LEGAL: HB 319 AMENDS KRS 160.380 TO REQUIRE THAT WHEN A VACANCY OCCURS, THE SUPERINTENDENT SHALL SUBMIT THE JOB POSTING TO THE STATEWIDE JOB POSTING SYSTEM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL EH03.11

‑ Certified Personnel ‑

Hiring

Superintendent's Responsibilities

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

When a certified vacancy is created, the Superintendent shall submit the job posting to the statewide job posting system fifteen (15) days before the position is to be filled.

When a vacancy needs to be filled in less than fifteen (15) days to prevent disruption of necessary instructional or support services of the District, the Superintendent may seek a waiver of the fifteen (15) day advance notice requirement from the Commissioner of Education. If the waiver is approved, the appointment shall be made only after the person recommended for the position has been approved by the Commissioner of Education.

Effective Date

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 next preceding the beginning of the school year.

Qualifications

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.2

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.3

Criminal Background Check and Testing

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.1

Each application form provided by the employer to an applicant for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.”

# PERSONNEL EH03.11

# (Continued)

Hiring

Criminal Background Check and Testing (continued)

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

“Administrative finding of child abuse or neglect” means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.1

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

Report to Superintendent

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

Job Register

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

Vacancies Posted

The Superintendent shall post a list of all District job openings in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

When a vacancy for a teaching position occurs in the District, the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

# PERSONNEL EH03.11

# (Continued)

Hiring

Review of Applications

Upon initial receipt, the Superintendent/designee shall review each application. Each applicant shall receive notice that his/her application has been reviewed. Applications for candidates not employed shall be retained for three (3) years and shall remain active for one (1) year.

Relationships

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.1

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.

Contract

Except for noncontracted substitute teachers, all certified personnel shall enter into written contracts with the District.

Job Description

All employees shall receive a copy of their job description and responsibilities.

Intent

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

Employees Seeking a Job Change

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

References:

1KRS 160.380

2KRS 161.605; 702 KAR 1:150

3P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

45 C.F.R. § 1302.90

KRS Chapter 13B

KRS 17.160; KRS 17.165

KRS 156.106; KRS 160.345; KRS 160.390; KRS 161.042; KRS 161.611

KRS 161.750; KRS 335B.020; KRS 405.435

16 KAR 9:080;702 KAR 3:320; 704 KAR 7:130

OAG 18-017; OAG 73-333; OAG 91-10; OAG 91-149; OAG 91-206

OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6

Records Retention Schedule, Public School District

# PERSONNEL EH03.11

# (Continued)

Hiring

Related Policies:

01.11; 02.4244; 03.132

Legal: per Smith v. Bennett, 644 S.W.3d 516 (Ky. App. 2021) When a teacher has attained continuing service contract status in one district and becomes employed in another district, the teacher shall retain that status. However, a district may require a one (1) year probationary period of service in that district before granting that status. the continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district for a period of up to seven (7) months from the time employment in the first school district was terminated.

Financial Implications: Teachers obtaining tenure in district

# PERSONNEL A03.115

‑ Certified Personnel ‑

Transfer of Tenure

The continuing service contract status of a teacher shall not be terminated when the teacher leaves employment, all provisions of KRS 161.720 to KRS 161.810 to the contrary notwithstanding, and the continuing service contract status shall be transferred to the next school district, for a period of up to seven (7) months from the time employment in the first school district has terminated.

All teachers employed who have attained continuing service contract status from another Kentucky district shall serve a one (1)‑year probation period before being considered for continuing service contract status in the school District.

Reference:

KRS 161.740

KRS 161.720 to KRS 161.810

Smith v. Bennett, 644 S.W.3d 516 (Ky. App. 2021)

LEGAL: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES. IT ALSO REQUIRES ALL INTERSCHOLASTIC ATHLETIC COACHES BE TRAINED ON THE USE OF PORTABLE AEDS AND MAINTAIN A CPR CERTIFICATION RECOGNIZED BY A NATIONAL ACCREDITING BODY ON HEART HEALTH.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

# PERSONNEL A03.1161

‑ Certified Personnel ‑

Coaches and Assistant Coaches

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.2 All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.**3**

Nonfaculty coaches and nonfaculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District’s and school’s discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.1

**References:**

1KRS 161.185

2702 KAR 7:065

3KRS 158.162

KRS 156.070

KRS 160.445

KRS 161.180

Related Policies:

03.2141

09.311

LEGAL: SB 7 (EFFECTIVE NOW) AMENDS KRS 336.134 TO PROHIBIT DISTRICTS FROM DEDUCTING MONEY FROM EMPLOYEE PAYROLL FOR CERTAIN PURPOSES. DISTRICTS SHALL NO LONGER DEDUCT ANY AMOUNT FOR: “ANY DUES, FEES, ASSESSMENTS, OR OTHER CHARGES TO BE HELD FOR, TRANSFERRED TO, OR PAID OVER TO A LABOR ORGANIZATION; OR … POLITICAL ACTIVITIES.”

ALSO NOTE THAT SB 7 AMENDS KRS 161.158 TO REFLECT THE FOLLOWING:

“THE DISTRICT BOARD IS PROHIBITED FROM DEDUCTING MEMBERSHIP DUES OF AN EMPLOYEE ORGANIZATION, MEMBERSHIP ORGANIZATION, OR LABOR ORGANIZATION ~~[WITHOUT THE EXPRESS WRITTEN CONSENT OF THE EMPLOYEE. EXPRESS WRITTEN CONSENT OF THE EMPLOYEE MAY BE REVOKED IN WRITING BY THE EMPLOYEE AT ANY TIME]~~.”

FINANCIAL IMPLICATIONS: TIME SPENT REMOVING PAYROLL DEDUCTIONS

# PERSONNEL PV03.1211

‑ Certified Personnel ‑

Salary Deductions

Mandatory Deductions

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. The Teachers' Retirement System of the State of Kentucky;
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
5. Medicare (FICA) ‑ applicable to personnel newly hired after 3/31/86.

Optional Deductions

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Board for those employees who choose to participate:

1. Board approved health/life insurance program;
2. Board approved Tax Sheltered Annuity program;
3. Other state approved deferred compensation plan;
4. Board approved credit union; and
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans.

# PERSONNEL PV03.1211

# (Continued)

Salary Deductions

Optional Deductions (continued)

.Additional payroll deductions requested by employees shall be made only with the Superintendent's approval. Administrative procedures may limit the number of participants required before additional programs are approved.

References:

KRS 160.291; KRS 161.158

KRS 336.134

702 KAR 1:035; OAG 72-802

LEGAL: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL CR03.1231

‑ Certified Personnel ‑

Personal Leave

Number of Days

All employees shall be entitled to three (3) days of personal leave with pay each school year. If possible, employees are required to give at least 24 hours notice before date(s) of leave.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

Approval

The Superintendent/designee must approve the leave date but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Once an employee designates a leave day as personal leave, s/he cannot change the leave to another form of approved leave.

Statement

Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature.

Accumulation

On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

References:

KRS 161.154

OAG 77-115

Related Policy:

03.1232

LEGAL: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL CO03.1232

‑ Certified Personnel ‑

Sick Leave

Number of Days

All certified employees shall be entitled to ten (10) days of sick leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

Definition

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

Family Illness/Mourning

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee’s immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

Accumulation

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted. Accumulated sick leave may be taken by the employee on any given day of the school year and shall be granted in addition to accumulated sick days that have been credited to the employee.

A teacher who resigns or whose employment is terminated by the Board and/or a teacher who has had a break of one (1) year or more in continuity of employment shall forfeit all unused days of sick leave, and those days shall not be restored if the teacher is reemployed by the Board at a later date. Forfeiture of unused sick leave does not apply to teachers returning from leave of absence or teachers whose employment terminated due to lack of federal funding.2

Accumulated days of sick leave shall be granted to a teacher, if prior to the opening day of the school year, an affidavit or a certificate of a physician is presented to the Board, stating that the employee is unable to assume his/her duties on the opening day of the school year, but will be able to assume his/her duties within a period of time that the Board determines to be reasonable.2

Transfer of Sick Leave

Teachers coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

# PERSONNEL CO03.1232

# (Continued)

Sick Leave

Sick Leave Donation Program

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

Statement

Upon return to work, a certified employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.1

References:

1KRS 161.155 KRS 161.152

2OAG 79‑148; OAG 93‑39

Family & Medical Leave Act of 1993

Related Policies:

03.12322; 03.1233; 03.124 ; 03.175

LEGAL: HB 547 CREATES A NEW SECTION OF KRS 158 WHICH PERMITS A SCHOOL DISTRICT EMPLOYEE ON DUTY TO ENGAGE IN RELIGIOUS EXPRESSION OTHERWISE PROTECTED BY THE FIRST AMENDMENT TO THE UNITED STATES CONSTITUTION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL A03.13241

‑ Certified Personnel ‑

Employee Religious Expression

“On Duty”

Per KRS 158.193, "on duty" means those times when an employee is:

1. Required by the District to be on campus or at another designated location and required to perform the scope of the employee's duties; or
2. Otherwise acting as a designated representative of the District.

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion.

Employee May

While an employee is on duty, the employee may, at a minimum:

1. Engage in religious expression and discussions and share religious materials with other employees at the same time and in the same manner that employees are permitted to engage in nonreligious expression and discussions outside the scope of duties;
2. Engage in private religious expression at a time when it is otherwise permissible for an employee to engage in private expressive conduct or act outside the scope of duties;
3. Meet with other District employees for prayer or religious study during times that the employee is allowed to act outside the scope of duties, including but not limited to employee breaks, time before school, and during lunch;
4. Work as a sponsor of a student religious club or organization and assist students in planning meetings, activities, and events to the same extent that employee sponsors of nonreligious clubs or organizations are permitted to do so;
5. Wear religious clothing, symbols, or jewelry, provided that such items otherwise comply with any dress code implemented by the District;
6. Decorate their desk and other personal spaces with personal items that reflect their religious beliefs to the same extent that other employees are permitted to decorate their desk and other personal spaces with personal items; and
7. During noninstructional time, engage in religious expression and share religious materials to the same extent that other employees may engage in private expression permitted under the First Amendment to the United States Constitution.

# PERSONNEL A03.13241

# (Continued)

Employee Religious Expression

Authority

This shall not be construed to authorize the state or any other governmental organization to:

1. Require any person to participate in prayer or any other religious activity; or
2. Violate the constitutional rights of any person.

This shall not be construed to limit the District's authority to:

1. Maintain order and discipline on school property in a content-neutral and viewpoint-neutral manner;
2. Protect the safety of students, employees, and visitors; and
3. Adopt and enforce policies and procedures regarding student speech at school that respect the rights of students.

References:

KRS 158.193

Kennedy v. Bremerton School District 142 S.Ct. 2407 (2022)

Related Policies:

03.1325; 03.2325; 09.32; 09.34; 09.426

LEGAL: HB 319 CREATES A NEW SECTION OF KRS 160 TO REQUIRE THE BOARD TO ADOPT A POLICY TO ENSURE THAT DISTRICT EMPLOYEES COMPLETE AN EXIT SURVEY WHEN THEY VOLUNTARILY LEAVE THE DISTRICT.

FINANCIAL IMPLICATIONS: POTENTIAL COST ASSOCIATED WITH THE SURVEY

# PERSONNEL AJ03.17

‑ Certified Personnel ‑

Termination/Nonrenewal/Separation by Employee

Termination and nonrenewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

Code of Ethics

Employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

Termination

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.1

Termination of contracts of certified personnel shall be made in compliance with the requirements of KRS 161.790.

