

RECOMMENDED: SB 176 ALLOWS “CAREGIVERS” TO MAKE DESIGNATED HEALTH CARE AND EDUCATIONAL DECISIONS UPON PRESENTATION OF AN APPROPRIATE AFFIDAVIT. THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING PARENT RIGHTS, RESPONSIBILITIES, AND NOTIFICATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: HB 211 AMENDED KRS 158.070 AND REPLACED THE TERM “INSTRUCTIONAL DAY” WITH “STUDENT ATTENDANCE DAY”. THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING INSTRUCTIONAL DAYS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: SOME STATUTES AND REGULATIONS USE THE TERMS HEALTH CARE PROVIDER AND HEALTH CARE PRACTITIONER INTERCHANGEABLY. THIS IS TO CLARIFY THAT IN THIS MANUAL THE TWO TERMS HAVE THE SAME MEANING.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD

01.0

DEFINITIONS

The following expressions are defined with respect to their intended meanings in the context of this MANUAL:

POLICIES

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by KRS 160.290 and KRS 160.340. The scope of council policies is defined by KRS 160.345.

ADMINISTRATIVE PROCEDURES

Statements of the Superintendent and/or District administration. Procedures are administrative instruments to implement Board policy and other legal mandates.

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", "state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

FULL-TIME, PART-TIME STATUS

Employment status shall be determined in compliance with statute and.¹ Full-time/part-time status for classified employees is established by Policy 03.2332.

BOARD

Unless prohibited by state/federal law or regulation, whenever “Board” or “Board of Education” is referred to in policy or procedure, that reference shall not prohibit the Board from delegating responsibility for policy implementation to the Superintendent. However, ultimate oversight for evaluation of implementation of the policy and for the control of District policy remains with the Board.

SUPERINTENDENT

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

IAK SUPPORT SERVICES

References in this MANUAL to “Central Office” refers to “It’s About Kids” Support Services.

DEFINITIONS**TEACHER**

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this MANUAL the term teacher shall refer to any person, other than the Superintendent, for whom teacher certification is required as a basis for employment.

PARENT OR GUARDIAN

Parent, as used in this MANUAL, means parent, ~~or~~ legal guardian, or other person authorized by law to act as a parent as the context requires.

GENDER

Unless otherwise noted, all gender references include both male and female.

CHILDREN AND YOUTH WITH DISABILITIES

In compliance with federal law and unless otherwise indicated, use of the terms "handicapped/exceptional/special education" shall refer to children and youth with disabilities.

CALENDAR DAY

Each day appearing on a standard calendar.

SCHOOL DAY

~~A day on which students are in school.~~

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term "instructional day" shall have the same meaning as "student attendance day".

HEALTH PROVIDER

Unless otherwise noted, the terms "health care provider" and "health care practitioner" have the same meaning.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

REFERENCES:

¹KRS 157.320; ¹102 KAR 1:036; ¹702 KAR 1:035

KRS 158.144

KRS 160.290, KRS 160.340, KRS 160.345; KRS 405.028

702 KAR 6:010, 702 KAR 6:020, 702 KAR 6:040

702 KAR 6:045, 702 KAR 6:075, 702 KAR 6:090

RELATED POLICY:

03.2332

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RECOMMENDED: KRS 160.270 REQUIRES THAT THE BOARD HOLD AT LEAST ONE REGULAR MEETING PER MONTH. KRS 61.820 REQUIRES ADOPTION OF A REGULAR MEETING SCHEDULE. RESCHEDULED REGULAR MEETINGS BECOME SPECIAL MEETINGS. HOWEVER, IN EXCEPTIONAL CIRCUMSTANCES, REASONABLE ADJUSTMENTS OF REGULAR MEETING START TIMES OR SITES DUE TO UNANTICIPATED CONDITIONS OR EMERGENCIES (SUCH AS UNEXPECTED OVERFLOW CROWDS, UNAVAILABILITY OF THE MEETING SITE, OR WEATHER RELATED EVENTS) MAY BE PERMISSIBLE.

THIS CHANGE IS NOT REQUIRED BY LAW BUT, ALLOWS FOR GREATER FLEXIBILITY IN THOSE EXCEPTIONAL CIRCUMSTANCES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.42

Regular Meetings

ADOPTION OF ANNUAL MEETING SCHEDULE

~~The first regular meeting of the Board shall be held in January. At a regular meeting held no later than April of each year, the Board shall adopt a schedule of regular meetings for the school year, identifying the date, time, and place of each meeting. Any change to this schedule Rescheduled regular meetings shall be a-noticed and held as special-called meetings.~~^{1 & 4}

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PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.²

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

VIDEO TELECONFERENCES

Under extraordinary circumstances, as determined by the Chair in consultation with the Superintendent, the Board may conduct its meeting by video teleconference. Notice of a video teleconference shall comply with the requirements of KRS 61.820. In addition, the notice shall clearly state that the meeting will be a video teleconference and precisely identify the locations involved, including the location, if any, that is primary.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations.

REFERENCES:

¹KRS 160.270

²KRS 61.820; OAG 78-274; OAG 78-614

³KRS 61.810

⁴92-OMD-1677; [04-OMD-056](#)

KRS 61.826

RELATED POLICIES:

01.421; 01.43; 01.44

RECOMMENDED: THE KSBA BOARD OF DIRECTORS APPROVED A CODE OF ETHICS FOR SCHOOL BOARD MEMBERS. THIS LANGUAGE IS BASED ON THAT CODE.
THIS CHANGE IS NOT REQUIRED BY LAW.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT 6/20/14

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.53

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Code of Ethics

As members of a Kentucky Board of Education and mindful of the pledges made in their oath of office, Board members shall accept the duty to represent their community and their District's students, parents and staff and to improve public education by putting "students first" in their decisions. To that end they will:

1. Govern effectively and with integrity, emphasize student achievement and practice good stewardship of the District's human, financial and property resources;
2. Participate in all Board meetings, insofar as possible, having studied advance materials and, having given careful consideration to input from individuals and/or interested community groups, ready to base decisions on independent judgment;
3. Act as a staunch advocate for high quality schools, instructional curricula and professional staff dedicated to the educational welfare of all children, regardless of their ability, race, creed, sex, sexual orientation, or social standing and maintain knowledge about educational advances as they evolve;
4. Obey and uphold all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, reserving the right to bring about needed changes through legal and ethical procedures;
5. Help their constituents to understand the importance of broad community support and involvement in the public schools, especially by encouraging citizen participation in Board meetings, and in turn, serve their constituents by helping ensure accountability of the schools to the community;
6. Recognize their duty to listen as well as to lead, respect opinions which differ from their own, reflect that no one member acts or speaks for the Board, and remember that final actions, made by majority vote in an official meeting, should be supported by all members;
7. Provide community insight to the Superintendent and evaluate the administration's responses to community expectations, work to adopt effective policies which give the administration authority commensurate to its responsibilities, demonstrate the support and respect due the District's skilled, professional employees and shun actions which could be interpreted as an attempt to run the schools through the administration;
8. Avoid even the appearance of conflicts of interest by never performing official acts or otherwise engaging in financial transactions with the school system which could benefit them, accepting gifts of substantial economic value which could be viewed as improper influence, or disclosing or using confidential information acquired in the course of official duties for personal gain.

LEGAL: PER HB 5, A NEW SECTION OF KRS 61 HAS BEEN CREATED ADDRESSING SAFETY AND SECURITY OF PERSONAL INFORMATION AND PROCESSES FOR DEALING WITH INFORMATION BREACHES.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF NOTIFICATION OF INDIVIDUALS IF A SECURITY BREACH OCCURS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61

Records Management

RECORDS OFFICER

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.¹

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in KRS 171.410 and in the Records Retention Schedule, Public School District.

SUPERINTENDENT'S RESPONSIBILITIES

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.² The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.³

RETENTION AND DISPOSAL OF RECORDS

The District shall follow the Records Retention Schedule, Public School District in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.⁴

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.⁵

LITIGATION

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

INFORMATION SECURITY BREACH

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

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Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.

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Records Management

RETENTION OF RECORDINGS

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.⁶

If an incident is being investigated, retain recordings until investigation and legal activity are completed.

