

LEGAL: FEDERAL LAW REQUIRES EACH DISTRICT RECEIVING FEDERAL FUNDS TO ESTABLISH A NOTICE OF NONDISCRIMINATION, WHICH MAY BE ASKED FOR AS PART OF A FEDERAL AUDIT. THE PROPOSED NEW LANGUAGE IS DESIGNED TO MEET REQUIREMENTS FOR SUCH A NOTICE AND DESIGNATIONS OF CONTACTS FOR TITLE IX AND 504/ADA COMPLAINTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.1

Legal Status of the Board

CORPORATE POWERS

1. The school district is under the management and control of the Board of Education consisting of five (5) members.
2. The Board is a body politic and corporate with perpetual succession.
3. The Board shall be known as the “Board of Education of Fort Thomas Independent Schools, Fort Thomas, Kentucky.”
4. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in his official or individual capacity, or both, on account of an act made in the scope and course of his performance of legal duties as a Board member; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.¹

NOTICE OF NONDISCRIMINATION

As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

REFERENCES:

¹KRS 160.160

KRS 160.370

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

Title VI of the Civil Rights Act of 1964

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

Genetic Information Nondiscrimination Act of 2008

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

RELATED POLICIES:

03.113, 03.212, 09.13

03.162, 03.262, 09.42811

05.3, 09.3211

LEGAL: CHANGES NOTED ARE SUGGESTED TO REFLECT REQUIREMENTS OF RECENTLY REVISED 703 KAR 5:225. THESE CHANGES HAVE BEEN REVIEWED BY THE KDE OFFICE OF NEXT GENERATION SCHOOLS AND DISTRICTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.111

District Planning

PLANNING COMMITTEE

A District planning committee, representative of the community and the school district, shall be appointed by the Superintendent and approved by the Board to develop, monitor, and annually update a District Improvement Plan (DIP) as stated herein. The committee shall include teachers, Principals, council members, Central Office administrators, Board member(s), classified staff, parents, community representatives, and high school students.

The Superintendent shall develop, and present to the Board for review, procedures for appointment and training of the planning committee. The Superintendent shall make the procedures known to the community and school personnel.

Selection of committee members shall reflect reasonable minority representation and encourage active minority participation.¹

PLANNING CYCLE

The District's planning cycle shall run from July 1 through June 30.

PLAN ~~SHALL INCLUDE~~ REQUIREMENTS

The plan structure shall include, ~~at a minimum,~~ the ~~following~~ components set out in 703 KAR 5:225.

- ~~•a mission statement,~~
- ~~•short and long term goals and objectives,~~
- ~~•priority needs resulting from a comprehensive needs assessment to be conducted at least once every three (3) years,~~
- ~~•established gap targets,~~
- ~~•strategies and activities along with supporting budgetary information,~~
- ~~•opportunities to collaborate with businesses, colleges, and community organizations in providing services as part of or aligned with the District's extended school services (ESS) program, and~~
- ~~•a method of and schedule for evaluating the plan that includes guidelines for implementation and impact checks on completion of plan activities and achievement of plan goals and objectives.~~

The plan shall be reviewed and, if needed, updated on an annual basis, provide assistance in reducing physical, mental health, and academic barriers to learning, and address student equity.¹

The Superintendent shall present to the Board for review and approval the form and function of the District planning process, including format and timelines.

Planning activities shall draw on information from a variety of sources that shall include an opportunity for citizens of the community to have input into the plan.

As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements. Upon agreement of the council, or the Principal if there is not a council, and the Superintendent, the Board shall establish a biennial target for each school for reducing identified gaps in achievement.²

District Planning**PUBLIC REVIEW**

The plan shall have public review prior to presentation to the Board for final adoption. Opportunity for public and school staff review shall be provided for a period of at least two (2) weeks and shall be advertised in the newspaper, or as an alternative, post the plan on the District web site and provide for electronic review and feedback.

BOARD APPROVAL

The plan shall be presented to the Board for approval. If revisions are needed, the District planning committee shall forward proposed revisions to the Superintendent. Revisions must reflect requirements of No Child Left Behind and KRS 158.649. All recommendations for revisions require approval by the Board.

~~The Principal of each school shall sign the assurance certification required as part of the plan application, prior to the Superintendent and Board Chair signing the certification.~~

The Superintendent shall submit required assurances to the Kentucky Department of Education via e-mail no later than July 1 of each year.

IMPLEMENTATION

The District shall maintain a copy of each plan for at least five (5) years and, consistent with the District's planning cycle, post the current plan on the District's web site.

The plan shall serve as a resource for Board decision making.

SCHOOL PLANS

The District plan shall be developed on the basis of information contained in the individual school plans. The primary goals and objectives of the District shall be drawn from the common needs and priorities identified in the school plans.

REFERENCES:

¹KRS 156.500

²KRS 158.649

KRS 160.290; KRS 160.345; 703 KAR 5:225; 704 KAR 3:390

RELATED POLICIES:

02.44; 02.442; 09.21

RECOMMENDED: THIS CHANGE IS SUGGESTED TO CLARIFY THAT IF THERE ARE GROUPS OR DELEGATIONS WISHING TO ADDRESS THE BOARD WITH MORE THAN ONE POSITION ON AN ISSUE, THEY SHOULD BE GIVEN AN OPPORTUNITY TO BE HEARD.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.421

Public Participation in Open Meetings

PUBLIC ATTENDANCE

The public and the news media are permitted to attend all open meetings of the Board. No person may be required to identify himself in order to attend any such meeting.¹

EXCEPTION

The chairman may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.¹

MEDIA COVERAGE

News media coverage, including, but not limited to, recording and broadcasting, will be permitted at all regular and special Board meetings. Such coverage shall not be allowed when the Board is meeting in closed or executive session, as provided by law.