Alternatives to Termination

As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with KRS 161.790.

Nonrenewal

Nonrenewal of limited contracts of certified personnel shall be made in compliance with the requirements of KRS 161.750.

Separation by Employee

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with KRS 161.780.

A certified employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee’s years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information.

Reporting

The Superintendent shall comply with the reporting requirements of KRS 161.120.

# PERSONNEL AJ03.17

# (continued)

Termination/Nonrenewal/Separation by Employee

References:

1KRS 161.790

KRS 160.382

KRS 161.120; KRS 161.750; KRS 161.780

16 KAR 1:020 (Code of Ethics)

Consolidated Omnibus Budget Reconciliation Act

701 KAR 5:090

OAG 83‑362; OAG 92‑135

Related Policy:

03.172

LEGAL: HB 32 AMENDS KRS 161.011 TO PERMIT HIRING OF CLASSIFIED PERSONNEL WITHOUT A HIGH SCHOOL DIPLOMA IF OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA IS PROVIDED BY THE DISTRICT AND PERMITS CERTAIN GOVERNMENT ISSUED CERTIFICATIONS OR LICENSES TO SUBSTITUTE.

FINANCIAL IMPLICATIONS: POTENTIAL COST ASSOCIATED WITH ADMINISTERING THE EQUIVALENCY PROGRAM

# PERSONNEL DT03.21

‑ Classified Personnel ‑

Hiring

Superintendent's Responsibilities

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

Effective Date

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

Criminal Background Check and Testing

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.1&2 Bus drivers and applicants requiring a Commercial Driver’s License (CDL) must undergo additional background and substance use checks per Board Policy 06.221.

Each application form provided by the employer to an applicant for a classified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.”

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

“Administrative finding of child abuse or neglect” means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.1

# PERSONNEL DT03.21

# (Continued)

Hiring

Criminal Background Check and Testing (continued)

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

Report to Superintendent

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

Educational Requirements

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma or is provided an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement. Employees shall hold the qualifications for the position as established by the Commissioner of Education.3

All paraprofessionals shall satisfy educational requirements specified by federal law.4

Hiring of Retired Personnel

When the District hires full-time classified employees previously retired under KRS, those employees shall participate in the District's health insurance program.

Qualifications

The Superintendent shall employ only individuals who, in accordance with state law and regulation, and Board policy, are qualified for the positions they will hold, except in the case where no individual applies who is properly qualified.

Job Register

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

Vacancies Posted

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information.

# PERSONNEL DT03.21

# (Continued)

Hiring

Review of Applications

Upon initial receipt, the Superintendent/designee shall review each application. Each applicant shall receive notice that his/her application has been reviewed. Applications for candidates not employed shall be retained for three (3) years and shall remain active for one (1) year.

Relationships

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.1

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.1

Emergency Hiring

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

Job Description

All employees shall receive a copy of their job description and responsibilities.

Contract

All regular full-time and part-time employees shall receive a contract.

Reasonable Assurance of Continued Employment for Substitute Classified Employees

Substitute classified employees shall be notified in writing by April 30 of each year as to whether they have reasonable assurance of continued employment for the following year.

Employees Seeking a Job Change

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

# PERSONNEL DT03.21

# (Continued)

Hiring

References:

1KRS 160.380

2702 KAR 5:080

3KRS 161.011

4P.L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

34 C.F.R. § 200.58; 45 C.F.R. § 1302.90

49 C.F.R. § 382.701; 49 C.F.R. **§** 382.703

KRS Chapter 13B

KRS 17.160; KRS 17.165; KRS 156.070

KRS 160.345; KRS 160.390; KRS 335B.020; KRS 405.435

OAG 18-017; OAG 91‑10; OAG 91‑149; OAG 91‑206

OAG 92‑1; OAG 92‑59; OAG 92‑78; OAG 92‑131; OAG 97-6

Kentucky Local District Classification Plan; 13 KAR 3:030; 702 KAR 3:320

Records Retention Schedule, Public School District

Related Policies:

01.11; 02.4244; 03.232; 03.27; 03.28; 03.5; 06.221

LEGAL: HB 13 AMENDS KRS 281A.175 RELATED TO THE PHYSICAL EXAM REQUIREMENT FOR SCHOOL BUS DRIVERS. IT CHANGES THE REQUIRED PHYSICAL EXAM FROM EVERY YEAR TO EVERY TWO (2) YEARS.

FINANCIAL IMPLICATIONS: LESS FREQUENT EXAMS COULD BE A COST SAVINGS

# PERSONNEL AL03.211

‑ Classified Personnel ‑

Medical Examination

Bus Drivers

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical examination on initial employment and every two (2) years thereafter in accordance with KRS 281A.175, 702 KAR 5:030, and 702 KAR 5:080.

Before being allowed to drive a bus, the driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties.

Other Newly Employed Classified Personnel

As a condition of initial employment, all classified employees (except bus drivers), including substitute employees, shall pass a medical examination as indicated in 702 KAR 1:160. The examination shall be provided by a licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse designated by the Board. If the employee elects to be examined by a private practitioner, the cost of examination shall be borne by the employee.1

Report Requirements

Unless a new employee is hired after the beginning of the school year, examinations shall be conducted prior to August 1 of the school year in which the person is employed.

Medical examinations shall be performed within a ninety (90)-day period prior to initial employment will be accepted.

The medical examination shall be reported on the form required by Kentucky Administrative Regulation or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or electronic medical record and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

Tuberculosis (TB) Screening/Testing

Each medical examination shall include a risk assessment for TB as required by Kentucky Administrative Regulation. Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160. A person who tests positive for TB shall be required to comply with the directives of the Board, local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the TB infection.1, 2 & 3

# PERSONNEL AL03.211

# (Continued)

Medical Examination

Required Examination for Present Personnel

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may, consistent with the Americans with Disabilities Act and the Family Medical Leave Act, require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing. The Board shall bear the cost of this examination.3

School to Report

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation. 2

Medical Confidentiality

Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee's medical condition.

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

References:

1KRS 161.145; 702 KAR 5:080

2702 KAR 1:160, 902 KAR 2:020; KRS 214.181; KRS 214.625

702 KAR 5:030; KRS 281A.175

OAG 91-1

Genetic Information Nondiscrimination Act of 2008

Americans with Disabilities Act

Family Medical Leave Act of 1993

Related Policies:

303.2234; 03.24

LEGAL: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES. IT ALSO REQUIRES ALL INTERSCHOLASTIC ATHLETIC COACHES BE TRAINED ON THE USE OF PORTABLE AEDS AND MAINTAIN A CPR CERTIFICATION RECOGNIZED BY A NATIONAL ACCREDITING BODY ON HEART HEALTH.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

# PERSONNEL A03.2141

‑ Classified Personnel –

Nonteaching Coaches and Assistant Coaches

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.2 All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.3

Nonfaculty coaches and nonfaculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District’s and school’s discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.1

**References:**

1KRS 161.185

2702 KAR 7:065

3KRS 158.162

KRS 156.070

KRS 160.445

KRS 161.180

**Related Policies:**

03.1161

09.311

LEGAL: SB 7 (EFFECTIVE NOW) AMENDS KRS 336.134 TO PROHIBIT DISTRICTS FROM DEDUCTING MONEY FROM EMPLOYEE PAYROLL FOR CERTAIN PURPOSES. DISTRICTS SHALL NO LONGER DEDUCT ANY AMOUNT FOR: “ANY DUES, FEES, ASSESSMENTS, OR OTHER CHARGES TO BE HELD FOR, TRANSFERRED TO, OR PAID OVER TO A LABOR ORGANIZATION; OR … POLITICAL ACTIVITIES.”

ALSO NOTE THAT SB 7 AMENDS KRS 161.158 TO REFLECT THE FOLLOWING:

“THE DISTRICT BOARD IS PROHIBITED FROM DEDUCTING MEMBERSHIP DUES OF AN EMPLOYEE ORGANIZATION, MEMBERSHIP ORGANIZATION, OR LABOR ORGANIZATION ~~[WITHOUT THE EXPRESS WRITTEN CONSENT OF THE EMPLOYEE. EXPRESS WRITTEN CONSENT OF THE EMPLOYEE MAY BE REVOKED IN WRITING BY THE EMPLOYEE AT ANY TIME]~~.”

FINANCIAL IMPLICATIONS: TIME SPENT REMOVING PAYROLL DEDUCTIONS

# PERSONNEL PV03.2211

‑ Classified Personnel ‑

Salary Deductions

Mandatory Deductions

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. Social Security, when applicable;
4. County Employees' Retirement System of the State of Kentucky, when applicable;
5. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
6. Medicare (FICA) ‑ applicable to personnel newly hired after 3/31/86.

Optional Deductions

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Board for those employees who choose to participate:

1. Board approved health/life insurance program;
2. Board approved Tax Sheltered Annuity program;
3. Other state approved deferred compensation plan;
4. Board approved credit union; and
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans.

Additional payroll deductions requested by employees shall be made only with the Superintendent's approval. Administrative procedures may limit the number of participants required before additional programs are approved.

# PERSONNEL PV03.2211

# (Continued)

Salary Deductions

References:

KRS 160.291; KRS 161.158

KRS 336.134

702 KAR 1:035; OAG 72-802

LEGAL: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL CW03.2231

‑ Classified Personnel ‑

Personal Leave

Number of Days

All employees shall be entitled to three (3) days of personal leave with pay each school year. If possible, employees are required to give at least 24 hours notice before date(s) of leave.

Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized personal leave days equivalent to their normal working day.

Approval

The Superintendent/designee must approve the leave date but no reasons shall be required for the leave.

Approval shall be contingent upon the availability of qualified substitute employees. Those employees making earliest application shall be given preference.

Once an employee designates a leave day as personal leave, s/he cannot change the leave to another form of approved leave.

Statement

Employees taking personal leave must file a personal statement on their return to work stating that the leave was personal in nature.

Accumulation

On June 30, personal leave days not taken during the current school year shall be transferred and credited to the employee's accumulated sick leave account.

References:

KRS 161.154

OAG 77-115

Related Policy:

03.2232

LEGAL: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL EK03.2232

‑ Classified Personnel ‑

Sick Leave

Number of Days

All classified employees shall be entitled to ten (10) days of sick leave with pay each school year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest one-half (1/2) day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

Definition

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

Family Illness/Mourning

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee’s immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

Accumulation

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the employee to whom they were granted. Accumulated sick leave may be taken by the employee on any given day of the school year and shall be granted in addition to accumulated sick days that have been credited to the employee.

An employee who resigns or whose employment is terminated by the Board and/or an employee who has had a break of one (1) year or more in continuity of employment shall forfeit all unused days of sick leave, and those days shall not be restored if the employee is reemployed by the Board at a later date. Forfeiture of unused sick leave does not apply to employees returning from leave of absence or whose employment terminated due to lack of funding.2

Accumulated days of sick leave shall be granted to an employee, if prior to the opening day of the school year, a statement or a certificate of a physician is presented to the Board, stating that the employee is unable to assume his/her duties on the opening day of the school year, but will be able to assume his/her duties within a period of time that the Board determines to be reasonable.2

Transfer of Sick Leave

Employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

# PERSONNEL EK03.2232

# (Continued)

Sick Leave

Sick Leave Donation Program

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Classified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

Statement

Upon return to work, an employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.1

References:

1KRS 161.155; KRS 161.152

2OAG 79‑148; OAG 93‑39

Family & Medical Leave Act of 1993

Related Policies:

03.12322; 03.1233; 03.124; 03.175

LEGAL: HB 547 CREATES A NEW SECTION OF KRS 158 WHICH PERMITS A SCHOOL DISTRICT EMPLOYEE ON DUTY TO ENGAGE IN RELIGIOUS EXPRESSION OTHERWISE PROTECTED BY THE FIRST AMENDMENT TO THE UNITED STATES CONSTITUTION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# PERSONNEL A03.23241

‑ Classified Personnel ‑

Employee Religious Expression

“On Duty”

Per KRS 158.193, "on duty" means those times when an employee is:

1. Required by the District to be on campus or at another designated location and required to perform the scope of the employee's duties; or
2. Otherwise acting as a designated representative of the District.