REFERENCES:

¹725 KAR 1:010

²KRS 171.710

³KRS 171.720

⁴725 KAR 1:030; KRS 171.420; KRS 171.570

⁵KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020

⁶KRS 160.705

[KRS 61.931; KRS 61.932; KRS 61.933](#)

702 KAR 1:025; 725 KAR 1:025

Records Retention Schedule, Public School District

FCPS Confidentiality Handbook

RELATED POLICY:

01.5

LEGAL: 702 KAR 1:115 HAS BEEN AMENDED TO REVISE THE ANNUAL TRAINING REQUIREMENTS FOR BOARD MEMBERS. HB 154 REVISES KRS 160.180 TO MAKE ADDITIONAL CHANGES TO ANNUAL TRAINING REQUIREMENTS BEGINNING JANUARY OF 2015.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF PROVIDING TRAINING ON SPECIFIC TOPICS (SCHOOL FINANCE, ETHICS AND SUPERINTENDENT EVALUATION)

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83

In-Service Training

The annual in-service training requirements for all school board members in office as of December 31, 2014 shall include training on topics required by regulation that meet the minimum number of total training hours¹ as follows:

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1. Twelve (12) hours for school board members with zero (0) to three (3) years of experience (to include five hours on the following: three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation);
2. Eight (8) hours for school board members with four (4) to seven (7) years of experience (to include four hours on the following: two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation); and
3. Four (4) hours for school board members with eight (8) or more years of experience (to include three hours on the following: one (1) hour of finance and one (1) hour of ethics annually and, one (1) hour of superintendent evaluation biennially).

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event and send a copy of the record (Board minutes) to KSBA.

For Board members who begin initial service on or after January 1, 2015, annual in-service training requirements shall be twelve (12) hours for Board members with zero to eight (0-8) years of experience and eight (8) hours for Board members with more than eight (8) years of experience. Required annual training hours shall include:

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1. Three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with zero (0) to three (3) years experience;
2. Two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with four (4) to seven (7) years experience; and
3. One (1) hour of finance, one (1) hour of ethics annually, and one (1) hour of superintendent evaluation biennially for members with eight (8) or more years experience.

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ORIENTATION OF NEW BOARD MEMBERS

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board's policy manual and/or access to the District's online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

In-Service Training

REFERENCES:

- KRS 160.180
- 702 KAR 1:115
- OAG 85-53; OAG 85-145

LEGAL: THESE CHANGES ARE NEEDED TO REFLECT REVISIONS TO 704 KAR 3:035 ADDRESSING PROFESSIONAL DEVELOPMENT REQUIREMENTS.
FINANCIAL IMPACT: NONE ANTICIPATED

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

Professional Development

PROGRAM TO BE PROVIDED

The District shall provide ~~an efficient, systematic and high quality~~ professional development (PD) program that meets the goals established in KRS 158.6451 and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. School-wide programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the school/District improvement plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

DISTRICT-WIDE PLAN

The program shall be based on the Board-approved District Improvement Plan and District Strategic Plan for the District, which is designed:

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

These plans shall reflect individual needs of schools and be aligned with the school/District improvement plan and teacher growth plans. The District Professional Development Council may recommend areas of focus to the Superintendent for professional development ~~experiences~~ in the District based upon the District's Improvement and Strategic Plans, legal mandates, and local needs assessments. The Superintendent shall determine that the focus areas properly address the mission and goals of the District and meet existing legal requirements before recommending them to the Board for approval.

The Superintendent and Board may require any or all schools, or any or all classifications of personnel, to participate in training established by the District in one (1) or more of the approved areas of focus.

SCHOOL RESPONSIBILITIES

Each school shall coordinate ~~high quality~~ professional development ~~experiences~~ with the PD coordinator and, when appropriate, with other schools to maximize training opportunities.

The District Professional Development Council or its designee shall review all individual school PD plans to determine that they meet current state and local mandates and directives, and address the identified focus areas approved by the Board.

The District Improvement and Strategic Plans shall be reviewed annually by the District Professional Development Council.

Professional Development**DOCUMENTATION**

The school/District PD plan shall include the method for evaluating ~~each professional development experience for its~~ impact on student learning and ~~using evaluation results to for~~ improving professional ~~development initiatives~~ learning.

Documentation of completed professional development ~~experiences~~ shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

REFERENCES:

704 KAR 3:035, 704 KAR 3:325

KRS 156.095, KRS 156.553, KRS 158.070, [KRS 158.645](#), [KRS 158.6451](#)

KRS 160.345

RELATED POLICIES:

03.1911, 09.22

LEGAL: EMPLOYEES IN DISTRICTS THAT HAVE ADOPTED THE MODEL PROCUREMENT CODE ARE ACCOUNTABLE FOR COMPLYING WITH THE ETHICAL STANDARDS SET OUT IN KRS 45A.455.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.32

Bidding

AUTHORITY

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 - KRS 45A.460.¹ All contracts or purchases shall be awarded by competitive sealed bidding or competitive negotiation, both of which may include the use of a reverse auction, except as otherwise provided by law.²

All purchases of Kentucky Education Technology System (KETS) components shall adhere to KETS architectural standards and procedures.

The District may purchase supplies and/or equipment outside an established price contract of the federal government (GSA), the State Division of Purchases, a cooperative agency bid approved by the Board, or a District bid if:

1. The supplies and/or equipment meet the specifications of contracts awarded by the Division of Purchases, a federal agency (GSA), a cooperative agency, or a District bid;
2. The supplies and/or equipment are available for purchase at a lower price;
3. The purchase does not exceed \$2,500; and
4. The District's finance or purchasing officer has certified compliance with the first and second requirements.

The Fayette County Public School System (FCPS) promotes the participation of Minority and Women Business Enterprises (MBE/WBE) as vendors and construction contractors. It is the Fayette County Public Schools' goal to have staff track and to increase the minority and women participation in all procurement contracts and projects.

Prior to purchase of education technology components defined in the master technology plan, the Department of Education must certify that the items to be purchased meet or exceed the specifications of components of the original equipment of manufacturers currently holding Kentucky price contracts.⁴

ETHICAL STANDARDS

To avoid conflicts that may arise during the decision-making process for procurement of services and products for the District, employees shall adhere to the ethical standards set out in KRS 45A.455.

PREFERENCE FOR RESIDENT BIDDERS

For all contracts funded in whole or in part by the District, the Board shall apply the reciprocal preference for resident bidders required by law. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.⁸

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Bidding**PRICE REDUCTIONS**

Price reductions may be accepted on supplies and/or equipment being offered by the vendor with whom a price agreement has been made if the supplies and/or equipment meet all terms and conditions specified in the price agreement except for price and if the price reduction is offered to all participants in the price agreement. Price reductions may be accepted even if the reduced price requires the purchase of a specified quantity of units different from the quantity stated in the original price agreement.

SMALL PURCHASES

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00.⁵

ADVERTISEMENT OF BIDS

Adequate public notice of invitations for bids shall be provided through posting on the Internet or publication in the legal section of the local newspaper.⁶

WAIVER STIPULATION

The Board shall reserve the right to waive defects and informalities in proposals, to reject or accept any proposal, and to award by item, combination of items or lot.

RECORDING OF BIDS

All bids meeting Board specifications shall be recorded in Board minutes. In the event the lowest bid is not accepted, the Board shall record in the minutes the reason for the rejection.⁷

REFERENCES:

¹KRS 45A.343

²KRS 45A.070; KRS 160.290; KRS 45A.380

³KRS 160.303; 200 KAR 5:400; KRS 45A.494

⁴KRS 156.076

⁵KRS 45A.385

⁶KRS 45A.365

⁷702 KAR 3:135

⁸7 CFR 210.21 and 7 CFR 3016.36

KRS 160.380; OAG 79-501; OAG 82-170; OAG 82-407

KRS 45A.345; KRS 45A.360; KRS 45A.365; KRS 45A.370

KRS 45A.420; KRS 45A.445; KRS 45A.455

KRS 45A.460; KRS 45A.620

Kentucky Educational Technology Systems (KETS)

RELATED POLICIES:

05.6; 06.4; 07.13

LEGAL: HB 154 REQUIRES THAT THE FINANCE OFFICER PRESENT DETAILED FINANCIAL REPORTS TO THE BOARD AND THAT SUCH REPORTS BE POSTED ON THE DISTRICT WEBSITE FOR SPECIFIED PERIODS OF TIME AS REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.91

Financial Statements

The Superintendent shall cause financial statements to be produced and reported in accordance with KRS 424.220 or applicable State provisions.