REQUEST TO PRESENT

Any person wishing to present a matter to the Board shall first discuss the issue with the Superintendent or with a Board member. When a Board member is contacted, s/he shall notify the Superintendent who shall communicate with the person requesting to appear before the Board. If an issue cannot be resolved, it shall be placed on the agenda for the next Board meeting. The person(s) making the request shall be informed as to the approximate time the matter will be discussed.

PUBLIC PARTICIPATION

Persons wishing to address the Board must first be recognized by the chairman. If an individual or delegation wishes to present a request or to voice an opinion promoting the same position on an issue under discussion, the chairman shall decide where an item will be placed on the agenda.

Any group who appears before the Board shall select a spokesman who shall address the Board. Other members of the group may do so with permission of the chairman.

The chairman may also establish the procedures to be followed at specific meetings, including whether Roberts' Rules of Order are to be followed.

SPEAKERS

The chairman may require the name and address of the speaker. The chairman may rule on the relevance of the topic to the Board's agenda.

The Board reserves the right to limit the discussion on any matter introduced. This shall be accomplished through the chairman who may establish time limits for speakers as may be required to maintain order and to ensure the expedient conduct of the Board's business.

Public Participation in Open Meetings

REFERENCE:

¹KRS 61.840

RELATED POLICIES:

01.45

10.2

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61

Records Management

RECORDS OFFICER

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

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

SUPERINTENDENT'S RESPONSIBILITIES

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

RETENTION AND DISPOSAL OF RECORDS

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

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

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

LITIGATION

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

RETENTION OF RECORDINGS

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

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and

Records Management**RETENTION OF RECORDINGS (CONTINUED)**

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

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

REFERENCES:

¹725 KAR 1:010

²KRS 171.710

³KRS 171.720

⁴725 KAR 1:030; KRS 171.420; KRS 171.570

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

⁶KRS 160.705

702 KAR 1:025; 725 KAR 1:025

Records Retention Schedule, Public School District

RELATED POLICIES:

01.5; 04.81

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT BOARD POLICY ADDRESS BOARD MEMBER EXPENSES AND THAT THOSE WHICH ARE NOT IN COMPLIANCE WITH POLICY SHALL NOT BE REIMBURSED BY THE BOARD.

THIS CHANGE IS NOT REQUIRED BY LAW.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD

01.821

Board Member Expense Reimbursement

PER DIEM

Board members shall receive a per diem of seventy-five dollars (\$75) per regular or special Board meeting or training session attended as required by law, not to exceed \$3,000 per calendar year per member.

IN-DISTRICT EXPENSES

Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to Board business, not to exceed \$3,000 per calendar year per member.

Actual mileage shall be reimbursed at the same rate as that for employees of the District.

Meals incurred inside the District shall not be reimbursed, except for banquets that members attend representing the District.

DEDUCTIONS

At the request of a Board member, deductions from per diem and expense reimbursement may be made for, but not be limited to, membership dues [that provide a reasonable business benefit](#), health insurance purchases, scholarship funds, and contributions to a political action committee.

OUT-OF-DISTRICT TRAVEL

Members of the Board shall be reimbursed for actual and necessary expenditures incurred outside the District. Board members shall obtain Board approval prior to incurring out-of-district expenses. ~~Reimbursement shall be at the same rates as that for employees of the District and be documented by receipts.~~

Actual monies spent for food while on out-of-District trips shall be paid on a per diem basis for meals. The cost of meals consumed during such travel to Standard of Normal Rate cities shall be reimbursed at a rate not to exceed fifty dollars (\$50.00) per twenty-four (24) hour day starting from the time of departure.

For out-of-District trips to Non-Standard or High Rate cities, meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). (www.gsa.gov/perdiem)

Itemized receipts will be required to claim reimbursement for meals. Reimbursement shall not be made for food and/or beverages consumed outside of meal times (snacks, soft drinks, etc.).

Board Member Expense Reimbursement

OUT-OF-DISTRICT TRAVEL (CONTINUED)

Advancements for anticipated expenses shall not be made.

Expenses for personal entertainment shall not be reimbursed.

[Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.](#)

CREDIT CARDS

Board members are not to be issued credit cards.

SPOUSE'S TRAVEL

All travel expenses of spouses shall be paid by the Board member at the time the expense is incurred. There shall be no reimbursement of such expenditures.

REFERENCES:

KRS 160.280; [KRS 161.158](#)
OAG 76-329; OAG 80-395; OAG 85-53; OAG 92-136

RELATED POLICIES:

01.4; 03.125; [03.225](#)

RELATED POLICIES:

01.4; 03.125

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT THE BOARD APPROVE THE SUPERINTENDENT'S COMPENSATION PACKAGE AND CONSIDER THE DISTRICT'S FINANCIAL RESOURCES, CURRENT ECONOMIC CONDITIONS, EMPLOYEE PERFORMANCE, AND SALARY DATA FOR SIMILAR POSITIONS AT RELEVANT ORGANIZATIONS WITHIN THE REGION.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.131

Contract of Superintendent

CONTRACT

Except for individuals serving in an interim or acting capacity, the Superintendent shall be granted a contract by the Board for a term of one (1), two (2), three (3), or four (4) years in accordance with statutory requirements.¹

The Board shall establish and approve the Superintendent's salary and length of term before entering into a contract for his/her employment. [In determining compensation for the Superintendent, the Board shall consider the District's financial resources, current economic conditions, employee performance, and salary data for similar positions at relevant organizations within the region.](#)

[The Board shall approve the salary, benefits and other conditions of employment to be provided to the Superintendent in an open and public meeting. All such payments, benefits, and conditions shall be clearly documented in the Superintendent's current employment contract and in any contractual extensions approved by the Board thereafter.](#)

VACANCY

In case of a vacancy in the office of Superintendent prior to the expiration of the term set by the Board, the term shall expire on the date the vacancy occurs.