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion.

Employee May

While an employee is on duty, the employee may, at a minimum:

1. Engage in religious expression and discussions and share religious materials with other employees at the same time and in the same manner that employees are permitted to engage in nonreligious expression and discussions outside the scope of duties;
2. Engage in private religious expression at a time when it is otherwise permissible for an employee to engage in private expressive conduct or act outside the scope of duties;
3. Meet with other District employees for prayer or religious study during times that the employee is allowed to act outside the scope of duties, including but not limited to employee breaks, time before school, and during lunch;
4. Work as a sponsor of a student religious club or organization and assist students in planning meetings, activities, and events to the same extent that employee sponsors of nonreligious clubs or organizations are permitted to do so;
5. Wear religious clothing, symbols, or jewelry, provided that such items otherwise comply with any dress code implemented by the District;
6. Decorate their desk and other personal spaces with personal items that reflect their religious beliefs to the same extent that other employees are permitted to decorate their desk and other personal spaces with personal items; and
7. During noninstructional time, engage in religious expression and share religious materials to the same extent that other employees may engage in private expression permitted under the First Amendment to the United States Constitution.

# PERSONNEL A03.23241

# (Continued)

Employee Religious Expression

Authority

This shall not be construed to authorize the state or any other governmental organization to:

1. Require any person to participate in prayer or any other religious activity; or
2. Violate the constitutional rights of any person.

This shall not be construed to limit the District's authority to:

1. Maintain order and discipline on school property in a content-neutral and viewpoint-neutral manner;
2. Protect the safety of students, employees, and visitors; and
3. Adopt and enforce policies and procedures regarding student speech at school that respect the rights of students.

References:

KRS 158.193

Kennedy v. Bremerton School District 142 S.Ct. 2407 (2022)

Related Policies:

03.1325; 03.2325; 09.32; 09.34; 09.426

LEGAL: HB 319 CREATES A NEW SECTION OF KRS 160 TO REQUIRE THE BOARD TO ADOPT A POLICY TO ENSURE THAT DISTRICT EMPLOYEES COMPLETE AN EXIT SURVEY WHEN THEY VOLUNTARILY LEAVE THE DISTRICT.

FINANCIAL IMPLICATIONS: POTENTIAL COST ASSOCIATED WITH THE SURVEY

# PERSONNEL A03.272

‑ Classified Personnel ‑

Separation by Employee

A classified employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee’s years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information.

Reference:

KRS 160.382

Related Policy:

03.27

LEGAL: SB 169 AMENDS KRS 65.028 BY PERMITTING SCHOOL DISTRICTS TO ENGAGE IN PUBLIC-PRIVATE PARTNERSHIPS WITH BOARD APPROVAL.

FINANCIAL IMPLICATIONS: POTENTIAL SAVINGS IN SHARING COST OF PROJECTS

LEGAL: HB 522 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO $40,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

# FISCAL MANAGEMENT BU04.32

Model Procurement Code Purchasing

Authority

Purchasing 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 $2,5004 & 8; and
4. The District’s finance or purchasing officer has certified compliance with the first and second requirements.

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

Public-Private Partnerships

The Board may utilize a public-private partnership delivery method. Public-private partnerships shall comply with KRS 65.028 and other applicable state laws and regulations.

Federal Awards/Conflict of Interest

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.7

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. In determining whether an activity constitutes an impermissible acceptance of a gratuity or item of monetary value, the definition of “gratuity” (covering anything of more than fifty dollars [$50] value) set forth in KRS 45A.445 shall apply. Violation of these standards may result in disciplinary action including, but not limited, to suspension, dismissal, or removal.

# FISCAL MANAGEMENT BU04.32

# (Continued)

Model Procurement Code Purchasing

**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.3

Exemptions

Federal regulatory requirements do not provide a bidding exception for purchase of perishables using school nutrition service funds. Such purchases must follow applicable federal regulations.7

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 $40,000.00.5

Background Checks

The Superintendent shall require an adult who is permitted access to school grounds on a regularly scheduled and continuing basis pursuant to a written agreement for the purpose of providing services directly to a student or students as part of a school-sponsored program or activity to submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation and to provide a clear CA/N check in keeping with KRS 160.380.6

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

# FISCAL MANAGEMENT BU04.32

# (Continued)

Model Procurement Code Purchasing

References:

1KRS 45A.343

2KRS 45A.345; KRS 160.290; KRS 45A.380

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

4KRS 156.076

5KRS 45A.385

6KRS 160.380

72 C.F.R. 200.318

8KRS 45A.360

KRS 45A.352; KRS 45A.365; KRS 45A.370

KRS 45A.420; KRS 45A.445; KRS 45A.455; KRS 45A.460; KRS 45A.620

KRS 65.027; KRS 65.028; KRS 160.151; KRS 164A.575; KRS 176.080

200 KAR 5:355

OAG 79‑501; OAG 82‑170; OAG 82‑407

Kentucky Educational Technology Systems (KETS)

Related Policies:

05.6; 06.4; 07.13

LEGAL: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES. IT ALSO CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE DISTRICT TO REPORT THE NUMBER OF AEDS AT EACH SCHOOL TO THE KENTUCKY DEPARTMENT OF EDUCATION.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

# SCHOOL FACILITIES X05.4

Safety

Board to Adopt Plan

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board’s code of acceptable behavior and discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. Employment practices and employee management;
2. School facility design, maintenance and usage;
3. Safety and security procedures, orientation and training in use and management of equipment and facilities;
4. Supervision of students;
5. Compliance with state and federal safety requirements;
6. Quarterly reports to the Board concerning implementation of the plan and its effects on District students, personnel and operations;
7. Emergency/crisis intervention; and
8. Community involvement.

District School Safety Coordinator

The Superintendent shall appoint an individual to serve as the District’s School Safety Coordinator (SSC) and primary point of contact for public school safety and security functions.1 The SSC shall:

1. Complete the school safety coordinator training program developed by the Center for School Safety within six (6) months of his or her date of appointment;
2. Designate a school safety and security threat assessment team at each school in the District consisting of two (2) or more staff members to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security. Members of a threat assessment team may include school administrators, school counselors, school resource officers, school-based mental health services providers, teachers, and other school personnel;
3. Provide training to school Principals on procedures for completion of the school security risk assessment;

# SCHOOL FACILITIES X05.4

# (Continued)

Safety

District School Safety Coordinator (continued)

1. Review all school security risk assessments completed within the District and prescribe recommendations as needed in consultation with the state school security marshal;
2. Advise the Superintendent annually of completion of required security risk assessments;
3. Formulate recommended policies and procedures, which shall be excluded from the application of KRS 61.870 to KRS 61.884, for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies to include but not be limited to fire, police, and emergency medical services for review and adoption as part of the school emergency plan required by KRS 158.162. The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan; and
4. Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.

The SSC, and any school employees participating in the activities of a School Safety and Security Threat Assessment Team, acting in good faith upon reasonable cause in the identification of students, shall be immune from any civil or criminal liability that might otherwise be incurred or imposed from:

* 1. Identifying the student and implementing a response pursuant to policies and procedures adopted as required above; or
  2. Participating in any judicial proceeding that results from the identification.

Superintendent to Report

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of School Resource Officers (SROs) in the District. The report shall include the source of funding and method of employment for each position.

**Automated External Defibrillators (AEDs)**

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with KRS 311.665 to KRS 311.669.

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

AEDs shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

School Emergency Planning

The Board shall require the school council or, if none exists, the Principal to adopt an emergency plan for the school that shall include:

# SCHOOL FACILITIES X05.4

# (Continued)

Safety

School Emergency Planning (continued)

1. Procedures to be followed in cases of medical emergency, fire, severe weather, earthquake, or a building lockdown as defined in KRS 158.164;
2. A written cardiac emergency response plan; and
3. A diagram of the facility that clearly identifies the location of each AED.

The emergency plan shall be provided to appropriate first responders, and all school staff.

Following the end of each school year, the school nurse, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and document the date and time of any discussion.

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;
3. Develop school procedures to follow during an earthquake;
4. Develop and adhere to practices to control access to the school. Practices shall include but not be limited to:

* Controlling outside access to exterior doors during the school day;
* Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
* Controlling access to individual classrooms;
* Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;

# SCHOOL FACILITIES X05.4

# (Continued)

Safety

School Emergency Planning (continued)

* Requiring classroom doors to remain closed and locked during instructional time, except in instances when only one (1) student and one (1) adult are in the classroom or when approved in writing by the State School Security Marshal;
* Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
* Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
* Providing a visitor's badge to be visibly displayed on a visitor's outer garment.

1. Maintain a portable AED in a public, readily accessible, well-marked location in every middle and high school building and, as funds become available, at school-sanctioned middle and high school athletic practices and competitions and:
2. Adopt procedures for the use of the portable AED during an emergency;
3. Adopt policies for compliance with KRS 311.665 to KRS 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
4. Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable AED in accordance with KRS 311.667; and
5. Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and
6. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:
7. Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and
8. Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

By August 1 of each year, the Superintendent shall report to the Kentucky Department of Education on the number of portable AEDs at each school within the District.2

Precautions

Precautions will be taken for the safety of the students, employees, and visitors.

# SCHOOL FACILITIES X05.4

# (Continued)

Safety

Reporting Hazards

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

Communication System

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

Evacuation

The Principal/designee shall have the authority to order the immediate evacuation of a building upon the discovery or suspicion of impending danger to the occupants of the building. The building shall remain unoccupied until a utility employee, commission representative, a fire Marshal or other appropriate official acting in an expert capacity assures that the building is safe for occupancy.

Classroom teachers shall be responsible for assisting students in wheelchairs or students with limited mobility to evacuate the building. If necessary, the teacher may appoint other students to help with special needs students.

References:

1KRS 158.4412

2KRS 158.1621

KRS 61.870 to KRS 61.884

KRS 158.148; KRS 158.162; KRS 158.164; KRS 158.4410; KRS 158.445

KRS 160.290; KRS 160.445

KRS 311.665 to KRS 311.669; KRS 311.667; KRS 411.148

702 KAR 1:180

Related Policies:

02.31; 03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47; 05.5

09.22; 09.221; 09.4 (entire section); 10.5

LEGAL: REVISIONS TO 704 KAR 3:305 IMPACT THE INDIVIDUAL LEARNING PLAN, PERFORMANCE-BASED CREDITS, AND THE EARLY GRADUATION PROGRAM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# CURRICULUM AND INSTRUCTION AU08.113

Graduation Requirements

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

**Civics Exam Requirement**

Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.4

Individual Learning Plan (ILP)

The development of the Individual Learning Plan (ILP) for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall be focused on career exploration and related postsecondary education and training needs.