The finance officer shall present a detailed monthly financial report for Board approval to include the previous month's revenues and expenditures of the District. Financial reports shall be posted on the District website as required by law.

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REFERENCES:

KRS 160.431

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KRS 160.463

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KRS 424.220

Governmental Accounting Standards Board

LEGAL: 702 KAR 4:160 HAS BEEN REVISED TO DETAIL THE CAPITAL CONSTRUCTION PROCESS. THIS POLICY LETS THE USER KNOW THAT CHANGES HAVE BEEN MADE AND THAT THEY MUST BE FOLLOWED.

FINANCIAL IMPLICATION: NONE ANTICIPATED

SCHOOL FACILITIES

05.1

Facilities (Construction and Naming)

CONSTRUCTION ADVICE SOUGHT

When the Board engages in a major construction project, it will seek the advice of employees and citizens of the school district, as appropriate, in determining the scope and educational specifications of the construction project.¹

FACILITIES PLAN

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a District facilities plan for approval by the Board.¹²

CONSTRUCTION OVERSIGHT

Construction projects shall be undertaken and conducted in compliance with standards set forth in applicable statutes and regulations, including, but not limited to, rules covering the capital construction process.²

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NAMING OF SCHOOLS OR ADMINISTRATIVE FACILITIES

The Board shall name a new school or new administrative facility as soon as possible after the decision has been made to build, improve or develop. Names should be compatible with the names of other schools, facilities and properties of the District. (Names of District facilities in place as of 10/01/04 shall not be subject to these provisions.)

At least one (1) of the following factors must be used in naming new schools, facilities and properties:

1. A name that is in use now and describes a geographical area of Lexington/Fayette County.
2. The name of a prominent deceased person who has contributed to the history and/or progress of the Lexington/Fayette County area, such as a name that has been famous in the history of Lexington/Fayette County or the name of a prominent national figure.

The Superintendent, in collaboration with an appointed committee reflective of the local community, may recommend to the Board a name or names for a new building, facility or property.

NAMING/RENAMING OF EXISTING PROPERTY

After considering the recommendation of an ad hoc committee, the Board may name or rename an existing property or portion thereof in honor of a deceased staff member, community member or former student who achieved national, state or local prominence.

By March 30 of each year (to be effective the following school year), a School Based Decision Making (SBDM) Council may make a naming/renaming recommendation to the Superintendent. For existing rooms or spaces that do not have an SBDM Council, a staff member may make a recommendation to the Superintendent. The Superintendent shall then appoint an ad hoc committee to review suggestions received for naming/renaming of existing properties for a deceased individual.

Facilities (Construction and Naming)**NAMING/RENAMING OF EXISTING PROPERTY (CONTINUED)**

Areas subject to recommendations include a gym/arena, auditorium, library/media center, cafeteria, or an outdoor property (courtyard, stadium, field or sub-parcel of land where students participate in extra- and co-curricular activities).

The committee shall present to the Superintendent its recommended response to suggestions and supporting rationale. The Superintendent shall present to the Board for its consideration those recommendations that support approving a new or different name.

CORPORATE NAMING

The Board may also authorize corporate naming rights for new or existing facilities in consideration of financial donations made to the District.

REFERENCES:

¹Kentucky School Facilities Planning Manual; ~~702 KAR 4:180~~

²702 KAR 4:160

KRS 157.615; KRS 157.620; KRS 157.622

KRS 162.060; KRS 162.070; KRS 162.080; KRS 162.090

KRS 162.100; KRS 162.120; KRS 162.160

KRS 162.290; KRS 162.300; KRS 322.360

KRS 424.260; KRS Chapter 45A

702 KAR 4:005; 702 KAR 4:050

702 KAR 4:100; ~~702 KAR 4:160~~; 702 KAR 4:170; 702 KAR 4:180

750 KAR 1:010

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RECOMMENDED: THIS CHANGE WILL CLARIFY THAT MEAL PRICES AND CONFIDENTIALITY APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11

~~Free and Reduced Price Meals~~Meal Pricing

The Superintendent or designee shall annually submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning students eligibility for free and reduced price meals as required by law.

Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent.

~~FREE MEAL APPLICATIONS~~

~~Administration of the free meal application program shall be the responsibility of the Associate School Nutrition Director.~~

REFERENCES:

KRS 160.290
702 KAR 6:010
702 KAR 6:050
7 C.F.R. §245.6; 7 C.F.R. 210.18(q)
20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
42 U.S.C. §1751 et seq.
42 U.S.C. Section 1771 et seq.

RELATED POLICIES:

03.16
03.26
09.14

LEGAL: CHANGES TO 7 CFR PARTS 210 AND 220 HAVE REDEFINED "COMPETITIVE FOOD", "SCHOOL DAY", AND "SCHOOL CAMPUS". THESE POLICY REVISIONS REFLECT THOSE CHANGES MADE TO THE INTERIM FINAL RULE AND WHICH GO INTO EFFECT JULY 1, 2014.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM SALE OF COMPETITIVE FOODS
REVISED 6/4/14

SUPPORT SERVICES

07.111

Competitive Foods

MINIMAL NUTRITIONAL VALUE

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

"Competitive Food" shall mean ~~any-all food or-and beverages-item sold in-competition-with-to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Breakfast/Lunch program with the exception of foods or beverages sold a la carte in the cafeteria.~~ Act and the Child Nutrition Act.

"School-day" means the period of time ~~between the arrival of the first student at the school building and the end of the last instructional period.~~ from midnight before to thirty (30) minutes after the end of the official school day.

"School Campus" shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"School day approved beverage" means water, one hundred percent (100%) fruit juice, low fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving.

LIMITED LOCATION

The sale or serving of foods shall be limited to the school cafeteria or those areas assigned to the Food Service Program within the school.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from ~~the time of arrival of the first student at the school building~~ midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations. ~~At the elementary school level during the school day, only school day approved beverages shall be available in vending machines, school stores, or canteens or as fundraisers that involve sale of beverages by students, teachers, or groups.~~

~~Beginning with the 2006-2007 school year, each school shall limit access to no more than one (1) day each week to retail fast foods in the cafeteria, whether sold by contract, commercial vendor, or otherwise.~~

~~Foods and beverages sold during the school day outside of the National School Breakfast/Lunch program shall, at minimum, comply with local standards and minimum nutritional standards specified by Kentucky Administrative Regulation, unless the District requests, and is granted, an annual waiver from the Kentucky Board of Education (KBE).~~

Fund-raising activities held off of the school property ~~campus or not during the school day~~ are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

SUPPORT SERVICES

07.111
(CONTINUED)

Competitive Foods

RESPONSIBILITY

It shall be the responsibility of the school Principal to ensure that this policy is enforced in his/her building.

REFERENCES:

7 C.F.R. 210.11b

7 C.F.R. 220.12

KRS 156.160; KRS 158.850; KRS 158.854; 702 KAR 6:090

U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

LEGAL: NUTRITION STANDARDS FOR ALL FOODS SOLD IN SCHOOL AS REQUIRED BY THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 HAVE REVISED ALLOWABLE BEVERAGES THAT CAN BE SOLD IN VENDING MACHINES ACCESSIBLE TO STUDENTS. ALSO, RECENT GUIDANCE FROM KDE REGARDING COMPETITIVE FOODS AND BEVERAGES IS ADDRESSED.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM VENDING MACHINE SALES
REVISED 6/4/14

SUPPORT SERVICES

07.12

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal and subject to approval by the Board.

BIDDING

The Board may bid the installation of vending machines, using specifications established by the Superintendent/designee.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations.

At the elementary school and middle school levels during the school day, only school-day-approved beverages shall be sold in vending machines, e.g., (water, one hundred percent [100%] fruit-/vegetable juice, low-fat milk, ~~and any beverage that contains no more than ten (10) grams of sugar per serving~~(unflavored), non-fat milk (unflavored or flavored) as permitted by the school meal requirements.

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For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day, e.g., (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored), as permitted by the school meal requirements.

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In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220, and state law and regulation, (whichever is more restrictive) may be available in vending machines at the high school level.

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Size of beverages shall not exceed eight (8) ounces for elementary schools, twelve (12) ounces for middle schools and twenty (20) ounces for high schools.

