless an administrator or the Board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.<sup>1</sup>

#### **SERIOUS PROBLEMS**

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

#### **COUNCIL RESPONSIBILITY**

Each school council shall select and implement discipline and classroom management techniques for the school.

In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

#### **REPORTING**

Each school shall annually provide to the Department of Education, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;
2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

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STUDENTS

09.43  
(CONTINUED)

**Student Disciplinary Processes**

**CHILDREN AND YOUTH WITH DISABILITIES**

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

**REFERENCES:**

<sup>1</sup>KRS 158.153

KRS 158.150; KRS 158.449

KRS 160.290<sup>2</sup>; KRS 160.340<sup>2</sup>; KRS 160.345

KRS 161.180; KRS 610.345

P. L. 105-17

LEGAL: UNDER SB 200, THE JUVENILE JUSTICE BILL, DISTRICTS NOW MUST INCLUDE INFORMATION ON KRS 158.154 AS WELL AS OTHER LISTED STATUTES ADDRESSING REPORTABLE VIOLATIONS (KRS 158.156 AND KRS 158.444) IN THE CODE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.438

### **Student Discipline Code**

#### **DEVELOPMENT**

In accordance with KRS 158.148 and 704 KAR 7:050, the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The code shall establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations to District personnel for appropriate action [and information regarding the consequences of violating the code and violations reportable under KRS 158.154, 158.156, or 158.444.](#)

#### **DISTRIBUTION**

Once reviewed and approved, the student discipline code shall be distributed to students and parents in the District, including those students who enroll during the school year.

#### **REVIEW**

The Board shall update the student discipline code at least every two (2) years.

#### **REPORTING OF DATA**

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

#### **REFERENCES:**

~~KRS 158.444~~; KRS 158.148; KRS 158.153; ~~KRS 158.154~~; ~~KRS 158.156~~; KRS 158.165  
~~KRS 158.444~~; KRS 160.295  
KRS 525.070; KRS 525.080  
704 KAR 7:050, *Student Discipline Guidelines*, Kentucky Department of Education

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#### **RELATED POLICIES:**

09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811