**Additional Requirements of the Board**

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

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# CURRICULUM AND INSTRUCTION AU08.113

# (Continued)

Graduation Requirements

For Students Entering Grade Nine (9) on or after the First Day of the 2020-2021 Academic Year

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

|  |  |
| --- | --- |
| English/Language Arts | Four (4) Credits total (English I and II plus two (2) credits aligned to the student’s ILP) |
| Social Studies | Three (3) Credits total – (Two (2) plus one (1) credit aligned to the student’s ILP) |
| Mathematics | Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student’s ILP) |
| Science | Three (3) Credits total – (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student’s ILP) |
| Health | One-half (1/2) Credit |
| P.E. | One-half (1/2) Credit |
| Visual and Performing Arts | One (1) Credit or a standards-based specialized arts course based on the student’s ILP |
| Academic and Career Interest Standards-based Learning Experiences | Six (6) Credits total (Two (2) plus four (4) standards-based credits in an academic or career interest based on the student’s ILP) |
| Technology | Demonstrated performance-based competency |
| Financial Literacy | One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411. |

# CURRICULUM AND INSTRUCTION AU08.113

# (Continued)

Graduation Requirements

(Moving to Policy 08.1131)

Middle School Credit

In accordance with the following conditions, middle school students may earn high school credit for Algebra I or Geometry. Students earning a B or better shall receive high school credit and the grade earned will become part of the high school grade point average.

1. The middle school level course is taught by teachers with secondary school level certification (grades 7-12) with the appropriate content specialization.
2. The course must be taught at the same depth and pace and cover the same content as the course taught at the high school level.
3. A specified process must be in place to identify students who are permitted to take the courses for high school credit.

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

Graduation Exercises

Students shall be required to fulfill all graduation requirements as determined by the Principal in order to participate in graduation exercises.

# CURRICULUM AND INSTRUCTION AU08.113

# (Continued)

Graduation Requirements

Other Provisions

The Board may grant different diplomas to those students who complete credits above the minimum number as established by the Kentucky Board of Education. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

The Board, Superintendent, Principal, or teacher may award special recognition to students.

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

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

The Board may substitute an integrated, applied, interdisciplinary, occupational, technical, or higher-level course for a required course if the alternative course provides rigorous content.

(Moving to New Policy 08.11311)Diplomas for Veterans

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

# CURRICULUM AND INSTRUCTION AU08.113

# (Continued)

Graduation Requirements

References:

1KRS 40.010; KRS 158.140; 704 KAR 7:140

2KRS 158.622

3KRS 156.160; 20 U.S.C. § 1414

**4**KRS 158.141

KRS 156.027; KRS 158.135

KRS 158.1411; KRS 158.1413;KRS 158.142; KRS 158.143; KRS 158.183; KRS 158.281

KRS 158.302; 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; 704 KAR 3:305; 704 KAR 3:306; 704 KAR 3:535; 704 KAR 7:090

704 KAR Chapter 8

OAG 78‑348; OAG 82‑386

Kentucky Academic Standards

Related Policies:

08.1131; 08.11311; 08.14; 08.22; 08.222; 08.4

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

**Related Procedure:**

09.12 AP.25

LEGAL: REVISIONS TO 704 KAR 3:305 IMPACT PERFORMANCE-BASED CREDITS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# CURRICULUM AND INSTRUCTION BR08.1131

Alternative Credit Options

In addition to regular classroom-based instruction, students may earn credit through the following means.

Dual Credit/College Credit

To differentiate/accelerate the curriculum to meet the needs of students, the District shall recognize courses from local postsecondary education institutions. Students will receive one (1) high school credit for every three (3) semester hours of college work except for students attending the Academy of Math and Science at Western Kentucky University or the Craft Academy for Excellence in Science and Mathematics at Morehead State University. The Principal, along with the guidance counselor shall determine the number of high school credits earned in such cases. Grades will be calculated in non-weighted form for class rank and GPA and included in the student’s transcript. Dual credit courses will be available to those students who meet criteria established by school policy. Failure to complete the course shall be recorded according to school policy. Credit may be earned in accordance with the following requirements:

1. Dual credit shall be provided by a postsecondary educational institution approved by the Principal /designee.
2. Students shall be responsible for all related costs and transportation.
3. Prior to taking a course, students shall submit a completed application to the Principal /designee. With the exception of students enrolled at the Academy of Math and Science at Western Kentucky University or the Craft Academy for Excellence in Science and Mathematics at Morehead State University, all off-campus courses and class schedules must be pre-approved by the Principal /designee.
4. Students must present documentation supporting enrollment in the postsecondary institution.
5. Students shall provide verification of course completion and grade earned. (This is covered in the “Approval” paragraph.)
6. The high school must receive an official record of the final grade before credit toward graduation will be recognized.
7. A maximum of six (6) hours of dual credit courses per semester will be listed on the student’s high school transcript. This will vary for students enrolled in the Academy of Math and Science at Western Kentucky University or the Craft Academy for Excellence in Science and Mathematics at Morehead State University.
8. Students must complete on campus at the high school all courses required by the Board for graduation with the exception of a student’s full-time enrollment in a technical program or the Academy of Math and Science at Western Kentucky University or the Craft Academy for Excellence in Science and Mathematics at Morehead State University.

# CURRICULUM AND INSTRUCTION BR08.1131

# (Continued)

Alternative Credit Options

Dual-Credit Scholarship Program

The District may offer the opportunity for students to earn dual-credits through the Kentucky Dual-Credit Scholarship Program and follows the guidelines outlined in the “*Kentucky Council on Postsecondary Education and Kentucky Department of Education Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools*,” located on the Kentucky Department of Education website.

Performance-Based Credits

In addition to Carnegie units, students may earn credit toward high school graduation through the District’s standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for developing and amending the system shall address the following:

1. Conditions under which each high school may grant performance-based credits and the related performance descriptors and assessments;
2. Objective grading and reporting procedures;
3. Content standards established in 704 KAR 3:303 and 704 KAR Chapter 8;
4. The extent to which state-provided assessments will be used;
5. The ability for students to demonstrate proficiency and earn credit for learning acquired outside of school or in prior learning; and
6. Criteria to ensure that internships, cooperative learning experiences, and other learning in the school and community are:

* Designed to further student progress towards the Individual Learning Plan;
* Supervised by qualified instructors; and
* Aligned with State and District content and performance standards.

Jefferson County Public Schools Curriculum Courses

Students may receive credit toward graduation requirements by enrolling in and successfully passing courses through the Jefferson County Public Schools curriculum program. Credit may be earned in accordance with the following requirements:

1. Students must meet the criteria established by high school policy for credit acquisition through the Jefferson County Public Schools curriculum, and
2. Students assigned to alternative school can receive credits through Jefferson County Public Schools curriculum as part of their individualized learning plan.

Online Courses

High school students may also earn units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board. Credit from an online course may be earned only in the following circumstances:

# CURRICULUM AND INSTRUCTION BR08.1131

# (Continued)

Alternative Credit Options

**Online Courses (continued)**

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
3. The course will serve as a supplement to extend homebound instruction;
4. The student has been expelled from the regular school setting, but educational services are to be continued; or
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

The District shall recognize only those online courses that meet the international standards for online teachers, courses, and programs that have been adopted by the Kentucky Department of Education.

As determined by school/council policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. Online courses may be subject to review by the Superintendent/designee for conformance with Kentucky Academic Standards and District graduation requirements.

Provided online courses are part of the student’s regular school day coursework and within budgetary parameters, the tuition fee and other costs for an online course shall be borne by the District for students enrolled full-time in the District’s high school, from funds that have been allocated to the school. The Superintendent shall determine, within the budget adopted by the Board, whether additional funding shall be granted, based on supporting data provided by the Principal. The Board shall pay the fee for expelled students who are permitted to take online courses in alternative settings.

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking online courses.

Exception

If a student is in his/her senior year of high school and needs a credit to graduate, s/he may earn credit by taking any online course, dual/college, Jefferson County Public Schools curriculum program, or online course for which s/he has not previously received high school credit.

Approval

The express approval of the Principal/designee shall be obtained before a student takes any online course dual/college, Jefferson County Public Schools Curriculum program, or /online course, and the high school must receive an official record of the final grade before credit toward graduation will be recognized and a diploma may be issued to the student.

# CURRICULUM AND INSTRUCTION BR08.1131

# (Continued)

Alternative Credit Options

References:

KRS 158.622

KRS 164.786

704 KAR 3:303; 704 KAR 3:305; 704 KAR Chapter 8

Related Policies:

08.113

08.11311

08.2323

09.1221

09.3

09.435

LEGAL: REVISIONS TO 704 KAR 3:305 IMPACT THE EARLY GRADUATION PROGRAM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# CURRICULUM AND INSTRUCTION A08.11311

Early Graduation Program

Students who meet all applicable legal requirements shall be eligible for the Early Graduation Program (EGP) in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to participate in the EGP shall notify the Principal in writing at the beginning of grade nine (9) or as soon as the intent is known, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate.

A student shall not be prohibited from completing the EGP if the student meets all requirements. Students who enroll in the EGP and meet all applicable legal requirements shall receive a diploma and an Early Graduation Certificate.

A Letter of Intent to Apply shall be entered into the student information system by October 15 of the year the student intends to graduate.

A student shall complete all requirements applicable to the academic year in which the student intends to graduate as established in administrative regulation by the Kentucky Board of Education.

A student who has indicated an intent to complete the EGP may participate in the state administration of the college entrance exam prior to the junior year, if needed.

For students wishing to participate in the EGP and earn an Early Graduation Certificate and scholarship the Superintendent/designee shall provide:

1. Criteria for supporting the development and monitoring of the student’s ILP;
2. Goal planning related to the attainment of established District essential workplace ethics programs;
3. Completion of a professional resume; and
4. Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools.

Each EGP participant, with the support of the comprehensive school counselor/designee, shall:

1. Identify all EGP requirements and develop a strategy within the ILP for meeting those requirements, including the District’s established workplace ethics program; and
2. Complete an entrance interview with the Principal/designee to discuss postsecondary goals and career aspirations.

By July 1, 2024, each high school shall determine performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone required for students who intend to complete the EGP beginning with the 2024-2025 academic year.

# CURRICULUM AND INSTRUCTION A08.11311

# (Continued)

Early Graduation Program

Early Graduation Program (EGP) (continued)

Performance descriptors and evaluation procedures shall provide an opportunity for the student to demonstrate attainment of the following critical skills required for post-secondary and career success:

1. Attainment of essential workplace ethics program components;
2. Demonstration of an ability to apply the academic standards as a lifelong learner and contributing member of society;
3. Demonstration of written and verbal communication skills needed for post-secondary success; and
4. Demonstration of an ability to think critically, synthesize information, and draw conclusions.

By July 1, 2024, the performance-based project, portfolio, or capstone shall be required for completion of the EGP.

Each high school shall maintain and make readily available to the Kentucky Department of Education the EGP participant’s performance-based project, portfolio, or capstone for a minimum of five (5) years.

Any student seeking to graduate early who receives services deemed essential by the District shall engage in meaningful consultation with a school-based mental health services provider on the creation of a continuity of services plan prior to graduation.

The District shall ensure the creation of a continuity of services plan for all students identified as a homeless child, a migratory child, or youth engaged in foster care. A transition plan shall be completed for children aging out of foster care.

References:

KRS 158.142

704 KAR 3:305

Related Policies:

08.113; 08.1131

LEGAL: REVISIONS TO 704 KAR 3:395 CLARIFY THAT EXTENDED SCHOOL SERVICES SHALL BE PROVIDED TO ELIGIBLE STUDENTS WHO ARE IN THE FIRST YEAR OF THE PRIMARY SCHOOL PROGRAM THROUGH GRADE TWELVE. STUDENTS SHALL BE ELIGIBLE TO RECEIVE THESE SERVICES UNTIL THEY GRADUATE FROM GRADE TWELVE OR REACH TWENTY-ONE (21) YEARS OF AGE, WHICHEVER COMES FIRST.