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SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, competitive foods or beverages shall not be sold from ~~vending machines from the time of the arrival of the first student at the school building until midnight~~ before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

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REFERENCES:

KRS 156.160; KRS 158.854; KRS 160.290
7 C.F.R. 210.11b; 7 C.F.R. 220
702 KAR 6:090

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SUPPORT SERVICES

07.12
(CONTINUED)

Vending Machines

RELATED POLICY:

07.111

LEGAL: CHANGES TO 704 KAR 3:305 REGARDING EARLY GRADUATION CERTIFICATES REQUIRE A LETTER OF INTENT TO APPLY BE ENTERED INTO THE STUDENT INFORMATION SYSTEM NO LATER THAN OCTOBER 1. ALSO, STUDENTS ARE TO NOTIFY THE PRINCIPAL NO LATER THAN 30 DAYS INTO THE ACADEMIC YEAR IN WHICH THEY WISH TO GRADUATE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District.

Students shall complete an individual learning plan that focuses on career exploration and related postsecondary education and training needs.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

The high school student handbook shall include complete details concerning specific graduation requirements.

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²

PERFORMANCE-BASED CREDITS

The District shall accept performance-based credits toward graduation in addition to Carnegie units. It is the responsibility of each high school SBDM Council (with IAKSS staff support) to develop performance descriptors and assessments for proposed performance-based courses. (For schools/programs without SBDM Councils the Superintendent or designee shall assume this responsibility.) The Director of High Schools, or designee, shall develop and implement a process for District review of SBDM Council-approved performance-based course descriptors, and the Board will only accept performance-based credits for courses approved by both the high school SBDM Council and Director of High Schools.

The District's standards-based, performance-based credit system shall comply with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;

Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.

2. Performance descriptors and their linkages to State content standards and academic expectations;

At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.

Graduation Requirements**PERFORMANCE-BASED CREDITS (CONTINUED)**

3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

OTHER PROVISIONS

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.³

EARLY GRADUATION CERTIFICATE

~~Beginning with the 2014-2015 school year, 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.⁴

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.

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who was enrolled in, but 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.¹

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Graduation Requirements

REFERENCES:

¹KRS 40.010; KRS 158.140; 704 KAR 7:140
²KRS 158.622
³KRS 156.160; ~~704 KAR 3:305~~; 20 U.S.C. sec. 1414
⁴KRS 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; 08.14, 08.22

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

DRAFT 6/21/14

CURRICULUM AND INSTRUCTION

08.133

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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 schools.

STUDENTS ATTENDING PRIVATE, PAROCHIAL, OR HOME SCHOOLS

Students residing within the District's boundaries who attend private, parochial, or home schools shall not be eligible for the after-school tutorial program. Upon application, they may be considered for enrollment in the summer school program. Their eligibility and selection shall be based on the same criteria as students enrolled in the District schools.

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 20143-20154 school year. If request is not renewed, the following section will be in force.

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Extended School/Supplemental Educational Services

SUPPLEMENTAL EDUCATIONAL SERVICES

Eligible students shall be provided supplemental educational services as required by federal law.¹

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

REFERENCES:

- ¹P. 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. Any instructional time to be banked to make up for full days that may be missed due to an emergency,
6. Days on which schools shall be dismissed; and
7. 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

CALENDAR YEAR

The school term shall include the minimum number of instructional days required by law, and four (4) days shall be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy.

Four (4) days of the school term shall be used for holidays. Additional days permitted by statute and authorized by the Board in the school calendar may be used for professional development and planning activities for the professional staff.

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

REFERENCES:

¹KRS 158.070
KRS 156.095
704 KAR 3:035
702 KAR 7:125
KRS 2.110
OAG 97-25

LEGAL: THE KENTUCKY SECONDARY GED PROGRAM HAS BEEN REPEALED EFFECTIVE THE END OF THE 2013-2014 SCHOOL YEAR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.4

Adult and Community Education

PURPOSES OF PROGRAM

On recommendation of the Director of High Schools, the Board may provide adult and community education programs based upon the needs and interests of the adults and children in the community.

The conduct of adult and community education programs and determination of eligibility for participation in the GED program shall be consistent with requirements established by statutes, regulations promulgated by the Kentucky Board of Education and local Board policy, including, but not limited to, those addressing minimum age requirements, enrollment status and GED test readiness.

SECONDARY GED PROGRAM

~~Through the end of the 2013-14 school year and provided prior approval has been secured from the Kentucky Department of Education, the District may establish a Secondary GED Program.~~

USE OF FACILITIES

The Board authorizes the use of school funds for conducting adult and community education sponsored programs and further authorizes the formulation of agreements with governmental and community agencies for operation of the programs.

FEES TO BE CHARGED

The Superintendent shall prepare for Board approval a schedule of fees to be charged.

REFERENCES:

KRS 151B.125

KRS 160.155; KRS 160.156; KRS 160.157

KRS 162.050

OAG 80-78

13 KAR 3:010; 785 KAR 1:010, 785 KAR 1:130

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

DRAFT 6/2/14

STUDENTS

09.11

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School Attendance Areas

ASSIGNED AREAS

The Board will establish geographic attendance areas for assigning students to schools. All students shall be assigned by geographic attendance areas and will attend the school designated to serve their area of residence. In cases of joint custody, the student will be assigned to the area serving the residence of the parent with whom the child primarily resides. If pursuant to court order the child's time is split exactly in half between parents, the parents may choose which of the two (2) assigned schools the child will attend. The court order establishing custody and time-sharing shall be provided to the school upon enrollment. Any changes to custody or residence of the child shall be reported within five (5) school days of the effective date of the change. Specific areas served by each attendance area will be marked on a map in the central administration office. The Board may revise attendance areas from time to time to attain maximum utilization of school facilities.¹

Students not living in a school's attendance area must have written authorization to register at another school. Written authorization shall be limited to the following:

- An approved out-of-area request, (Office of Pupil Personnel)
- Acceptance to a magnet school or program, (Elementary/Middle – Magnet Office; High – High school Director)
- A Continuation Plan placement due to overcrowding of the school for the home address (Office of Pupil Personnel)
- A placement due to the student's special needs which cannot be reasonably met at the school for the home address (Special Education Office)
- An Early Start placement, (Early Start Office)
- Placement in a self-contained gifted and talented program, (Gifted/Talented Office), or
- An English as a Second Language (ESL) placement (Foreign Languages/ESL office).

Principals and/or staff shall not register students from outside the school's attendance area without written authorization from It's About Kids Support Services.

The Board of Education assigns new housing areas to school attendance areas on a preliminary basis, subject to change when the area becomes more fully developed.

PROOF OF RESIDENCE

Upon enrollment and upon request thereafter, parents/guardians shall submit written documentation verifying the primary residence of the child. For school purposes, a child's residence is not necessarily the residence of the child's parent(s), and if the child has assumed a permanent home with some other person standing in loco parentis to the child, then the residence of the child for school purposes is the same as that person.² Any documents supporting the parent/guardian's responsibility for the student should be provided to the school immediately.

School Attendance Areas**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”; or
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.³

~~*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 2014-2015 school year. If request is not renewed, then transfer reason #2 will be in force.~~

ELIGIBILITY FOR STUDENTS WITH DISABILITIES, EARLY START, GIFTED AND TALENTED, OR ESL

Students with Disabilities - School placement for identified students with disabilities shall be the student’s school of residence. If an Admissions and Release Committee or 504 Committee determines accommodations, modifications, or staffing changes cannot be made to the school of residence in order for the student to benefit from his/her educational program at the school of residence, the student shall attend the next closest school that can implement the student’s program.

Program Eligibility for Early Start - To be eligible for Early Start placement, children must be a resident of Fayette County, be four (4) years old by October 1st, and meet the income guidelines for free lunch, or three (3) or four (4) years old or become five (5) after October 1st and have an identified special need. Children are automatically placed in their school of residence. They must go through the out-of-area process and through the Early Start office to request placement based on child care needs. If a school of residence does not have an Early Start program or if the program is full, students will be placed in one of the closest designated schools.

Gifted and Talented Students - School placement for gifted and talented students shall be the student’s school of residence except for students who meet eligibility and accept placement to attend ~~special clusters~~ the Gifted Accelerated Program in identified schools. A ~~special cluster~~ Gifted Accelerated Program within a school is a specialized service program with specific entrance standards ~~that is matched to a student’s needs, interests and abilities outlined in administrative procedure 08.132/Gifted and Talented Students.~~

English as a Second Language (ESL) Students - Qualified ESL students will receive services in their school of residence or as assigned through the ESL Intake Center.