When a vacancy occurs between a school Board election and the time that new members take office, the vacancy may not be filled until the new members take office. The Board may appoint an acting Superintendent during that period for a term not to exceed six (6) months. Such term may be renewed once for a period not to exceed three (3) months.

RESIGNATION

No Superintendent may resign his/her term prior to its expiration date and accept a new term from the same Board.

REFERENCE:

¹KRS 160.350

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO REQUIRE EACH COUNCIL TO ADOPT A SCHOOL EMERGENCY PLAN.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.4241

School Council Policies (SBDM)

ADOPTION OF POLICY

The Council shall adopt policies consistent with Board policies which provide an environment that enhances student achievement and helps the school meet goals established by law and by the Board.

The School Council shall adopt policy to be implemented by the Principal in each of the following areas of responsibility:

1. Determination of curriculum, including needs assessment and curriculum development;
Such policies shall determine the writing program for the school, including use of writing portfolios consistent with KRS 158.6453, to be submitted to the Kentucky Department of Education for review and comment.
2. Assignment of all instructional and non-instructional staff time;
3. Assignment of students to classes and programs within the school;
 - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advance Placement, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
 - Each secondary school-based decision making council shall establish a policy on the recruitment and assignment of students to advanced placement (AP), International Baccalaureate (IB), dual enrollment, and dual credit courses that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar, and transportation requirements established by the Board;
5. Determination of the use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and Principal;

As reflected in the District Code of Acceptable Behavior and Discipline, loss of physical activity periods shall not be used as a disciplinary consequence in schools housing grades K-5.

School Council Policies (SBDM)**ADOPTION OF POLICY (CONTINUED)**

8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;

The school shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

9. Adoption of a school emergency plan and implementation of safety practices required by KRS 158. _____;

- ~~9.10.~~ Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;

- ~~10.11.~~ Commitment to a parent involvement process that provides for:

- a. Establishing an open, parent-friendly environment;
- b. Increasing parental participation; and
- c. Improving two-way communication between school and home, including what their child will be expected to learn.

- ~~11.12.~~ Procedures to assist the Council with consultation in the selection of personnel by the Principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.

- ~~12.13.~~ Schools with K-5 organization, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)

The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

As an alternative to adopting separate policies, School Councils may adopt Board policy or standards established by the Board as Council policy in the above areas.

School Council Policies (SBDM)**REVIEW OF POLICIES**

Before final adoption of a Council policy, it may be reviewed by the Superintendent who may request that the proposed policy be reviewed by the Board Attorney. Any concerns shall be shared with the Council within ten (10) working days of the Superintendent's receipt of the draft policy. If there are concerns, the Superintendent may provide a copy of the Council policy to the Board for review, along with any concerns s/he and the Board Attorney may have noted, such as possible conflicts with state and federal laws or contractual obligations, liability and/or health and safety questions, and budgetary issues.

The review process is not intended to interfere with a Council's authority to adopt and implement legally and operationally permissible policies. Therefore, it is the Board's intent that information resulting from the review process be shared with the Council in a timely manner.

COMPLIANCE WITH BOARD POLICY

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, or disability.

WAIVER OF STATE REGULATIONS

School Councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education.

SCHOOLS OF INNOVATION

In a designated school of innovation participating in a district of innovation application and plan, the council may request a waiver from KRS 160.345 or specific provisions within that statute by conducting a vote as set out in KRS 160.107.

The school council shall be responsible for conducting a vote to determine if the school shall be an applicant as a school of innovation in the District's application for district of innovation status and to approve the school's plan of innovation before it is submitted to the District. The vote shall be taken by secret ballot among eligible employees as defined in KRS 160.107. At least seventy percent (70%) of those casting votes in the affirmative shall be required before the school requests to be included in the District's plan and to approve the school's plan of innovation.

School Council Policies (SBDM)

REFERENCES:

KRS 156.072; KRS 156.160; KRS 156.730; KRS 156.735
KRS 158.197; KRS 158.645; KRS 158.6451; KRS 158.6453
[A New Section of KRS Chapter 158](#)
KRS 160.345; KRS 160.348
KRS 156.108; KRS 160.107; 701 KAR 5:140
OAG 93-55; OAG 94-29; 702 KAR 7:140; 704 KAR 3:510
Board of Educ. of Boone County v. Bushee, Ky., 889 S.W. 2d 809 (1994)
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICIES:

01.11; 02.422; 02.4231
03.112; 08.1
09.126 (re requirements/exceptions for students from military families)

LEGAL: CHANGES NOTED ARE SUGGESTED TO REFLECT REQUIREMENTS OF RECENTLY REVISED 703 KAR 5:225. THESE CHANGES HAVE BEEN REVIEWED BY THE KDE OFFICE OF NEXT GENERATION SCHOOLS AND DISTRICTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.442

School Improvement Plan

RESPONSIBILITY

Each school council, or Principal, in a school without a council, shall develop, monitor, and annually update a **Comprehensive** School Improvement Plan (**CSIP**).

In an SBDM school, the school council shall organize a planning process, consistent with District's established planning process.

In a school without a council, the Principal shall appoint a School Planning Committee comprised, at a minimum, of four (4) teachers, four (4) parents, and a community representative. The high school(s) shall include a student on the committee. The community representative shall not be a teacher, spouse of a teacher, or a parent of child(ren) attending the District schools.

The primary purposes of the SIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments; and
- To eliminate achievement gaps among groups of students.