FINANCIAL IMPLICATIONS: COST OF PROVIDING ESS

# CURRICULUM AND INSTRUCTION AJ08.133

Extended School/Direct Student Services

Plan for Diagnosing

In accordance with applicable federal and state laws or regulations, the Superintendent/designee shall develop a plan to include the following:

1. Diagnosing and addressing student academic deficiencies,
2. Implementing appropriate ESS services,
3. Providing for an appeal process for parents who disagree with the selection or non-selection of their child for participation in ESS, and
4. Establishing method(s) to evaluate the success of the plan in improving student performance.

This plan must be included in the School Improvement Plan and in the school’s annual progress report to the Board.

ESS

ESS shall be provided to eligible students who are in the first year of the primary school program through grade twelve. Students shall be eligible to receive these services until they graduate from grade twelve or reach twenty-one (21) years of age, whichever comes first. The Board shall provide ESS consistent with students’ intervention plans and goals included as part of individual learning plans, requirements of 704 KAR 3:395, 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 ESS 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 ESS during the regular school day when a waiver for alternative service delivery has been obtained. ESS offered during summer school, intercessions, and/or after school shall be available, as appropriate, to all eligible students residing in the District regardless of whether they attend District schools. Out-of-District students must comply with all District ESS guidelines and standards.

CURRICULUM AND INSTRUCTION AJ08.133

(Continued)

Extended School/Direct Student Services

Eligibility Criteria

District personnel shall determine the criteria for selection/inclusion in the program. Criteria shall be related to learning standards and shall include reasons for exceptions to program attendance.

First priority shall be for those students who have failing grades in core subjects required for promotion or graduation and to those students scoring at the “novice” level in written language and/or math.

Second priority shall be given to students who need additional instructional time to enhance their present level of performance or who are having difficulty in one (1) or more content areas.

Notification to Parents

Parents or guardians of students selected for remediation services shall be notified in writing of the intent to serve their children.

Written parental/guardian permission for placement will be required for students who are selected through the local screening process.

Mandatory Attendance for ESS Program

The Board shall provide notice of its mandatory ESS attendance policy in the annual ESS Program Plan report, which is submitted at the same time as the School Improvement Plan.

At the discretion of the Principal, students shall be required to attend the District's ESS program. Students shall continue to attend the ESS program until they are excused through one (1) of the following methods:

1. The student has improved to a passing grade by the end of the next grading period; or
2. The Principal and classroom teacher(s) recommend that the student be excused from attendance.

The Principal and/or ESS Program Coordinator may excuse a student’s absence from an ESS session for unanticipated emergencies or other extenuating circumstances.

Transportation for ESS Program Participants

Each school shall provide transportation for students who are required to attend the ESS program and who choose to be transported.

Direct Student Services

The District may apply for Title I funding for Direct Student Services if eligible as provided in Every Student Succeeds Act and the state plan required under federal law. Required notices, funding, and provision of Direct Student Services shall be consistent with federal and state requirements.

CURRICULUM AND INSTRUCTION AJ08.133

(Continued)

Extended School/Direct Student Services

References:

704 KAR 3:395

KRS 158.070; KRS 158.6451

20 U.S.C. § 6303b

P. L. 114-95 (Every Student Succeeds Act of 2015)

LEGAL: SB 150 (EFFECTIVE NOW) AMENDS KRS 158.1415 TO REQUIRE A POLICY TO RESPECT PARENTAL RIGHTS REGARDING HUMAN SEXUALITY. IT ALSO REQUIRES PARENTAL NOTIFICATION OF THE STUDENT’S PLANNED PARTICIPATION IN THE COURSE AND A PROCESS FOR WRITTEN CONSENT FROM THE PARENT OR GUARDIAN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# CURRICULUM AND INSTRUCTION A08.13531

Human Sexuality

Per KRS 158.1415, if a school council or, if none exists, the Principal adopts a curriculum for human sexuality or sexually transmitted diseases, instruction shall include but not be limited to the following content:

1. Abstinence from sexual activity is the desirable goal for all school-age children;
2. Abstinence from sexual activity is the only certain way to avoid unintended pregnancy, sexually transmitted diseases, and other associated health problems;
3. The best way to avoid sexually transmitted diseases and other associated health problems is to establish a permanent mutually faithful monogamous relationship;
4. A school policy to respect parental rights by ensuring that:
5. Children in grade five (5) and below do not receive any instruction through curriculum or programs on human sexuality or sexually transmitted diseases; or
6. Any child, regardless of grade level, enrolled in the district does not receive any instruction or presentation that has a goal or purpose of students studying or exploring gender identity, gender expression, or sexual orientation; and
7. A school policy to notify a parent in advance and obtain the parent's written consent before the parent's child in grade six (6) or above receives any instruction through curriculum or programs on human sexuality or sexually transmitted diseases.

Curriculum Requirements

Any course, curriculum, or program offered by a public school on the subject of human sexuality provided by school personnel or by third parties authorized by the school shall:

1. Provide an alternative course, curriculum, or program without any penalty to the student's grade or standing for students whose parents have not provided written consent as required by law;
2. Be subject to an inspection by parents of participating students that allows parents to review the following materials:
3. Curriculum;
4. Instructional materials;
5. Lesson plans;
6. Assessments or tests;
7. Surveys or questionnaires;
8. Assignments; and
9. Instructional activities;

# CURRICULUM AND INSTRUCTION A08.13531

# (Continued)

Human Sexuality

Curriculum Requirements (continued)

1. Be developmentally appropriate; and
2. Be limited to a curriculum that has been subject to the reasonable review and response by stakeholders in conformity with KRS 160.345.

A public school offering any course, curriculum, or program on the subject of human sexuality shall provide written notification to the parents of a student at least two (2) weeks prior to the student's planned participation in the course, curriculum, or program. The written notification shall:

* + - * 1. Inform the parents of the provisions of the course or curriculum;
        2. Provide the date the course, curriculum, or program is scheduled to begin;
        3. Detail the process for a parent to review the materials;
        4. Explain the process for a parent to provide written consent for the student's participation in the course, curriculum, or program; and
        5. Provide the contact information for the teacher or instructor of the course, curriculum, or program and a school administrator designated with oversight.

This shall not prohibit school personnel from:

* + - * 1. Discussing human sexuality, including the sexuality of any historic person, group, or public figure, where the discussion provides necessary context in relation to a topic of instruction from a curriculum approved pursuant to KRS 160.345; or
        2. Responding to a question from a student during class regarding human sexuality as it relates to a topic of instruction from a curriculum approved pursuant to KRS 160.345.

References:

KRS 158.1415; KRS 160.345

Related Policies:

08.1; 08.23; 08.2322

LEGAL: SB 5 CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT A COMPLAINT RESOLUTION POLICY FOR PARENTS OR GUARDIANS ALLEGING THAT MATERIAL, A PROGRAM, OR AN EVENT THAT IS HARMFUL TO MINORS HAS BEEN PROVIDED OR IS CURRENTLY AVAILABLE TO THEIR STUDENT ENROLLED IN THE DISTRICT.

FINANCIAL IMPLICATIONS: TIME SPENT INVESTIGATING, RESPONDING TO APPEALS, COST OF NEWSPAPER ADVERTISEMENT REGARDING FINAL OUTCOME

# CURRICULUM AND INSTRUCTION A08.23

“Harmful to Minors” Complaint Resolution Process

“Harmful to Minors”

Per KRS 158.192 “harmful to minors" means materials, programs, or events that:

1. Contain the exposure, in an obscene manner, of the unclothed or apparently unclothed human male or female genitals, pubic area, or buttocks or the female breast, or visual depictions of sexual acts or simulations of sexual acts, or explicit written descriptions of sexual acts;
2. Taken as a whole, appeal to the prurient interest in sex; or
3. Is patently offensive to prevailing standards regarding what is suitable for minors.

Complaint Resolution Process

This complaint resolution policy shall be used to address complaints submitted by parents or guardians alleging that material, a program, or an event that is harmful to minors has been provided or is currently available to a student enrolled in the District who is the child of the parent or guardian.

The complaint resolution process shall require that:

1. Complaints be submitted in writing to the Principal of the school where the student is enrolled;
2. Complaints provide the name of the complainant, a reasonably detailed description of the material, program, or event that is alleged to be harmful to minors, and how the material, program, or event is believed to be harmful to minors.

The appeal process is outlined in 08.23 AP.21/Complaint Resolution Process.

Complaints regarding other issues shall be submitted pursuant to other appropriate policies including but not limited to: Grievances; Harassment/Discrimination; Title IX Sexual Harassment; Review of Instructional Materials; and Citizen Suggestions and Complaints.

References:

KRS 158.192

Board of Educ., Island Trees v. Pico, 102 S.Ct. 2799 (1982)

Related Policies:

03.16; 03.162; 03.1621; 03.26; 03.262; 03.2621

08.2322; 09.4281; 09.42811; 09.428111; 10.2

LEGAL: SB 247 CREATES A NEW SECTION OF KRS 158 TO ALLOW THE PARENT OR GUARDIAN OF A STUDENT WHO HAS CHANGED RESIDENCES WITHIN THE DISTRICT AND IS IN GRADES K-3 THE OPTION TO REQUEST TO REMAIN IN THE ORIGINAL SCHOOL REGARDLESS OF TRANSPORTATION DECISION.

FINANCIAL IMPLICATIONS: COSTS OF TRANSPORTING STUDENTS TO ANOTHER SCHOOL

STUDENTS A09.11

**School Attendance Areas**

**Assigned Zones**

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

**No student may be assigned to or required to attend a charter school by the District.**

**If Families Move**

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

Eligible Students and Transportation

**Per KRS 158.072, “eligible student” is defined as a student enrolled in kindergarten or grade one (1), two (2), or three (3) who qualifies for free or reduced-price school meals or attends a school that participates in the community eligibility provision of the National School Lunch Program.**

**If the eligible student changes residence and the change in residence results in the student being assigned to a different school within the District, the parent or guardian of the eligible student shall have the option to request the student, and any of the student's siblings enrolled in the same school in any grade, remain enrolled in the original school regardless of the transportation decision made by the Superintendent.**

**The District shall provide transportation to the original school from the eligible student’s new residence unless the Superintendent denies the transportation request if s/he determines the distance and travel time that the student would spend in transport is impracticable. The District shall report the transportation denial and supporting rationale to the Kentucky Department of Education.**

**Requests for Transfer**

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment.

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

1. The assigned school is designated by the state as being “persistently dangerous”; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.2

STUDENTS A09.11

(Continued)

**School Attendance Areas**

**References:**

1KRS 159.070

2P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.

**KRS 158.072**

KRS 160.1592

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

OAG 80‑394

LEGAL: REVISIONS TO 702 KAR 7:125 ADD ANOTHER EXCEPTION TO THE REQUIREMENT FOR STUDENTS TO BE PHYSICALLY PRESENT IN SCHOOL TO BE COUNTED IN ATTENDANCE.

FINANCIAL IMPLICATIONS: STUDENTS COUNTED AS PRESENT UNDER SEEK

# STUDENTS A09.122

Attendance Requirements

Compulsory Attendance

All children in the District who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.1

Per 704 KAR 5:060, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian’s written request be withdrawn from the program at any time within the first two (2) school calendar months. At the end of such trial period a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and KRS 159.020.