REDISTRICTING PROPOSALS

Before a redistricting proposal is placed on the Board agenda for a first reading, the public in the affected area will be notified either through the schools or by other public notice.

School Attendance Areas**PARENT/GUARDIAN REQUESTS FOR CHANGE**

Out-of-area requests for specific schools shall not be approved if the projected or actual enrollment in the school requested is above 90% of capacity with attendance area children and other special units assigned to the school, such as No Child Left Behind school choice, Early Start, Five Day Quest, and others.

Out-of-area authorization will only be considered for approval under the following conditions:

A. SCHOOL DEMOGRAPHICS

- A change in school of attendance that would reduce overcrowding at the assigned school and not create potential for overcrowding at the requested school.

B. IF FAMILIES MOVE

- A fifth-, eighth-, and twelfth-grade student who moves from one (1) school attendance area to another to continue in the school of his/her former residence until the completion of that grade level, with certification of eligibility verified by their Principals. This also applies to students who live in a magnet school attendance area.
 - A family whose student moves from one (1) attendance area to another within Fayette County to permit the student to finish the school year in the school in which s/he is currently enrolled. Transportation shall be the responsibility of the parent/guardian.
 - A family whose student anticipates moving from one (1) attendance area to another within Fayette County prior to October 31st of the school year. The student may be permitted to begin the school year in the school serving the location to which the family expects to move under the following conditions:
 - The parent/guardian shall present upon enrollment a signed contract for the purchase or lease of the residence to which the family will move prior to October 31st of the school year.
 - The parent/guardian shall present a signed contract for a residence under construction with an expected date of completion/closing no later than October 31st of the school year.
1. Verification of the new address will be required to be provided to the Principal no later than November 1st of the school year. Failure to provide the documentation may be grounds for revocation of student enrollment; however, extenuating circumstances that may have prevented the move prior to October 31st may be presented to the school director for consideration by the Superintendent.

C. REDISTRICTING

- A student being reassigned through redistricting. The parent/guardian may request early entry provided the student will not be moving to another school level before the redistricting is implemented or may request that the student remain in the current school to complete the final year for that school level.

School Attendance Areas**PARENT/GUARDIAN REQUESTS FOR CHANGE (CONTINUED)****D. SCHOOL DISTRICT EMPLOYEES**

- A student whose parent is a teacher or any other employee who works on at least a half-time basis for Fayette County Public Schools. The student may attend the school or campus where the parent is employed. This option may not be used to request placement in a magnet pre-kindergarten program (if any). This option may not be used to request a gifted/talented program or school. Employee's children must meet all applicable magnet school entrance criteria. Employees whose children reside outside the county must pay tuition as outlined in Policy 09.124. Employees who reside out of county and whose children attend a school within the District are required to notify the Principal of their child(ren)'s school of their out of county residency upon enrollment of the student or within five (5) days of the move out of county. A failure to provide this notice shall be deemed a violation of policy and shall be grounds for employee disciplinary action. When the parent is no longer employed by Fayette County Public Schools, this approval is revoked.

Requests for change in school of attendance for employees' children would have the priority over all other requests for entering or remaining at a school. Children of employees working in a building or on a campus would have priority over other employees' children.

E. HIGH SCHOOLS

- A student in grades 9-12 who petitions to attend another high school in the District if s/he participates in a designated Board-approved gifted and talented program that is not offered in his/her attendance area school.

SCHOOL DIRECTOR REQUESTS FOR CHANGE - PROVISIONS TO APPLY

In exceptional circumstances, school directors in consultation with the sending and receiving Principals may request a change of schools for a student for other educational reasons. School Directors shall also consult with the Director for Pupil Personnel who shall review such requests. School Director requests shall be consistent with District guidelines for capacity and diversity as outlined in the section on provisions to apply. Educational reasons do not include subject choice, nor do they include Board-approved gifted and talented programs. School directors may request any school at their school level.

The following provisions apply to Parent/Guardian and School Director requests for change in school assignments:

1. Out-of-Area placements shall be re-evaluated annually. Approvals or OOA placements may be revoked or denied if the receiving school is over capacity. Out-of-area placements shall be granted only when placement does not cause overcrowding at the receiving school and does not require additional staff, in keeping with this policy.

School Attendance Areas**SCHOOL DIRECTOR REQUESTS FOR CHANGE - PROVISIONS TO APPLY (CONTINUED)**

2. First priority will be given to OOA placements that are currently enrolled in the receiving school and shall be considered for the March 1 staffing allocation. Second priority will be given to new requests (new students to the building) for change of school assignment for the following school year that are made in writing by May 1. Third priority will be given to requests submitted after May 1 to be evaluated after August 1 and based upon the provisions outlined in #1 above and the impact of staffing allocations. These requests shall be submitted to the Office of Pupil Personnel.
3. Approval of requests shall be the responsibility of the Office of Pupil Personnel in consultation with parents and, as appropriate, principals regarding approvals.
4. If a student withdraws from a Board-approved gifted and talented program, then s/he will be transferred to the assigned attendance area school at the end of the grading period after withdrawal from the program, unless it causes an increase in staffing at the home school.
5. The Principal shall evaluate whether students who have been granted out-of-area assignments are in compliance with specified conditions, including regular daily attendance, acceptable behavior and adequate academic progress. Failure to do so may result in an immediate transfer to the assigned attendance area school, with the School Director's approval. This section does not apply to students who have exercised the opt-out option from a magnet school.

Transportation for any approved out-of-area request shall be the responsibility of the parent/guardian.

REFERENCES:

¹KRS 159-070

²OAG 77-311

³P. L. 107-110 (No Child Left Behind Act of 2001); 34 CFR 200.44; OAG 80-394

RELATED POLICY:

08.13452, 09.12

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 who reside with parents or legal guardians who are 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.¹

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.²

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.

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NONRESIDENTS

The Board does not, under ordinary circumstances, accept tuition or nonresident students. Nonresident pupils may be admitted to the District's schools only under extenuating circumstances and upon approval of the Superintendent.³

Nonresident pupils may be admitted to the District schools upon transfer of the pupil's average daily attendance (as defined under Kentucky's public school fund^{4&5}) from the home school district or payment of tuition, as determined to be appropriate by the Superintendent.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

Admissions and Attendance**NONRESIDENT FOREIGN AND EXCHANGE STUDENTS**

The Fayette County Public Schools shall regulate the admission and participation of nonresident foreign and exchange students in any education program of the District.

All nonresident foreign and exchange students shall register with and be approved by the Director of Pupil Personnel.

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. Students must apply to the Director of Pupil Personnel by August 1 in order to be considered for admission for the upcoming school year.
4. As required by law, these students shall pay a tuition fee in advance equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
5. 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.

EXPELLED/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.⁶

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

STUDENTS

09.12
(CONTINUED)

Admissions and Attendance

REFERENCES:

¹KRS 159.010; OAG 78-64

²42 U.S.C. 11431 et seq. (McKinney-Vento Act)

³KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602

⁴KRS 157.320

⁵KRS 158.155; KRS 157.330

⁶KRS 158.150

[KRS 157.360; KRS 158.100](#)

702 KAR 7:125; 704 KAR 7:090

OAG 91-171; Public Law 104-208

P.L. 107-110 (No Child Left Behind Act of 2001)

8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214

Plyler v. Doe, 457 U.S. 202 (1982)

22 CFR §62.25

Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

09.11, [09.1223](#), 09.123, 09.124, 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 as exceptional~~, 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.⁴

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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.¹ ~~Beginning in 2017, children at risk of educational failure who are four (4) by August 1 may enter preschool.~~

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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.³

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.⁵

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 159.030.²

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.

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.⁴

REFERENCES:

¹KRS 157.3175; [2014 Budget Bill](#)

²KRS 158.030

³KRS 157.226; KRS 159.030

⁴KRS 158.032; KRS 158.035; KRS 214.034

⁵KRS 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)

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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

DRAFT 6/20/14

STUDENTS

09.15

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Student Fees

BOARD APPROVAL REQUIRED

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

Pupils may be assessed for activities as specified in administrative procedures. However, mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.²

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.¹ This requirement shall apply to all school-sponsored activities.

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 lunches or who are enrolled in the Community Eligibility Provision (CEP). At the beginning of the school year or at the time of enrollment, all students 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.²

REFERENCES:

¹KRS 158.108; 704 KAR 3:455

²KRS 160.330; 702 KAR 3:220

OAG 79-381

OAG 78-835

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICIES:

08.232

09.36

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

DRAFT 6/23/14

STUDENTS

09.224

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Emergency Medical Treatment

FIRST AID TO BE PROVIDED

First aid shall be provided all pupils in case of an accident or sudden illness until the services of a trained medical professional become available.