FORM

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use any improvement plan format that has been established and approved by the Board. The **CSIP structure** shall include, ~~at a minimum,~~ the **following** components set out in 703 KAR 5:225 and the elements required by KRS 158.649.:

- ~~• a mission statement,~~
- ~~• short and long term goals and objectives,~~
- ~~• a comprehensive needs assessment process, as required by Board policy,~~
- ~~• established gap targets,~~
- ~~• plan to achieve the objectives,~~
- ~~• strategies and activities along with supporting budgetary information, and~~
- ~~• a method of and schedule for evaluating the plan that includes implementation and impact checks on completion of CSIP activities and achievement of plan goals and objectives.~~

In addition, the school council, or school planning committee appointed by the Principal if there is no council, shall review annually the school's disaggregated student data and revise the school's **comprehensive** improvement plan, as required by applicable statute and regulation, to address any achievement gaps between various groups of students.

The plan shall also address reduction of physical and mental health barriers to learning, student equity, District safety and student discipline assessments, and District goals established by the Board.

The school plan shall serve as a resource for school/council decision making and shall be posted to the school's web site.

School Improvement Plan (SBDM)**BOARD REVIEW**

The school's plan for eliminating achievement gaps among various groups of students shall be presented to the Board for its review and comment. The Board may share its comments, in writing, with the council.

In keeping with Board Policy 02.44, each School Council or School Planning Committee shall annually report to the Board regarding the progress toward achieving the goals and desired outcomes and meeting the needs identified in the improvement/plan, including those for student groups for whom data indicate an achievement gap exists.

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.649

~~KRS 158.650~~; KRS 160.290; KRS 160.345

703 KAR 5:225

RELATED POLICIES:

01.111; 02.432; 02.44

LEGAL: IF THE DISTRICT OBTAINS MEDICAL INFORMATION FROM EMPLOYEES AS PART OF THEIR REQUEST FOR AN ACCOMMODATION UNDER SECTION 504 OF THE REHABILITATION ACT, THAT INFORMATION MUST BY LAW BE KEPT CONFIDENTIAL.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.113

- CERTIFIED PERSONNEL -

Equal Employment Opportunity

NONDISCRIMINATION

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition.¹

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.²

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act ~~of 1990~~ and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined in KRS 207.135.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. Medical information obtained as part of an employee request shall be confidential.³

If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion.

Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

Equal Employment Opportunity

REFERENCES:

¹KRS 161.164

²29 U.S.C.A. 794

³[29 U.S.C. section 1630.14](#)

KRS 207.135

34 C.F.R. 104.3 - 104.14

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

42 C.F.R. 2000e-2; 42 C.F.R. 2000(k)

Americans with Disabilities Act-~~of 1990~~

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

RELATED POLICIES:

03.133, 05.11

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT PRIOR APPROVAL OF THE BOARD BE REQUIRED BEFORE THE NUMBER OF DAYS TO BE WORKED IN A CONTRACT OR AN EXTENDED EMPLOYMENT JOB DESCRIPTION FOR A POSITION GO INTO EFFECT.

THIS CHANGE IS NOT REQUIRED BY LAW.

LEGAL: 702 KAR 3:070 SPECIFIES THAT ONLY THE BOARD HAS LEGAL AUTHORITY TO APPROVE A SALARY INCREMENT FOR EXTRA SERVICES

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.121

- CERTIFIED PERSONNEL -

Salaries

SINGLE-SALARY BASIS

All salaries for certified personnel shall be based on a single-salary schedule which recognizes training and experience. This salary schedule shall be adopted annually by the Board and provide, at minimum, for the number of working days required by law or as approved by the Board. The basic purpose of the schedule shall be to recruit, retain, and provide incentives and opportunities for the continued improvement of, quality personnel.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures.

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

EXPERIENCE

For the purpose of calculating salaries, prior experience of certified employees shall be determined in compliance with Kentucky Administrative Regulation.

Individual employees shall be responsible for validating their experience by providing to the Superintendent a properly executed experience verification form by September 1 of the school year for which the salary is being calculated.

RANK

The salary schedule shall include provisions for teachers who qualify for the following ranks:

Rank IV - Teachers holding emergency certificates and who have ninety-six (96) to one hundred twenty-eight (128) semester hours of approved college training or the equivalent.

Salaries**RANK (CONTINUED)**

Rank IVA - Teachers holding emergency certificates who have an approved four (4) year college degree, or a teaching certificate from another state, and who are teaching in their field.

Rank III - Teachers holding regular certifications and who have an approved four (4) year college degree or the equivalent.

Rank IIIA – Teachers with a Bachelor's Degree or its equivalent, plus fifteen (15) semester hours or more of graduate work.

Rank II - Teachers holding regular certification and who have a Master's Degree in a subject field approved by the Education Professional Standards Board or equivalent continuing education.

Rank IIA - Teachers with a Master's Degree or its equivalent, plus fifteen (15) semester hours or more of graduate work.

Rank I - Teachers holding regular certifications and who have a Master's Degree in a subject field approved by the Education Professional Standards Board or equivalent continuing education and who have earned thirty (30) semester hours of approved graduate work or equivalent continuing education, and those teachers who have met the requirements for Rank II and hold current certification of the National Board for Professional Teaching Standards.

OUT-OF-STATE PROFESSIONAL PREPARATION

Teachers who possess a teaching certificate, license or eligibility documentation from another state and who do not possess a Kentucky teaching certification or statement of eligibility shall be designated as either Rank II or Rank III on the salary schedule (depending on the level of undergraduate and graduate work completed), until such time as they are able to complete requirements for a Kentucky certificate or statement of eligibility. In order to continue the Rank II or III designation, those requirements must be completed within the current academic year.

ADMINISTRATIVE SALARIES

Salaries for administrative positions, other than that of the Superintendent, shall be calculated based on procedures developed by the Superintendent and shall require the approval of the Board.

EXCEPTION

The Superintendent's salary may be established without regard to the above-mentioned schedules.

STAFF INPUT

The Salary Schedule Committee comprised of two (2) Board members and the Superintendent shall develop salary schedules for employees, and shall obtain input from classified employees and a representative group of teachers selected from the education association. These representatives, in turn, shall solicit input from the employees they represent.