Exemptions from Compulsory Attendance

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school;
2. A pupil who is enrolled in a private or parochial school;
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school;
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study;
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children;
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children;2 or
7. A student enrolled in a District-operated alternative education program who attains a High School Equivalency Diploma.8

Statement Required

The Board, before granting an exemption, shall require a signed statement as required by law unless a student’s individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.2

Exceptions to Presence at School

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,2 or court-ordered instruction in another setting.
2. Participation of a pupil in 4‑H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4‑H club leader shall be considered school attendance.3

# STUDENTS A09.122

# (Continued)

Attendance Requirements

Exceptions to Presence at School (continued)

1. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.4
2. Students enrolled and participating in a full-time, online, virtual and remote learning program, or participating in an off-site virtual high school class or block may be counted in attendance in keeping with statute and regulation.4 & 9
3. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.4
4. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.5
5. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.6
6. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 3:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.4 & 7
7. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.3
8. Students participating in any of the page programs of the General Assembly.3

# STUDENTS A09.122

# (Continued)

Attendance Requirements

References:

1KRS 159.010; OAG 85‑55

2KRS 159.030

3KRS 159.035

4702 KAR 7:125

5KRS 158.240

6KRS 158.070

7704 KAR 3:305

8KRS 158.143

9KRS 158.150

KRS 158.030; KRS 159.020; KRS 159.180; KRS 159.990

704 KAR 3:535; 704 KAR 5:060

OAG 79‑68; OAG 79‑539; OAG 87‑40; OAG 97-26

Related Policies:

08.131; 08.1312; 09.111; 09.121; 09.123; 09.36

LEGAL: SB 150 (EFFECTIVE NOW) CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT POLICIES NECESSARY TO PROTECT THE PRIVACY RIGHTS OF STUDENTS.

FINANCIAL IMPLICATIONS: COST OF LITIGATION DEFENDING THIS LEGISLATION

# STUDENTS A09.141

Student Privacy Rights

Public Comment Required

KRS 158.189 requires the Board, after allowing public comment at an open meeting, to adopt this Policy (09.141), necessary to protect the privacy rights for students, that at a minimum, does not allow students to use restrooms, locker rooms, or shower rooms that are reserved for students of a different biological sex.

A student who asserts to school officials that his or her gender is different from his or her biological sex and whose parent or legal guardian provides written consent to school officials shall be provided with the best available accommodation, but that accommodation shall not include the use of school restrooms, locker rooms, or shower rooms designated for use by students of the opposite biological sex while students of the opposite biological sex are present or could be present.

Acceptable accommodations may include but are not limited to access to single-stall restrooms or controlled use of faculty bathrooms, locker rooms, or shower rooms.

Reference:

KRS 158.189

LEGAL: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

# STUDENTS BT09.224

Emergency Medical Treatment

First Aid to be Provided

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

First-aid Room

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

The District shall have employees trained in accordance with the law to administer or help administer emergency medications. No medication shall be administered for any student that has not been supplied by the parent or legal guardian of the child.

When enrolled students, for whom documentation under KRS 158.838, including seizureactionplans, has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, seizure rescue medications, or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student’s seizure action plan, shall be present.

District schools may maintain an opioid antagonist for administration to any individual who may experience a life-threatening, opioid overdose while on Board-owned property or attending a District event. An opioid antagonist for such instances shall be administered following the protocols developed by the Kentucky Department of Public Health.

Automated External Defibrillators (AEDs)

The District shall maintain a portable AED in a public, readily accessible, well-marked location in every middle and high school building and, as funds become available, at school-sanctioned middle and high school athletic practices and competitions. A minimum of three (3) employees in the school and all interscholastic athletic coaches shall be trained on the use of a portable AED.2

Information Needed

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

# STUDENTS BT09.224

# (Continued)

Emergency Medical Treatment

Emergency Care Procedures

Schools shall have emergency care procedures comporting with regulation1 and may utilize the Kentucky Department of Education’s Health Services Reference Guide (HSRG) as a resource.

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

References:

1702 KAR 1:160

2KRS 158.162

KRS 156.160; KRS 156.502; KRS 158.836; KRS 158.838

KRS 217.186

Kentucky Department of Education Health Services Reference Guide (HSRG)

Related Policies:

05.4; 09.21; 09.22; 09.2241

RECOMMENDED: State law no longer requires sheriffs to notify school districts when “registrant” offenders move into the school district. Therefore, the district will need to decide whether to monitor the Ky. State Police website to obtain this information.

THIS CHANGE IS NOT REQUIRED BY LAW.

# Draft 4/13/2023

# STUDENTS AQ09.227

Child Abuse

Report Required

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected1, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.2

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

Written Report

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty‑eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

Written Records

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

# STUDENTS AQ09.227

# (Continued)

Child Abuse

Interviews

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent3 and shall provide the Cabinet access to a child subject to an investigation without parental consent.4

Agency Custody

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal of the school in which the child is enrolled, and the District’s Director of Pupil Personnel shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

1. By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
2. By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet’s receipt of the court order of a change of custody or change in contact or removal authority.

**Required Training**

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

Other

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services.

# STUDENTS AQ09.227

# (Continued)

Child Abuse

References:

1KRS 600.020

2KRS 620.030; KRS 620.040

3OAG 85‑134; OAG 92‑138

4KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990

KRS 209.020; KRS 508.125; KRS 620.050; KRS 620.146

OAG 77‑407; OAG 77‑506; OAG 80‑50; OAG 85‑134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights

Regulations Implementing Title IX

Related Policies:

09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

LEGAL: HB 331 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES. IT ALSO REQUIRES ALL INTERSCHOLASTIC ATHLETIC COACHES BE TRAINED ON THE USE OF PORTABLE AEDS AND MAINTAIN A CPR CERTIFICATION RECOGNIZED BY A NATIONAL ACCREDITING BODY ON HEART HEALTH.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

# STUDENTS T09.311

Safety (Athletics)

District policy and procedures shall be developed to conform with statutory and regulatory requirements designed to protect the safety of the students in all athletic practices and events.

Supervision

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board.

Training

All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. Training shall include how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion.

In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.1

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete training as required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator (AED) and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.4 All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.5

Non-faculty coaches and non-faculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District’s and school’s discipline policies, procedures for dealing with discipline problems, and safety and the first aid training. Follow-up training shall be provided annually.3

Emergency Action Plan

In keeping with rules established by Kentucky Board of Education (KBE) or the Kentucky High School Athletic Association (KHSAA), each school participating in interscholastic athletics shall develop and implement a venue-specific, written emergency action plan and submit annual written verification of the plan to the designated agency. The school plan shall be reviewed, distributed, posted, and rehearsed annually as provided in statute.1

# STUDENTS T09.311

# (Continued)

Safety (Athletics)

Cardiac Emergency Response Plan

A written cardiac emergency response plan that clearly identifies the location of each AED shall be rehearsed by simulation prior to the beginning of each athletic season by all: licensed athletic trainers, school nurses, and athletic directors; and interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

Concussions

When an interscholastic coach, school athletic personnel, or contest official suspect that a student athlete has sustained a concussion during an athletic practice or competition, the student shall be removed from play and evaluated by a physician or licensed health care provider, as specified in statute, who shall determine if a concussion has occurred. Upon the completion of the required evaluation, the coach may return the student to play if it is determined that no concussion has occurred. If no physician or licensed health care provider is present to perform the required evaluation, the coach shall not return the student to play or participate in subsequent practices or athletic competitions until written clearance is provided.

Medical Examination

Each student seeking eligibility to participate in any school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law.2

The required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury.1

References:

1KRS 160.445

2KRS 156.070

3KRS 161.185

4702 KAR 7:065

5KRS 158.162

Related Policies:

03.1161

03.2141

LEGAL: SB 145 AMENDS KRS 156.070 REMOVING THE STATUTORY ELIGIBILITY RESTRICTION FOR NONRESIDENT STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS BA09.313

Athletic Eligibility/Substance Abuse Policy

Determination of athletic eligibility shall be made in compliance with applicable policies, administrative procedures, and Kentucky High School Athletic Association (KHSAA) requirements. 2

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student’s disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making (SBDM) requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.1

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

Drug Testing Program

The District has established a drug-testing program for the following reasons:

* The District has reason to believe student athletes are using illegal drugs.
* Student athletes often serve as role models for other students.
* Through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students.

Each student who plans to participate voluntarily in an extracurricular athletic program and his/her parent/guardian must sign a written consent form for substance testing as a prerequisite to the student’s participation. If both parties do not sign the consent form, the student shall be ineligible for participation in extracurricular athletic programs.

A student athlete shall be any student participating in athletic practices and/or contests under the control and jurisdiction of the District, including players on varsity, sub-varsity and middle school teams, cheerleaders, and student managers.

Testing shall be accomplished by the analysis of a urine specimen obtained from the student.

Collection and testing procedures shall be established, maintained, and administered to insure the following:

* Random selection
* Proper student identification using student identification numbers
* Identification of the sample with the correct student participant
* Unadulterated integrity of the specimen
* Integrity of the collection process
* Integrity of the confidentiality of the test results

# STUDENTS BA09.313

# (Continued)

Athletic Eligibility/Substance Abuse Policy

Illegal Substances

A drug shall be defined as any illegal substance or substance controlled by federal regulation including, but not limited to:

Amphetamines Benzodiazepine Opiates

Marijuana (THC) Barbiturates Phencyclidine (PCP)

Cocaine and its derivatives Methadone Propoxyphene

Testing Process

All student participants shall be subject to random testing at any time between the student's selection to the athletic team and the date of the last game of the season for that sport. The Principal/designee shall determine scheduled dates and times for random tests.

There will be a total of three (3) random tests during the course of an athletic season.

* Twenty-five percent (25%) of the students will be tested near the beginning of the fall, winter, and spring seasons on dates scheduled by the Principal/designee. Those students selected for testing shall be notified and tested that same day.
* Twenty-five percent (25%) of the students will be tested on two (2) other dates scheduled by the Principal/designee during the remainder of that particular season.
* Students selected for testing shall be notified and tested that same day.
* Repeat offenders will also be tested and will not be included in the twenty-five percent (25%) of randomly selected students.

A computerized program under the direction of the Director of Assessment and Technology shall determine which students are to be tested by a random selection of student identification numbers from the participation lists of all sports in that specific season. The student identification numbers shall be selected no earlier than the morning of the test. Two (2) EIS staff members shall witness the random selection process.

The collection of urine specimens and analysis of the collected specimens shall be conducted by a testing agency designated by the Board.

Collection procedures shall be developed, maintained, and administered by the testing agency to minimize any intrusion or embarrassment, to ensure the proper identification of the student and the student’s specimen, to minimize the likelihood of the adulteration of a urine specimen, and to maintain complete confidentiality of test results. In addition, the following guidelines shall apply:

* The collection of urine specimens for the initial test and random testing shall be conducted on school premises;
* Students shall be identified only by their student numbers;
* The Principal/designee shall be present immediately prior to the collection process to insure proper student identification;
* One or more representatives of the testing agency shall be present when the specimen is taken;

# STUDENTS BA09.313

# (Continued)

Athletic Eligibility/Substance Abuse Policy

Testing Process (continued)

* The testing agency shall provide each student with a receptacle for the collection of urine;
* The student shall be given absolute privacy during the collection process, the exception being supervised urinalysis if there is reasonable suspicion that a student intends to falsify the urine collection or has falsified any prior collection;
* Immediately prior to entering the facility used for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the Principal/designee;
* Prior to collecting specimens, the testing agency shall treat the water in the facility used for the collection process with a coloring substance (frequently referred to by the testing laboratories as "bluing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen;
* Within a time specified by the testing agency, a representative of the testing agency shall utilize a temperature strip to test the temperature of the specimen to determine if the student will be required to produce another specimen;
* The testing agency shall initially test each specimen using a highly accurate immunoassay technique (EMIT);
* The testing agency shall preserve for a minimum of six (6) months a portion of each positive urine specimen given by a tested student; and
* The testing agency shall be authorized to mail written test reports only to the Superintendent and to provide test results to other district personnel by telephone only after the requesting official recites a code confirming his/her authority. Only the Superintendent and Principals shall have access to test results.