FIRST AID AREA

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 glucagons or diazepam rectal gel to students as required by law.

PERSONNEL

Any school that has a student enrolled with diabetes or seizure disorders shall have on duty at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or FDA approved seizure rescue medication as prescribed by the student's health care practitioner.

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INFORMATION NEEDED

A number at which parents can be reached and, if provided, the name of the family physician shall be maintained at each school for all its pupils.¹ The school nurse or a school staff member shall notify parents in the event their child is involved in an accident causing substantial injury. Examples would include, but not be limited to, a possible head injury or an accident requiring medical treatment other than minimal first aid measures.

EMERGENCY PROCEDURES

In the event of a medical emergency involving a student, the Principal/designee shall make a reasonable effort to contact the parents or legal guardians. If the Principal is unable to make such contact, he/she shall call for emergency assistance (911).

REFERENCES:

- ¹702 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.

AUTHORITY TO DISPENSE

School personnel selected by the Principal and who have completed training required by law, shall dispense medication to pupils only if the medication has been prescribed or ordered by a physicianhealth care practitioner or dentist. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

PARENT PERMISSION

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file,¹ provided the conditions required by administrative procedures are met.

STORAGE

Except for emergency medications (including, but not limited to Diastat, Glucagon, FDA approved seizure rescue medication and EpiPens) and medications approved for students to carry for self-medication purposes, all medications dispensed to pupils by authorized school personnel shall be kept in the school in a safe, secure place designated by the Principal. In addition, authorized school personnel shall document on approved forms the dispensing of medications to pupils.

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 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 self-administer medication.²

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry 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.²

STUDENTS

09.2241
(CONTINUED)

Student Medication

SELF-ADMINISTRATION (CONTINUED)

[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.

REFERENCES:

¹OAG 73-768

²KRS 158.834; [KRS 158.838](#)

³KRS 158.836

[KRS 156.502; KRS 158.832](#)

[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

09.423

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

DRAFT 6/20/14

STUDENTS

09.31

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Athletics and Sport Activities

PARTICIPATION

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), all local requirements of the Board, and Title IX requirements.

Parents/guardians shall be required to sign a permission slip before the students are allowed to participate in athletic and sport activity competition.

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), 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 161.185.¹

MIDDLE SCHOOL RULES AND LIMITATIONS

~~Effective with the 2014-2015 school year, u~~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 KHSAA 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:

¹ ~~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 (KHSAA) 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, ~~or electronic cigarette~~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 Student Code of Conduct.

REFERENCES:

P. L. 107-110 (No Child Left Behind Act of 2001)

KRS 161.180

KRS 160.290

KRS 160.340

KRS 438.050

KRS 438.305

KRS 438.350

OAG 81-295

OAG 91-137

RELATED POLICIES:

03.1327

03.2327

05.3

05.31

10.5

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

This policy shall be used in conjunction with policies adopted by SBDM councils as per KRS 160.345. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

GOOD DISCIPLINE AS ESSENTIAL

Good pupil discipline is essential to a good school program, and pupil self-discipline should be a primary aim. Without good discipline, school personnel cannot discharge their primary responsibility in the development of individual pupil potentials. Without good discipline, pupils will not realize their greatest potentials for growth.

MUTUAL TRUST AND RESPECT

Primary responsibility for classroom discipline shall rest with the teacher, and every teacher in the system should strive to maintain a classroom in which students are interested in learning and in which mutual trust and respect prevail.

USE OF OTHER PERSONNEL

Study of individual differences, conferences with student and parents, assistance from other teachers, the Principal, and support personnel should be used in helping a pupil improve behavior patterns which are retarding his/her own development or interfering with the rights of others.

SCHOOL-RELATED ACTIVITIES

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

For further information concerning student disciplinary processes, refer to the Statement on Rights and Responsibilities and Student Code of Conduct.

TREATMENT OF PUPILS

Discipline 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. As stated in the Professional Code of Ethics for Kentucky School Certified Personnel, personnel are expected to:

1. Take reasonable measures to protect the health, safety, and emotional well-being of students; and
2. Refrain from subjecting students to embarrassment or disparagement.

Therefore, staff members shall not bully students. As referred to in this policy, bullying refers to intentional, repeated hurtful acts, words or other behaviors that involve an inappropriate and unprofessional imbalance of power. These may include, but are limited to, name calling, teasing, threatening, social exclusion, and cyberbullying. Bullying may be physical, verbal, emotional or sexual in nature.

Student Disciplinary Processes**JUVENILE COURT RECORDS**

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 to the Superintendent and/or to the Circuit Court with appropriate jurisdiction.¹

MINOR PROBLEMS

Minor or routine discipline problems should be handled by the classroom teacher and should be referred to the Principal (or appropriate administrator) only after efforts to alleviate the problem have failed and the teacher has had a private conference with the pupil.

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student. If the teacher has not been successful in solving these problems, a conference should be arranged involving the Principal, the pupil and the teacher. Written referrals shall be used if conferences are impractical.

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.

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.

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STUDENTS

09.43
(CONTINUED)

Student Disciplinary Processes

REFERENCES:

¹KRS 158.153

KRS 158.150; ~~KRS 158.449~~

KRS 160.290

KRS 160.340

KRS 160.345

KRS 161.180

KRS 610.345

P. L. 105-17

016 KAR 001:020 (Code of Ethics)

Honig v. Doe, U.S. 108 S.Ct. 592 (1988)

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 which shall be posted at each school, referenced in all school handbooks, and made available 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 cocurricular 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 student discipline code shall be reviewed at least every two (2) years by the discipline code committee with all amendments to be submitted for Board review.

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

RELATED POLICIES:

09.3, 09.42, 09.421, 09.422, 09.426, 09.42811

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Eligibility for Transportation**DISTANCE LIMITATION**

Pupils shall be eligible to be transported to and from their assigned school if their assigned bus stop is more than one (1) mile from their school. If traffic or other safety conditions make walking to school extremely hazardous, as determined by a state certified driver trainer, pupils may be eligible for transportation without regard to the distance to their school.

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MODIFICATION

Notwithstanding the above, the Superintendent may extend the walking distance to school where conditions make it impractical to provide bus service.

EMPLOYEES NOT ELIGIBLE

The Board shall not transport employees of the District by school bus to or from work, except under emergency conditions declared by the Superintendent.

BLIND AND DEAF STUDENTS

Students attending schools for the blind or deaf shall be transported to and from their respective state schools in compliance with applicable existing statutes and regulations.¹

PRESCHOOL TRANSPORTATION

Students attending preschool programs of the District shall be transported in accordance with the provisions of 702 KAR 5:150 and other appropriate laws and regulations.

SPECIAL PROGRAMS

Transportation for students enrolled in Gifted/Talented ~~or Quest~~ Programs shall be established at centralized locations. ~~the closest neighborhood school. For students enrolled in Magnet Programs,~~ stops are ~~only~~ established based upon one (1) of two (2) criteria being met: a child on free/reduced lunch, or where there are at least 30 students ~~in a neighborhood,~~ at a centralized location.

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Notwithstanding the above, for any student enrolled in either of the programs listed in this section and on free/reduced lunch, a closer neighborhood stop may be established if traffic or other safety conditions make walking to centralized location ~~the closest neighborhood school~~ extremely dangerous as determined by a state certified driver trainer.

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REFERENCES:

- ¹KRS 157.280
KRS 158.110; KRS 158.115
702 KAR 5:020; 702 KAR 5:030
702 KAR 5:110 (Vocational Pupils)
702 KAR 5:120; 702 KAR 5:150
OAG 80-390; OAG 82-392; OAG 83-294

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Food/School Nutrition Services

The Board shall provide a school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self-supporting program.

BREAKFAST AND LUNCH

Cafeterias shall serve complete hot or cold meals as defined by federal regulations.

MEAL CHARGES

When a student accumulates more than three (3) meal charges, the Superintendent/ designee shall initiate the established collection process to include notification of parents and appropriate follow-up. Food Service funds shall not be used to collect outstanding meal charges.

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

FOOD SERVICE/SCHOOL NUTRITION DIRECTOR

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Director that meets the requirements of Kentucky administrative regulations to oversee and manage the school nutrition service program.