Salaries

EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

EXTRA SERVICES AND SUPPLEMENTS

Certified employees who are assigned extra responsibilities shall be compensated according to the schedule for extra services established annually by the Board. In developing this schedule, consideration shall be given to the following factors:

1. Number of hours required beyond the regular school day during the regular school term.
2. Number of students involved in the extra service for which the employee is responsible.
3. Number, if any, of additional teachers under the supervision of the teacher in charge of the extra duty.
4. Responsibility for accounting for funds.
5. Pressure factors including, but not limited to, hazardous duty.
6. Other factors which are non-discriminatory as to the sex of the employee or to the school where the extra service is to be rendered.

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate, provided funds are reimbursed from the Kentucky Department of Education (KDE)

PAYROLL DISTRIBUTION

Payroll will be distributed according to a schedule approved annually by the Board.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

QUALIFICATIONS

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

NOTICE OF SALARY

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.1211.

Salaries**LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.2120 to publish advertisements for the District.

REFERENCES:

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
KRS 160.290, KRS 160.291, KRS 161.1211, KRS 161.134
KRS 161.168; KRS 161.760; KRS 424.120; KRS 424.220
16 KAR 4:030, 16 KAR 1:040
702 KAR 3:060, 702 KAR 3:070
702 KAR 3:100, 702 KAR 3:310; OAG 97-25
29 C.F.R. Section 541.303, 29 C.F. R. section 541.602.29, C.F.R. section 541.710

RELATED POLICIES:

03.114, 03.1211, 03.4

LEGAL: AMENDED FEDERAL FAMILY AND MEDICAL LEAVE REGULATIONS WENT INTO EFFECT IN MARCH CONCERNING MILITARY CAREGIVER LEAVE AND QUALIFYING EXIGENCY REQUESTS. IN ADDITION, THE FAMILY AND MEDICAL LEAVE ACT PROHIBITS AN EMPLOYEE'S DIRECT SUPERVISOR FROM CONTACTING THE EMPLOYEE'S HEALTH CARE PROVIDER FOR INFORMATION CONCERNING A CERTIFICATION IN SUPPORT OF A REQUEST FOR FAMILY AND MEDICAL LEAVE. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.12322

- CERTIFIED PERSONNEL -

Family and Medical Leave

REASONS

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child , or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of ~~a covered family member~~ the employee's (spouse, son, daughter, or parent) who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered family-service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated an serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her ~~duties of his/her office, grade, rank or rating~~ or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

NOTICES AND DEADLINES

- a. Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

Family and Medical Leave

NOTICES AND DEADLINES (CONTINUED)

- b. The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known).

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

ELIGIBILITY

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on to care for a service member's recovery from a serious illness or injury sustained in the line of duty of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

Full-time teachers are presumed to have worked at least 1,250 hours during a school year. In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

RESTRICTIONS

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both husband and wife are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

Family and Medical Leave**RESTRICTIONS (CONTINUED)**

Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member/[veteran](#).

Depending on the date family and medical leave is to begin, instructional employees as designated by federal regulation may be required to continue on leave until the end of the school term to avoid disruption.

Unused family and medical leave shall not accumulate from year to year.

INTERMITTENT LEAVE/REDUCED HOURS

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

CONTINUATION OF BENEFITS

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

RETURN TO WORK

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

NOTICE

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each school and distributing notices as required by law.

REFERENCES:

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654
Title I of the FMLA, as amended by the National Defense Authorization Act
Code of Federal Regulations, Title 29, Part 825

RELATED POLICIES:

03.123, 03.1232, 03.1233, 03.1234, 03.1238, 03.124

RECOMMENDED: SEVERAL SUGGESTIONS REFLECT SUGGESTED PRACTICES FROM THE KENTUCKY STATE AUDITOR (FOCUS ON NECESSARY AND ACTUAL EXPENSES, DOCUMENTING FUNDING SOURCE FOR TRIP EXPENSES, PROPER DOCUMENTATION FOR REIMBURSEMENT; AND REVIEW OF SUPERINTENDENT'S TRAVEL EXPENSES IN AN OPEN MEETING PRIOR TO APPROVING REIMBURSEMENT).

THIS CHANGE IS NOT REQUIRED BY LAW

LEGAL: ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS REQUIRES THAT TRAVEL VOUCHERS BE SUBMITTED WITHIN ONE (1) WEEK OF THE TRAVEL.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.125

- CERTIFIED PERSONNEL -

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur ~~the~~ necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. Reimbursement for out-of-state travel by the Superintendent shall be approved by the Board. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

PROHIBITIONS

Employees shall not be reimbursed for expenses incurred while attending an out-of-District meeting, if the state agency or organization sponsoring the meeting provides reimbursement.

The Board shall not reimburse an employee for membership dues in an association or organization, unless such dues are required for participation by District students in such activities as music, athletics, etc.

PRIORITIES FOR REIMBURSEMENT

Priorities for out-of-District travel shall include:

1. Personnel with District-wide responsibilities.
2. Building-level administrators.
3. Departmental chairpersons or grade-level coordinators.
4. Individuals representing one (1) discipline or a single school.

LEAVE NOT AFFECTED

Attendance at approved out-of-District meetings shall not result in the reduction of an employee's sick or personal/ emergency leave.

ACTUAL EXPENSES

The Board will be responsible only for actual expenses. Allowable expenses are:

Expense Reimbursement

MILEAGE

Actual mileage driven between official work stations within the school system by itinerant teachers and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate the state uses for mileage reimbursement to state employees when the employee uses his/her own vehicle.

In calculating the amount due the itinerant teacher, the Superintendent shall use the following procedure:

1. Determine the initial daily work station or school.
2. Determine the mileage between the initial and subsequent work stations.