Reporting Positive Test Results

In the event that a student’s urine specimen produces a positive result, the Principal/designee shall meet with the student and his/her parent/guardian to disclose and discuss the test results. At this meeting, the Principal/designee shall advise the student and his/her parent/guardian of further procedural rights and discuss the options pertaining to the student’s eligibility.

A student athlete who has tested positive or the student’s parent/guardian may contest the test results by notifying the Principal/designee within 72 hours of receipt of notice of the positive test result. The student and his/her parent/guardian shall have the opportunity to confer with the Medical Review Officer (MRO) as to the validity of the test results and the determination of a possible alternate medical explanation for a positive urine drug screen. Prior to the implementation of sanctions, the student athlete and his/her parent/guardian shall be entitled to present evidence in defense of the student. The Principal/designee may require written documentation including, but not limited to, a doctor's statement as evidence the student feels may have affected the test results. If when requested, the student fails to present written documentation to support his/her defense, s/he shall be subject to the sanctions for a positive test result provided in the policy. At the student’s expense, further laboratory analysis shall be conducted using the student’s remaining urine specimen preserved by the testing agency.

# STUDENTS BA09.313

# (Continued)

Athletic Eligibility/Substance Abuse Policy

Reporting Positive Test Results(continued)

The Principal/designee shall make the final determination of the student’s athletic eligibility.

If a student athlete is eighteen (18) years of age or will turn eighteen (18) years of age during the sport season, the student athlete must agree to release all test results to his/her parent/guardian.

One (1) year after the student athlete turns eighteen (18) years old or one (1) year after the student athlete's graduation, whichever is later, all records in regard to this Policy shall be destroyed, and at no time shall these results or records be placed in the student’s academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein. For student athletes who transfer from the District or who do not fulfill the requirements for graduation, the records of that student athlete shall be destroyed one (1) year after the student turns eighteen (18) years old.

Violations/Sanctions

Offenses shall be cumulative over a student athlete's entire period of participation in all District athletics and shall accumulate regardless of the sport season in which they occur.

After completing a period of suspension from an athletic program, the student athlete shall be retested before beginning the next season for which s/he is eligible.

Student tampering with the urinalysis collection or any aspect of the testing process will result in a positive test result and will be treated as an automatic second offense.

After confirmation of a positive test result, the student and his/her parent/guardian shall be notified and the Principal/designee shall convene a meeting with the student and his/her parent/guardian providing them with an opportunity to be heard before sanctions are imposed.

**First Violation**

**Option 1**

* Suspension for 20% of the total allowable regular season contests by the KHSAAfor that specific sport. (Example: - Baseball is allowed thirty (30) regular season games and 20% of 30 games is 6 games.) All games played on the same day count as one contest. Round percentages **up** if .5 or greater, **down** if .4 or lower.) If the violation is at the end of a season and the student does not fulfill the 20% requirement, the remainder of the suspension shall be administered in the next season in which the student participates. Additionally, if the specific sports team/individual qualifies for post season and the suspension has not been fulfilled, the student will not participate in post season play until the requirement has been completed. This shall occur even if the next season runs into the following school year. However, practices shall be allowed.
* Prior to readmission to participation in contests, the student must submit a negative test result.

# STUDENTS BA09.313

# (Continued)

Athletic Eligibility/Substance Abuse Policy

Violations/Sanctions(continued)

* Additionally, the student athlete will participate for six (6) consecutive weeks in a counseling/assistance program at the expense of the parent/guardian.3 The counseling process must begin within one (1) week after the notification of the positive test result. The Board must approve the counselor and/or the counseling agency. Notification of attendance at the counseling sessions must be submitted **each week** to the Principal/designee. If the weekly requirement is not fulfilled, the student athlete will not be allowed to participate in contests until the six (6) consecutive weekly counseling sessions have been fulfilled.
* Furthermore, the student will undergo weekly urinalysis testing at the expense of the parent/guardian for six (6) consecutive weeks.1 Testing must begin within one (1) week after notification of the positive test result. Official notification of the urinalysis results must be submitted weekly to the Principal/designee. If this requirement is not fulfilled, the student will not be allowed to participate until each weekly urinalysis is completed. Submission of a positive test will result in a second violation (See section titled "Second Violation.").
* The student shall also be required to undergo mandatory substance abuse testing each scheduled testing date for the next two (2) seasons in which the student plans to participate.

## First Violation

**Option 2**

Suspension from all athletics, including practices, for a twelve (12) month period beginning on the date the Principal meets with the student and the student’s parent/guardian to inform them of the violation and ending on the same date twelve (12) months later.

## Second Violation

A second violation during any year of the student’s eligibility results in automatic suspension from all athletics, including practices, for a twelve (12) month period beginning on the date the Principal meets with the student and the student’s parent/guardian to inform them of the violation and ending on the same date twelve (12) months later.

## Third Violation

A third violation results in suspension from all athletics for the remainder of the student’s interscholastic eligibility.

Charter School Students

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities shall be eligible to participate in such activities at the District school of that student’s residence.

Amendment of Policy

The Board may amend this policy at any time.

# STUDENTS BA09.313

# (Continued)

Athletic Eligibility/Substance Abuse Policy

References:

1KRS 160.345

2KRS 156.070

KRS 160.1592

702 KAR 7:065; OAG 15-022

Kentucky High School Athletic Association (KHSAA)

Vernonia School District 47J v. Acton. \_\_\_\_ U.S. \_\_\_\_ (1995)

3The District shall provide program assistance for students who receive free or reduced price meals.

Related Policies:

02.4241

09.1222

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

09.423

LEGAL: SB 9 CREATES A NEW SECTION OF KRS 508 WHICH MAKES HAZING A CRIMINAL OFFENSE AND INCLUDES DEFINITIONS OF HAZING AND AN ORGANIZATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS A09.422

Bullying/Hazing

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.1 This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying Defined

Per KRS 158.148, ”bullying” is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Hazing Defined

Per KRS 508.150, ‘hazing” is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization\*, including but not limited to actions which cause, coerce, or force a minor or a student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;

# STUDENTS A09.422

# (Continued)

Bullying/Hazing

Hazing Defined (continued)

1. Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
2. Endure brutality of a sexual nature; or
3. Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

\*Per KRS 508.180, “organization” is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

Reports

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

# STUDENTS A09.422

# (Continued)

Bullying/Hazing

References:

1KRS 158.150

KRS 158.148

KRS 158.156

KRS 160.290

KRS 508.180

KRS 525.080

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549

(1986)

Mahanoy Area School District v. B. L., 594 US \_ (2021)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Related Policies:

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438

09.2211 (re: reports required by law)

LEGAL: HB 538 AMENDS KRS 158.150 TO INCLUDE BEHAVIORS THAT OCCUR OFF SCHOOL PROPERTY IF THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.

FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

# STUDENTS A09.425

Assault and Threats of Violence

For purposes of this Policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

Students

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.1

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.2

Educational Personnel

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action1 up to and including expulsion from school and/or legal action.

Removal of Students

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

# STUDENTS A09.425

# (Continued)

Assault and Threats of Violence

Removal of Students (continued)

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

* Another classroom in that school; or
* An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

Report to Law Enforcement Agency

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Domestic/Dating Violence Reporting and Education

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

# STUDENTS A09.425

# (Continued)

Assault and Threats of Violence

Domestic/Dating Violence Reporting and Education (continued)

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District’s area.

Notifications

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

References:

1KRS 158.150

2KRS158.1559

KRS 158.154; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A:020; KRS 209.160

KRS 209A.100; KRS 209A.110; KRS 209A.130

KRS 211.160; KRS 403.720; KRS 456.010

KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080

KRS 532.060; KRS 534.030; KRS 620.030

702 KAR 5:080

Related Policies:

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48

06.34; 09.14; 09.2211; 09.422; 09.426; 09.4281; 09.429; 09.4341

LEGAL: HB 538 AMENDS KRS 158.150 TO DEFINE “CHRONICALLY DISRUPTIVE” TO THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS H09.426

Disrupting the Educational Process

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student’s access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school‑related activities or District operations including, but not limited to, demonstrations, marches, inappropriate dress, and petitions.

Removal

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

* Another classroom in that school; or
* An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

# STUDENTS H09.426

# (Continued)

Disrupting the Educational Process

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

References:

KRS 158.150; KRS 158.165; KRS 160.290

Related Policies:

09.13; 09.422; 09.425; 09.4281; 09.42811; 09.431; 09.438

LEGAL: HB 538 AMENDS KRS 158.150 REGARDING STUDENT DISCIPLINE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS A09.431

Due Process

Right to Due Process

Before being punished at the school level with suspension for violation of school regulations, a student shall have the right of the following due process procedures.1

1. The student shall be given oral or written notice of the charge(s) against him or her;
2. If the student denies the charge(s), the student shall be given an explanation of the evidence of the charge(s) against him or her; and
3. The student shall be given an opportunity to present his or her own version of the facts relating to the charge(s).

Students With Disabilities

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.2

References:

1KRS 158.150

2P. L. 105-17; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592 (1988)

Related Policies:

09.426

09.43

09.433

09.434

09.4341

09.435

LEGAL: HB 538 AMENDS KRS 158.150 TO DEFINE “CHRONICALLY DISRUPTIVE” TO THE EDUCATIONAL PROCESS AND ADDS STATUTORY GUIDELINES FOR SUSPENSION OF A STUDENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS AB09.434

Suspension

Who May Suspend

In accordance with KRS 158.150, the Principal or assistant Principal may suspend a student up to a maximum of ten (10) days per incident.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

Prior Due Process Required

A student shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431) 1, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

Imminent Danger

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

Written Report Required

The Principal or assistant Principal shall report any suspension in writing1 immediately to the Superintendent and to the parent of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

Extracurricular Activities

A student on suspension shall not be allowed to participate in any extracurricular activity sponsored by the school.

Students with Disabilities

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.2

References:

1KRS 158.150

220 U.S.C. Sections § 1400 et seq ; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592(1988)

OAG 77-419; OAG 77‑427; OAG 77‑547

OAG 78-392; OAG 78‑673

Goss v. Lopez, 419 US 565 (1975)

707 KAR 1:340

Related Policies:

09.3; 09.425; 09.426; 09.43**;** 09.431

LEGAL: REVISIONS TO KRS 158.150 ALLOW STUDENTS TO BE PLACED IN AN ALTERNATIVE PROGRAM OR SETTING (INCLUDING VIRTUAL PROGRAMS OR SETTINGS) AND SPECIFIC PROCESSES FOR PLACEMENT IN LIEU OF EXPULSION OF STUDENTS.