ANNUAL REPORT/PUBLIC FORUM

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve student wellness, to include both school nutrition and student physical activity levels in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

DISCRIMINATION COMPLAINTS

~~The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.~~

In compliance with state and federal requirements, the Superintendent/designee shall develop a process to address following process will be applied regarding complaints of alleged discrimination in the delivery of benefits or services in the District's school nutrition program, whether received in written or verbal form. District personnel shall assist parents/guardians and students wishing to file a complaint.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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Food/School Nutrition Services**DISCRIMINATION COMPLAINTS (CONTINUED)**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

SPECIAL DIETARY NEEDS

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

REFERENCES:

KRS 156.160; KRS 156.502
KRS 158.852; KRS 158.856; KRS 160.290
702 KAR 6:010; 702 KAR 6:050
702 KAR 6:075; 702 KAR 6:090
7 CFR §210.23, FNS Instruction 113
Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

RELATED POLICY:

07.16

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Magnet Schools/Programs and Gifted/Talented Programs Enrollment

ATTENDANCE AREA STUDENTS

In accordance with policy 09.11, students living in a magnet school's attendance area shall attend that magnet school. For a magnet school having an attendance area and requiring entrance criteria, the attendance area student shall not be required to meet entry criteria.

Maxwell Spanish Immersion Magnet and the School for the Creative and Performing Arts (SCAPA) Bluegrass schools do not have attendance areas. Magnet schools and gifted/talented programs within schools (Elementary Gifted Accelerated Programs~~Clusters~~; Math, Science, and Technology Center; SCAPA, Grades 9 – 12; Liberal Arts Academy; Bryan Station Middle School Spanish Immersion Magnet; Bryan Station High School Spanish Immersion Magnet; and Middle School Gifted Accelerated ~~Cluster~~ Program) do not have attendance areas.

OUT OF AREA

All out of area placements to Magnet Schools/Programs (not available to Magnet Special Schools/Programs) must have the approval of the School Director.

DEFINITIONS

Magnet School/Programs

A magnet school/program means a school/program that is organized around an area of interest (*i.e.*, a theme), draws students from an entire community, and has no specific entrance standards except interest in the focus of the school.

Magnet School/Program With Criteria

A magnet school/program with criteria means a school/program that is organized around an area of interest (*i.e.*, a theme), draws students from an entire community, and has entrance standards beyond interest in the focus of the school for students who live outside the school's attendance area.

Gifted/Talented School/Program

A gifted/talented school/program means a specialized school program designed to serve gifted and talented students in grades 3-12 in specific academic areas (such as science and math, ~~emacies language arts, or social studies~~) or to develop specific areas of giftedness (such as creativity, leadership, or the visual and performing arts) and that takes only students who meet the criteria as formally identified gifted students.

MAGNET SLOTS

The total number of slots in a school will be based on the building capacity and the projected enrollment of attendance area students. Calculating the total number of slots shall be the responsibility of the Office of Pupil Personnel.

The number of magnet slots offered in the magnet selection process will be based on the following criteria:

- Currently enrolled students who are expected to remain
- Projected attendance area students
- Building capacity

**Magnet Schools/Programs and
Gifted/Talented Programs Enrollment****MAGNET SLOTS (CONTINUED)**

In situations where one (1) or two (2) grade levels become significantly larger than the others, the number of slots offered at the entering grade level may be adjusted up or down to balance possible long term impacts on the school against the need to keep the whole school within capacity. The Associate Director of State and Federal Programs (ADSFP) shall make these adjustments in consultation with the Principal with review by the Director of Pupil Personnel.

The number of magnet slots in magnet schools/programs without attendance areas such as Maxwell shall be based on their building capacity minus any non-magnet District programs placed in the building. The number of slots per grade will be determined by agreement among the School Director, the Principal, and the Office of Pupil Personnel.

APPLICATION PROCESS

The application process for magnet schools/programs shall be managed by the IAK Support Services staff in accordance administrative procedures.

MAGNET ADMISSIONS REVIEW COMMITTEE

Except for the gifted/talented programs, the Magnet Admissions Review Committee (MARC) reviews student documents to determine student eligibility based on criteria. Students meeting criteria will be eligible for lottery.

The Magnet Admissions Review Committee is composed of the following members:

- Guidance Counselors from participating schools
- Language Arts Content Specialists
- Special Education Specialist

MAGNET LOTTERY

Lotteries are used as part of the magnet selection process for Magnet Schools/Programs and shall be conducted in accordance with administrative procedures.

Magnet offers for available slots shall be made until the fourth (4th) day of the magnet school and gifted/talented program calendars.

Placement after the fourth (4th) day of the school calendar for magnet gifted/talented programs shall be considered by the School Director in conjunction with the school principal(s) and the Associate Director of State and Federal Programs when appropriate.

STUDENT ENROLLMENT STATUS

An attendance area student who moves out of the magnet school/program attendance area may complete the magnet school/program.

A magnet or gifted student who withdraws from the District Fayette County Public Schools during a school year and who returns to the District Fayette County Public Schools during the same school year may be permitted to re-enroll in the program pending space availability and evaluation of staff/school personnel.

If any student wishes to leave the magnet program or magnet-gifted/talented program mid-year, the School Associate Director for Student Achievement and Support shall make the final decision in consultation with parents and school principals. Newly enrolled students into the District who enter during the school year must wait and apply for a gifted or magnet program the following application period.

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**Magnet Schools/Programs and
Gifted/Talented Programs Enrollment**

SELECTION PROCESS FOR MAGNET SELECTED STUDENTS

The selection process for magnet selected students shall be as follows:

Magnet School Application and Lottery

Dixie Individually Prescribed Education Magnet
Maxwell Spanish Immersion Magnet (K-P1)

Magnet Schools With Criteria: Application, Meet Criteria and Lottery

Maxwell Spanish Immersion Magnet (Grades 2-5)
Bryan Station Middle School (Spanish Immersion Program)
Lexington Traditional Magnet School
Bryan Station High School (Spanish Immersion Program)

ENTRANCE CRITERIA

Entrance criteria to magnet programs shall not apply to attendance area students.

GIFTED/TALENTED PROGRAMS

Gifted/Talented ~~program and Magnet Application~~ applicants must ~~meet the Gifted education~~
~~Criteria and Ranking on the Criteria~~ outlined in the state regulation 704 KAR 3:285.

- Elementary ~~Quest~~Gifted Accelerated ~~Program~~Clusters
- School for the Creative and Performing Arts Grades 4-8
- School for the Creative and Performing Arts Grades 9-12
- Liberal Arts Academy Grades 9-12
- Middle School Accelerated Cluster Program Grades 6-8
- Math, Science, and Technology Center Grades 9-12

MAGNET AND GIFTED APPEALS AND GRIEVANCES

The process to appeal decisions related to magnet schools or gifted/talented programs shall be addressed in administrative procedures 08.132 AP.1/Gifted and Talented Students and 09.112 AP.1/Gifted/Talented and Magnet School/Program Procedures Gifted/Talented and Magnet School/Program Procedures.

RELATED POLICY:

09.11

RELATED PROCEDURES:

08.132 AP.1; 09.112 AP.1

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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 7:125.¹

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 is habitually tardy, 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) days or more, or who is habitually tardy without valid excuse, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant. Habitual truancy is defined as having six (6) unexcused absences.

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.

TARDINESS

A student is considered tardy if he or she arrives after the designated school start time or leaves before the end of the instructional day. Students must be checked in or out of school by a parent, guardian, or authorized adult. Late arrivals or early dismissals will be counted as an absence or tardy according to the arrival/departure time.

The process for determining whether tardiness to school is excused or unexcused is identical to that for excused and unexcused absences.

EXCUSED ABSENCES

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

1. Funerals;
2. Illness of the pupil;

After a total of ten (10) cumulative full-day absences due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused.

After a total of ten (10) cumulative tardies due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional tardy for the school year in order to be excused.

3. Religious holidays and practices (documentation required by the parent or guardian);
4. Medical and dental appointments (times and dates shall be verified by the physician's signed statement);

Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused.