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

FOOD PER DIEM

An overnight stay is required for reimbursement for meals. Actual monies spent for food while on out-of-District trips to Standard or Normal Rate locations shall be paid on a per diem basis for meals. Any meal exceeding \$5 must be substantiated by an itemized receipt. The amount claimed for a meal shall not include any charges for alcoholic beverages. This amount may include a tip of no more than twenty percent (20%) of the total meal cost. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed fifty dollars (\$50.00) per twenty-four (24) hour day starting from the time of departure. Reimbursement for Standard or Normal Rate locations will be limited as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

Expense Reimbursement

FOOD PER DIEM (CONTINUED)

For travel to Non-Standard or High Rate cities, meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). (www.gsa.gov/perdiem)

Itemized receipts will be required to claim reimbursement for meals. Reimbursement shall not be made for food and/or beverages consumed outside of meal times (snacks, soft drinks, etc.).

~~Reimbursement for food and the amount of the reimbursement that must be reported as taxable income for an employee shall be determined in compliance with Internal Revenue Service requirements.~~

LODGING

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

WHEN ~~FAMILY~~GUESTS ACCOMPANY~~YES~~

When ~~an employee's spouse or other family members~~guests accompany the employee on an approved out-of-District trip, reimbursement shall not be provided for food and lodging expenses incurred by the ~~family members~~guests. If lodging is involved, the Board shall reimburse the employee for the cost of a single room for each night. If, however, two (2) or more employees have an out-of-District travel request approved to attend the same meeting, and if they could share a room but do not because of a ~~family member~~guest accompanying an employee, the reimbursement rate for lodging shall be one-half the cost of a double room.

SAME DESTINATION

When two (2) or more employees are granted approval to attend an out-of-District meeting, arrangements shall be made for them to travel together. One (1) of the employees shall be assigned the responsibility for coordinating the travel arrangements.

DISTANCE LIMITATIONS

If the first general session of an out-of-District meeting begins at 10:00 a.m. or later and is held within a radius of 100 miles (including Lexington, Louisville, and Frankfort), reimbursement shall not be made for any expenses incurred on the date immediately preceding the date of the meeting. This restriction shall not apply if:

1. The employee is an officer or member of the governing board of the organization conducting the meeting;
2. There is a board meeting on the previous day; or
3. A display from the District has to be transported to the meeting site in advance of the meeting.

Expense Reimbursement

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

REIMBURSEMENT FORM

Travel vouchers shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by ~~the~~ proper itemized receipts. All expense items ~~which exceed \$5~~ shall be receipted. Receipts for expenses must come from the place of business making the charge.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

PAYMENT FROM INTERNAL FUNDS

Before internal account funds are used to pay for travel and other necessary expenses, the employee shall obtain prior approval from the Principal and complete the expense voucher form provided by the Superintendent.

REPORT REQUIRED

Within one (1) month after returning to work, employees attending approved out-of-District meetings shall be required to report in writing or orally to the Principal and fellow employees who would benefit from the information obtained at the meeting.

SUPERINTENDENT'S TRAVEL EXPENSES

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT BOARD POLICY ADDRESS MISSING PROPERTY OR PROPERTY BEING USED FOR OTHER THAN SCHOOL OR DISTRICT BUSINESS. ALSO, IF YOUR DISTRICT ASSIGNS A DISTRICT-OWNED VEHICLE TO ONE OR MORE EMPLOYEES, PLEASE CONTACT YOUR KSBA CONSULTANT FOR SUGGESTED LANGUAGE TO REQUIRE ADHERENCE TO IRS GUIDELINES FOR THAT TAXABLE BENEFIT.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1321

- CERTIFIED PERSONNEL -

Use of School Property

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

PROHIBITIONS

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. All items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

DRIVING RECORD

Employees who have occasion to drive a Board-owned vehicle and/or transport students shall annually provide the Superintendent with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

PHYSICAL EXAMINATION

Employees who are assigned to drive Board-owned vehicles shall undergo an annual physical examination at their own expense.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

PERSONNEL

03.1321
(CONTINUED)

Use of School Property

REFERENCES:

| KRS 160.290; KRS 189.292; ~~KRS 189.294~~
KRS 281A.205; 702 KAR 5:080

LEGAL: IF THE DISTRICT OBTAINS MEDICAL INFORMATION FROM EMPLOYEES AS PART OF THEIR REQUEST FOR AN ACCOMMODATION UNDER SECTION 504 OF THE REHABILITATION ACT, THAT INFORMATION MUST BY LAW BE KEPT CONFIDENTIAL.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.212

- CLASSIFIED PERSONNEL -

Equal Employment Opportunity

NONDISCRIMINATION

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, or disabling condition.¹

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.²

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act ~~of 1990~~ and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupation qualification for the job in question as defined in KRS 207.135.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.³

Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

Equal Employment Opportunity

REFERENCES:

¹KRS 161.164

²29 U.S.C.A. 794

³[29 U.S.C. section 1630.14](#)

KRS 207.135

34 C.F.R. 104.3 - 104.14

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

Americans with Disabilities Act-~~of 1990~~

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

RELATED POLICIES:

03.233, 05.11

LEGAL: AMENDED FEDERAL FAMILY AND MEDICAL LEAVE REGULATIONS WENT INTO EFFECT IN MARCH CONCERNING MILITARY CAREGIVER LEAVE AND QUALIFYING EXIGENCY REQUESTS. IN ADDITION, THE FAMILY AND MEDICAL LEAVE ACT PROHIBITS AN EMPLOYEE'S DIRECT SUPERVISOR FROM CONTACTING THE EMPLOYEE'S HEALTH CARE PROVIDER FOR INFORMATION CONCERNING A CERTIFICATION IN SUPPORT OF A REQUEST FOR FAMILY AND MEDICAL LEAVE. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.22322

- CLASSIFIED PERSONNEL -

Family and Medical Leave

REASONS

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of a covered family member the employee's (spouse, son, daughter, or parent) who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered family service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated an serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties of his/her office, grade, rank or rating or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

NOTICES AND DEADLINES

- a. Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave entitlement should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

Family and Medical Leave

NOTICES AND DEADLINES (CONTINUED)

- b. The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known).