FINANCIAL IMPLICATIONS: SEEK FUNDING FOR THE DISTRICT FOR STUDENTS IN THE VIRTUAL ALTERNATIVE PROGRAM OR SETTING, COST OF EDUCATING EXPELLED STUDENTS, AND CONDUCTING HEARINGS

LEGAL: REVISIONS TO 704 KAR 19:002 A STUDENT ENROLLED IN AN ALTERNATIVE EDUCATION PROGRAM MAY BE ELIGIBLE TO PARTICIPATE IN ONE (1) OR MORE TYPES OF PROGRAMS TO ADDRESS STUDENT LEARNING NEEDS THAT MAY INCLUDE AN ALTERNATIVE DIGITAL LEARNING ENVIRONMENT, CREDIT RECOVERY, OR AN INNOVATIVE PATH TO GRADUATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS BN09.4341

Alternative Education

Definition

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.1

Purpose

The purpose of the Board’s Alternative Education Program is to provide:

* Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
* A curriculum that is aligned with the Kentucky Academic Standards and the learning goals in each student’s Individual Learning Plan (ILP).
* Successful student transition to the regular school assignment, when possible, or to post-secondary status.
* A meaningful alternative to suspension and/or expulsion of a student.

Alternative Education in Lieu of Expulsion

In lieu of expelling a student, or upon the expiration of a student’s expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

The alternative program or setting may be provided virtually. Students placed in an alternative program or setting shall be subject to compulsory attendance requirements under KRS Chapter 159 and applicable Board policy.

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board. Following the initial alternative placement of a student, the Board shall review the alternative program or setting placement at least once per year and determine if the placement should be continued.4

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

# STUDENTS BN09.4341

# (Continued)

Alternative Education

As required by Kentucky Administrative Regulation the District shall ensure:

* That each Alternative Education Program is not limited in scope or design and is aligned to the academic program of the District.
* A student enrolled in an Alternative Education Program may be eligible to participate in one (1) or more types of programs to address student learning needs that may include an alternative digital learning environment, credit recovery, or an innovative path to graduation.
* The Board shall review this policy and accompanying procedure(s) annually.2

Eligibility Criteria

Alternative education placements may be utilized for students at all grade levels.

Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

* The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
* The student has contributed to substantial and on-going disruption of the educational process.
* Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
* Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
* Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
* The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
* The student has been identified as being at risk of academic failure and/or dropping out of school.
* The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
* The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
* Other reasons related to safety concerns and educational needs of the student referenced in 704 KAR 19:002.

# STUDENTS BN09.4341

# (Continued)

Alternative Education

Eligibility Criteria (continued)

A student’s parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

Notification

The Principal or other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

Attainment of a High School Equivalency Diploma

Students enrolled in a District-operated alternative education program shall be eligible to seek attainment of a High School Equivalency Diploma if the student:

* Is at least seventeen (17) years of age;
* Is not on track to graduate\*; and
* Has previously attained a passing score on an official readiness test for a High School Equivalency Diploma.

\*Not on track to graduate – At the fourth (4th) school year, cumulative grade point average of less than 2.5 and/or not at the 75% mark to obtain the minimum twenty-two (22) credits to graduate.

A student who has attained a High School Equivalency Diploma shall be exempt from compulsory attendance.3

ILPA Team

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students with long term placements in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student’s current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the guardians, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

# STUDENTS BN09.4341

# (Continued)

Alternative Education

Exceptions:

* Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student’s IEP.
* Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

Extracurricular Participation

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District.

Continuing Support

Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of Alternative Education Program staff. Students participating in an alternative program shall continue to be able to access tutoring, transportation, library and media services, specialty course work, intervention, counseling, and other resources and services already available in the District as determined through the development of the ILPA.

Transition

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition.

If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.

For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.

1. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
2. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

Collaboration with Outside Agencies

The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).

# STUDENTS BN09.4341

# (Continued)

Alternative Education

**NOTE: This policy does not apply to a temporary/short-term intervention.**

References:

1KRS 160.380

2704 KAR 19:002

3KRS 158.143

4KRS 158.150

KRS Chapter 159

707 KAR 1:320

*Student Discipline Guidelines*, Kentucky Department of Education

OAG 77‑419

Related Policies:

08.131; 08.141

09.123; 09.14; 09.426; 09.431; 09.435

LEGAL: HB 538 AMENDS KRS 158.150 TO REQUIRE EXPULSION FOR AT LEAST TWELVE (12) MONTHS IF A STUDENT MAKES THREATS THAT POSE A DANGER TO OTHER STUDENTS OR STAFF (WITH OPTIONAL MODIFICATION ON CASE-BY-CASE BASIS) AND REQUIRES LOCAL POLICY REGARDING A STUDENT WHO ASSAULTS OTHER STUDENTS OR STAFF OFF CAMPUS AND THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS.

FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

# STUDENTS A09.435

Expulsion

Board May Expel

The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.1

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others on or off school property (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students.

In lieu of expelling a student, or upon the expiration of a student’s expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

Hearing and Records Required

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.1 The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.3

# STUDENTS A09.435

# (Continued)

Expulsion

Hearing and Records Required (continued)

Within thirty (30) days prior to the end of a student’s expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

Board Decision Final

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board’s decision shall be final.1

Students With Disabilities

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)1&3

Transfer of Records

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.2

References:

1KRS 158.150

2KRS 158.155

320 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); 707 Chapter 1;  
Section 504 of the Rehabilitation Act of 1973, as amended

KRS 159.010

Honig v. Doe, 108 S.Ct. 592(1988); OAG 78‑673

Related Policies:

05.48; 09.12; 09.423; 09.425; 09.426; 09.43; 09.431; 09.434

LEGAL: SB 80 AMENDS KRS 17.545 TO DEFINE AND INCLUDE LOITERING AND MOBILE BUSINESSES AS PART OF RESTRICTIONS FOR REGISTRANTS ON AND WITHIN 1,000 FEET OF SCHOOL GROUNDS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# COMMUNITY RELATIONS Q10.5

Visitors to the Schools

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District’s public school program to visit the schools. To ensure that school personnel are aware of visitors’ presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal’s office upon entering the school and identify themselves, as well as declare their purposes for visiting.

Registrants

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on, loiter within one thousand (1,000) feet of, or work in or operate any mobile business within one thousand (1,000) feet of the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
2. A sex crime; or
3. A criminal offense against a victim who is a minor; or
4. Any person required to register under KRS 17.510; or
5. Any sexually violent predator; or
6. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

Per KRS 17.545, “loiter” is defined as remaining in or about the clearly defined grounds of a District school, while not having any reason or relationship involving custody of or responsibility for a minor or any other specific legitimate reason for being there.

Per KRS 17.545, “mobile business” is defined as any business that operates from a motor vehicle or wheeled cart that can be operated, pushed, or pulled on a sidewalk, street, or highway where food, goods, or services are prepared, processed, or sold or dispensed to the public.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.

# COMMUNITY RELATIONS Q10.5

# (Continued)

Visitors to the Schools

Registrants (continued)

1. To attend a school activity, including athletic practices and competition, in which the student is a participant.
2. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal’s response options may include, but are not be limited to the following:

* + Requiring the registrant to provide additional information needed;
  + Specifying check-in and check-out requirements;
  + Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
  + Restricting the registrant to a designated location on school grounds;
  + Limiting the time the registrant will be permitted to be on school grounds; and
  + Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

Conduct/Prohibition on Recording

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may bemade for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

# COMMUNITY RELATIONS Q10.5

# (Continued)

Visitors to the Schools

Accommodation

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Effective communication |  | Use of power driven mobility devices | |
|  | Event ticket sales accommodation |  | Use of service animals | |
|  | Companion seating at events |  |  |

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

Website Accessibility

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District’s website will conform to the W3C WAI’s Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

Use of Tobacco, Alternative Nicotine, or Vapor Products Prohibited

The use of any tobacco product, alternative nicotine product, or vapor product, as defined in KRS 438.305, is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.1

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law2, are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.3

# COMMUNITY RELATIONS Q10.5

# (Continued)

Visitors to the Schools

References:

1KRS 438.345

2KRS 438.050

3KRS 511.070; KRS 511.080; OAG 90-11

KRS 17.545; KRS 17.500; KRS 17.510

KRS 160.380; KRS 211.394, KRS 211.395; KRS 438.305

KRS 600.020; KRS 620.146

OAG 91-137

P. L. 114-95, (Every Student Succeeds Act of 2015)

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

Related Policies:

01.1

03.113; 03.1327; 03.162; 03.212; 03.2327; 03.262; 05.3; 05.31; 06.221

09.1231; 09.227; 09.3211; 09.4232; 09.426; 09.42811

10.2

REcommended: Athletic eligibility for all students is addressed in policy 09.313. Related language in this policy should be rescinded.

financial implications: none anticipated

# STUDENTS AZ09.1222

Nonresident Students

The District shall allow nonresident students to enroll in the District pursuant to existing Admissions and Attendance Policy 09.12, Tuition Policy 09.124, and related procedures.

Enrollment

Nonresident pupils may be admitted to the District upon approval of the Superintendent or Superintendent’s designee. Upon approval, the nonresident students will be eligible to enroll in public schools located within the district with consideration of capacity, and shall be assigned to a school by the school district after consideration of the family’s preferences and distance from school.

Nonresident students who have been expelled or suspended from another school district or whose suspension or expulsion is pending shall not be permitted to enroll in the District’s schools unless there are extenuating circumstances as determined by the Superintendent.

When the addition of a nonresident student would require the hiring of additional teachers and/or support staff in the classroom or unit where the student would be enrolled, the applicant will be provided the opportunity to enroll in another district school if available. Determination of this capacity requirement will be based upon applicable class size regulations, building capacity as determined by the Kentucky Department of Education, and other state age and class size restrictions.

Enrollment of nonresident students shall not create a situation that exceeds capacity of a school.

The district shall not discriminate between nonresident pupils nor on the basis of race, color, national origin, age, religion, marital status, sex, sexual orientation or disability in enrollment set forth in Office of Civil Rights Lay, Title VI, VII, IX ADA and Section 504.

Tuition/Fees

A nonresident fee of $250 per student per school year shall be charged and is due in full at the time of enrollment for all nonresident students whose parent is not employed full time by the district. No tuition shall be charged as long as the student's district of residence releases ADA funds to Elizabethtown Independent Schools for that student. If the District of the student’s residence will not release funds, the nonresident student shall be charged tuition equal to the District’s base SEEK allotment.

Transportation

The district will not provide transportation outside of the district boundaries for nonresident students.

Process of Enrollment

An annual enrollment process shall be determined by the Superintendent or the Superintendent’s designee.

STUDENTS AZ09.1222

(continued)

Nonresident Students

Status of Nonresident Students

Nonresident students are accepted in the district for one school year terms. Students are automatically renewed each year thereafter as long as the student remains in good standing. During the school year, the student is expected to abide by all school rules, the student code of conduct, and is subject to the disciplinary procedures as set forth therein.

Failure to pay the required nonresident fee or applicable tuition when due will result in automatic removal or dismissal of a nonresident student.

During each school year, the Board may remove or dismiss a nonresident student for misconduct pursuant to KRS 158.150 following applicable due process procedures.

At the end of the school year, the Superintendent or Superintendent’s designee may remove or dismiss a nonresident student upon notice to the student’s parent/guardian. Factors that may lead to removal or dismissal shall include:

* Poor attendance (10 or more days unexcused absences or tardies)
* Behavior issues
* Poor academic performance (failure to demonstrate desire to learn and/or failure to follow academic direction)
* Chronic disruption of the school environment by the student

References:

1KRS 158.120

KRS 157.350

Related Policies:

09.12; 09.124; 09.313; 09.42811