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

5. Family emergencies requiring immediate attention, such as severe illness of a student's immediate family, are limited to three (3) cumulative absent events* per school year. Additional absent events must have the approval of the Principal to be excused.
6. One (1) day for attendance at the Kentucky State Fair per Kentucky State Law;
7. Documented military leave per KRS 159.035 (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),
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty,

~~10. 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;~~

~~11.~~ 10. Three (3) visits to colleges or universities and restricted to juniors and seniors. Documentation from the college visited will be required;

~~12.~~ 11. Court appearance requiring the student's attendance. Students will be excused only for the length of time of the scheduled court appearance;

~~13.~~ 12. Educational Enhancement Opportunity. Up to ten (10) school days to pursue an educational enhancement opportunity determined by the Director of Pupil Personnel 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.

Unless the Principal determines there are extenuating circumstances, requests for date(s) falling within State or District testing periods shall not be granted.

The Director of Pupil Personnel's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board through its grievance policy.

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.

~~14.~~ 13. Other valid reasons as determined by the Principal.

***An absent event is defined as being tardy or absent for any percentage of the school day.**

Absences and Excuses**UNEXCUSED ABSENCES**

All other absences shall be considered unexcused; ~~and no make-up work shall be allowed for unexcused absences. However, for students with unexcused absences with reasons other than suspension from school, make-up work may be permitted if the Principal (after consultation with the teacher) approves the make-up work.~~

NOTES REQUIRED

Within three (3) days of students' return to school, they shall present notes signed by their parents/guardians or medial professional to designated school personnel. If notes are not received within three (3) days, the absence shall be deemed unexcused.

MAKE-UP WORK

It is the students' or parents' responsibility to contact the school for make-up work. Students shall be allowed the same number of days to complete make-up work, as they were absent, plus one (1).

~~Although pupils are not entitled, in general, to make-up work missed for absences because of suspension from school, it is the goal of the District that every pupil succeed academically and that failures in any subject be avoided. Accordingly, students having absences because of suspensions from school are allowed to do the following:~~

- ~~1. Take major tests (e.g., finals or unit tests) for credit upon returning from a suspension;~~
- ~~2. Have homework checked for accuracy without credit; and~~
- ~~3. Hand in major projects or term papers, without loss of credit.~~

If a student is excusably absent for only one (1) day, he or she may secure a make-up assignment when he or she returns to school. (Parents who feel they have special circumstances may request assignments on the first day of absence.)

If a student is excusably absent for more than one (1) day and there is a desire to secure make-up assignments before the student returns to school, a request for assignments may be made by calling the Principal's office or the counseling office within one (1) hour of the beginning of the school day on the day the student's parents wish to pick up the assignments. Personnel will endeavor to have the assignments available for pick up by the end of the school day.

If there is a special need, a message for a teacher to call the parent may be left with the Principal or counselor.

REFERENCES:

¹702 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)

School-Related Student Trips

PRINCIPAL TO APPROVE

The school Principal shall have the authority to give prior approval to school-related trips which fall into the following categories as long as school bus or private vehicle transportation is used:

1. All regularly scheduled athletic or band events.
2. All athletic, academic team, or music program trips which are part of a tournament play-off or competition in which the school is a participant.
3. All other in-state school-related trips made within a one hundred fifty (150) mile radius of the school.

NOTE: All field trips must be reviewed by the SBDM Council and reflected as SBDM council agenda items and recorded in SBDM council minutes.

PRIOR APPROVAL FOR EXTENDED TRIPS

Any school-related trips not falling within the guidelines above shall require prior Board approval. Specifically, the following student trips must have the prior approval of both the Superintendent and the Board:

- All overnight trips;
- All out-of-state trips; and
- All in-state trips exceeding a 150 mile radius that are not regularly scheduled events or are competitions for an athletic, academic or music group; and

Approval shall be contingent on submission of a complete Extended Field Trip Request Form from the Principal.

INTERNATIONAL TRIPS

Prior approval of the appropriate Director also is required for trips to destinations outside the continental United States. In addition, no deposits or reservations shall be made for such trips prior to the trip being approved by the Board.

At least one (1) administrator employed by the District shall serve as a chaperone on each international trip.

SECURITY CONCERNS

Board-approved trips shall be subject to change when the Department of Homeland Security issues a security advisory of conditions that warrant reconsideration. When this occurs, the Board will no longer sponsor or endorse the trip. The parent/guardian must then determine whether their student will still participate in the trip and, if so, the parent/guardian must assume complete financial and full personal responsibility.

TRANSPORTATION DRIVERS/VEHICLES

District-owned Vehicles

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.¹

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School-Related Student Trips**TRANSPORTATION DRIVERS/VEHICLES (CONTINUED)****Private Vehicles**

Students shall be allowed to travel to or from school-related activities in properly insured private vehicles operated by a duly authorized District employee or volunteer in accordance with the following requirements:

1. Employee drivers shall obtain prior approval from the Superintendent or designee to transport children for school-related activities in a private vehicle. Parents of students shall be notified that their children may be transported in private vehicles by an authorized school employee or volunteer.
2. No vehicle, to include rental vans, designed by the manufacturer to carry more than ten (10) passengers in addition to the driver, shall be used for school-related student trips. Use of taxi cabs and airport limousine services is permissible.
3. Employee or volunteer privately-owned vehicles transporting students must show evidence of insurance coverage to the Superintendent/designee for bodily injury;
4. Private vehicles are not covered by Board fleet insurance. Employee or volunteer drivers' personal insurance shall provide coverage in case of an accident.

COMMON CARRIERS

Use of certificated common carrier service shall be authorized only by the Board on a case by case basis, and the reasons to justify such use shall be cited in Board minutes.³ Proof of appropriate insurance shall be provided.

SUPERVISION

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-five (25) years old, an employee of the District, or the parent/legal guardian of a student on the trip.

For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute.²

PRIVATELY ORGANIZED OR OPERATED TRIPS

Privately organized or operated trips for students shall not be considered a school-sponsored or school-endorsed trip. Planning/organization meetings for such trips shall take place off school property. No District, school, or booster funds may be used to finance any part of a privately organized or operated trip.

REMOVAL OF STUDENTS FROM TRIP

If it is determined that a student should be removed from a school-related student trip for disciplinary reasons, the student's parent shall be contacted by a faculty or administrative staff member that one of the following actions will be taken:

- Having the student returned home accompanied by a chaperone;

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School-Related Student Trips**REMOVAL OF STUDENTS FROM TRIP (CONTINUED)**

- Having the student remain on the trip but not participate in any activities and be under close supervision of a faculty member;
- Notifying the parent to pick up the student at the location of the trip: or
- Upon other arrangements mutually agreed upon with the parent/guardian.

If a student must be returned home, it shall be at the expense of the parent/guardian.

The faculty member shall notify the Principal of the incident involving the student and discuss appropriate disciplinary action to be taken.

VEHICLES

~~Only Board insured vehicles, appropriately certificated common carriers or private vehicles shall be used for transporting students.³~~

~~No other vehicle, to include rental vans, designed by the manufacturer to carry more than ten (10) passengers in addition to the driver, shall be used for school related student trips. Use of taxi cab and airport limousine services is permissible.~~

~~Parents/guardians shall be notified before students are transported by private vehicles. These vehicles are not covered by Board fleet insurance. Drivers of these vehicles shall assume liability which may arise.~~

POST-APPROVAL BY BOARD

In cases involving extenuating circumstances which prevent obtaining prior Board approval for overnight, out-of-state, or in-state trips exceeding one hundred fifty (150) miles, the Superintendent is authorized to give approval, provided full details are made available to the Board at the regular Board meeting immediately following such trips.

USE OF COMMON CARRIERS

~~Use of certificated common carrier service shall be authorized only by the Board on a case by case basis, and the reasons to justify such use shall be cited in Board minutes.³ Proof of appropriate insurance shall be provided.~~

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

Field trip coordinators must provide thirty (30) days notice to their school nurse for out of state field trips. When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Contract with a duly licensed nurse, medical provider or Assign staff to accompany students on the field trip to address student medication needs.

STUDENTS

09.36
(CONTINUED)

School-Related Student Trips

PARENTS'/LEGAL GUARDIAN'S APPROVAL

Parents/legal guardians are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information to include:

- Contact information, and
- Procedures that will be followed in the event of an emergency.

Parents must give written approval for students to participate in school-sponsored trips.

REFERENCES:

¹KRS 156.153

²KRS 161.185

³702 KAR 5:060

KRS 158.110, KRS 158.838; KRS 160.340, KRS 189.125; KRS 189.540

702 KAR 1:160; 702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

RELATED POLICIES:

03.1321; 03.2321

09.15; 09.221; 09.2241