Deadline for Notice to be Provided: Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

ELIGIBILITY

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on to care for a service member's recovery from a serious illness or injury sustained in the line of duty of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

RESTRICTIONS

To the extent that an employee is entitled to any paid leave, such leave shall be taken and it shall run concurrently with family and medical leave, except that the employee may request to reserve ten (10) days of sick leave. (This requirement shall not apply to employees taking workers' compensation leave.) However, when an employee's work-related injury/medical state qualifies as a serious health condition, worker's compensation leave shall run concurrently with the twelve (12) workweek entitlement.

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both husband and wife are employed by the District, the combined amount of family and medical leave for reasons other than personal illness or illness of a child shall be limited to twelve (12) workweeks. In cases of personal illness or illness of a child, each spouse is entitled to twelve (12) workweeks of family and medical leave.

EXCEPTION: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Family and Medical Leave**RESTRICTIONS (CONTINUED)**

Unused family and medical leave shall not accumulate from year to year.

INTERMITTENT LEAVE/REDUCED HOURS

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

CONTINUATION OF BENEFITS

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

RETURN TO WORK

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

NOTICE

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each school and distributing notices as required by law.

REFERENCES:

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654
Title I of the FMLA, as amended by the National Defense Authorization Act
Code of Federal Regulations, Title 29, Part 825

RELATED POLICIES:

03.223; 03.2232; 03.2233
03.2234; 03.2238; 03.224

RECOMMENDED: SEVERAL SUGGESTIONS REFLECT SUGGESTED PRACTICES FROM THE KENTUCKY STATE AUDITOR (FOCUS ON NECESSARY AND ACTUAL EXPENSES, DOCUMENTING FUNDING SOURCE FOR TRIP EXPENSES, AND PROPER DOCUMENTATION FOR REIMBURSEMENT). THIS CHANGE IS NOT REQUIRED BY LAW
LEGAL: ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS REQUIRES THAT TRAVEL VOUCHERS BE SUBMITTED WITHIN ONE (1) WEEK OF THE TRAVEL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.225

- CLASSIFIED PERSONNEL -

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur ~~the~~necessary and appropriate expenses, the Board shall reimburse school personnel for school- related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

PROHIBITIONS

Employees shall not be reimbursed for expenses incurred while attending an out-of-District meeting, if the state agency or organization sponsoring the meeting provides reimbursement.

The Board shall not reimburse an employee for membership dues in an association or organization, unless such dues are required for participation by District students in such activities as music, athletics, etc.

PRIORITIES FOR REIMBURSEMENT

Priorities for out-of-District travel shall include:

1. Personnel with District-wide responsibilities.
2. Building-level administrators.
3. Departmental chairpersons or grade-level coordinators.
4. Individuals representing one (1) discipline or a single school.

LEAVE NOT AFFECTED

Attendance at approved out-of-District meetings shall not result in the reduction of an employee's sick or personal/ emergency leave.

ACTUAL EXPENSES

The Board will be responsible only for actual expenses. Allowable expenses are:

MILEAGE

Actual mileage driven between official work stations within the school system by itinerant teachers and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate the state uses for mileage reimbursement to state employees when the employee uses his/her own vehicle.

Expense Reimbursement

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable.

OUT-OF-STATE TRAVEL

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

An overnight stay is required for reimbursement for meals. Actual monies spent for food while on out-of-district trips to Standard or Normal Rate locations shall be paid on a per diem basis for meals. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed fifty dollars (\$50.00) per twenty-four (24) hour day starting from the time of departure. Reimbursement for Standard or Normal Rate locations will be limited as follows:

FOOD PER DIEM

An overnight stay is required for reimbursement for meals. Actual monies spent for food while on out-of-District trips to Standard or Normal Rate locations shall be paid on a per diem basis for meals. Any meal exceeding \$5 must be substantiated by an itemized receipt. The amount claimed for a meal shall not include any charges for alcoholic beverages. This amount may include a tip of no more than twenty percent (20%) of the total meal cost. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed fifty dollars (\$50.00) per twenty-four (24) hour day starting from the time of departure. Reimbursement for Standard or Normal Rate locations will be limited as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

For travel to Non-Standard or High Rate cities, meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). (www.gsa.gov/perdiem)

Expense Reimbursement**FOOD PER DIEM (CONTINUED)**

Itemized receipts will be required to claim reimbursement for meals. Reimbursement shall not be made for food and/or beverages consumed outside of meal times (snacks, soft drinks, etc.).

~~Reimbursement for food and the amount of the reimbursement that must be reported as taxable income for an employee shall be determined in compliance with Internal Revenue Service requirements.~~

LODGING

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

WHEN ~~FAMILY~~GUESTS ACCOMPANYYES

When an employee's ~~spouse or other family members~~guests accompany the employee on an approved out-of-District trip, reimbursement shall not be provided for food and lodging expenses incurred by the ~~family members~~guest. If lodging is involved, the Board shall reimburse the employee for the cost of a single room for each night. If, however, two (2) or more employees have an out-of-District travel request approved to attend the same meeting, and if they could share a room but do not because of a ~~family member~~guest accompanying an employee, the reimbursement rate for lodging shall be one-half the cost of a double room.

SAME DESTINATION

When two (2) or more employees are granted approval to attend an out-of-District meeting, arrangements shall be made for them to travel together. One (1) of the employees shall be assigned the responsibility for coordinating the travel arrangements.

DISTANCE LIMITATIONS

If the first general session of an out-of-District meeting begins at 10:00 a.m. or later and is held within a radius of 100 miles (including Lexington, Louisville, and Frankfort), reimbursement shall not be made for any expenses incurred on the date immediately preceding the date of the meeting.

This restriction shall not apply if:

1. The employee is an officer or member of the governing board of the organization conducting the meeting;
2. There is a board meeting on the previous day; or
3. A display from the District has to be transported to the meeting site in advance of the meeting.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

Expense Reimbursement**REIMBURSEMENT FORM**

Travel vouchers shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by ~~the~~ proper itemized receipts. ~~All expense items which exceed \$5 shall be receipted.~~ Receipts for expenses must come from the place of business making the charge.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

PAYMENT FROM INTERNAL FUNDS

Before internal account funds are used to pay for travel and other necessary expenses, the employee shall obtain prior approval from the Principal and complete the expense voucher form provided by the Superintendent.

REPORT REQUIRED

Within one (1) month after returning to work, employees attending approved out-of-District meetings shall be required to report in writing or orally to the Principal and fellow employees who would benefit from the information obtained at the meeting.

REFERENCES:

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT BOARD POLICY ADDRESS MISSING PROPERTY OR PROPERTY BEING USED FOR OTHER THAN SCHOOL OR DISTRICT BUSINESS. ALSO, IF YOUR DISTRICT ASSIGNS A DISTRICT-OWNED VEHICLE TO ONE OR MORE EMPLOYEES, PLEASE CONTACT YOUR KSBA CONSULTANT FOR SUGGESTED LANGUAGE TO REQUIRE ADHERENCE TO IRS GUIDELINES FOR THAT TAXABLE BENEFIT.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.2321

- CLASSIFIED PERSONNEL -

Use of School Property

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

PROHIBITIONS

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or materials for personal or private use or gain. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

DRIVING RECORD

Employees who have occasion to drive a Board-owned vehicle and/or transport students, shall annually provide the Superintendent with a copy of their driving records from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

PHYSICAL EXAMINATION

Employees who are assigned to drive Board-owned vehicles shall undergo an annual physical examination at their own expense.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

PERSONNEL

03.2321
(CONTINUED)

Use of School Property

REFERENCES:

KRS 160.290; KRS 189.292
KRS 189.294; KRS 281A.205
702 KAR 5:080

RECOMMENDED: SEVERAL SUGGESTIONS REFLECT RECOMMENDATIONS FROM THE KENTUCKY STATE AUDITOR. IF YOUR DISTRICT HAS NOT AUTHORIZED SCHOOL OR DISTRICT CREDIT CARDS, PLEASE MARK THROUGH THAT SECTION, MARK "ADOPT WITH MODIFICATION" ON THE UPDATE CHECKLIST, AND RETURN A COPY OF THIS DRAFT TO KSBA WITH YOUR CHECKLIST.
THIS CHANGE IS NOT REQUIRED BY LAW
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.31

Authority to Encumber and Expend Funds

FINANCIAL STATEMENT

The daily administration of the budget shall be the responsibility of the Superintendent. The Superintendent shall provide the Board with a monthly financial statement ~~at each regular Board meeting~~. This shall include a report of receipts and disbursements and estimated status by major budget category, the cash balance on hand, and the amount of invested funds at the end of the immediate preceding month.

EXPENDITURE OF FUNDS

Expenditures from any District fund shall be made in accordance with the budgets approved by the Board. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee.

AUTHORITY TO OBLIGATE

Administrators designated by the Superintendent may initiate a purchase order, subject to the limits of their designated budgeted funds and approval by their supervisor.

The Board shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent.

REVIEW OF CREDIT CARD TRANSACTIONS

The Superintendent shall establish a process consistent with Board policy to regulate use of credit cards and credit card accounts. This process will include procedures for recovery of District funds for any unauthorized purchases.

Employees shall report immediately any District/school credit card that is lost. Personal purchases on District/school credit cards are prohibited. Unauthorized charges made by employees to District/school credit cards may result in disciplinary action.

BOARD APPROVAL REQUIRED

Prior Board approval shall be required in order for the District to participate in any cash management, bond issuance, tax revenue anticipation note, or other program involving commitment of District funds. The Board shall designate the fiscal agent and bond counsel.

REFERENCES:

KRS 160.340; KRS 160.370
KRS 160.390; KRS 160.470
KRS 160.530; KRS 160.550
702 KAR 3:050; 702 KAR 3:120
702 KAR 3:246; 702 KAR 3:300
School Council Allocation

RELATED POLICIES:

02.4242; 04.311; 04.3111

RECOMMENDED: SUGGESTION REFLECTS RECOMMENDATION FROM THE KENTUCKY STATE AUDITOR.

THIS CHANGE IS NOT REQUIRED BY LAW

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.3111

District Issuance of Checks

AUTHORIZATION

The treasurer shall prepare warrants or "Orders of the Treasurer" to be acted upon at each regular Board meeting. Except for situations as defined below providing for subsequent Board approval, before checks are issued, the treasurer shall have received the approved warrant or "Orders", or approved equivalent properly executed, which shall include signatures of the chairperson, the treasurer and the secretary of the Board.

The Board shall designate one (1) or more Board members to review bills before a meeting for items that may need clarification prior to presentation for final approval for payment.

PAYMENT OF BILLS

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A properly issued purchase order initiated by the appropriate leadership team member and signed by the Superintendent or designated representative;
2. An invoice as to goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order.

BOARD MINUTES

The original copy of warrants or "Orders" shall be maintained on file as a part of the official Board minutes. Payments made between regular Board meetings shall be confined to the following:

1. contract salaries,
2. payments to take advantage of discounts,
3. payments made to prevent penalties and disruption of services
4. reimbursements for approved employee travel expenses, and
5. payments for approved purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the date of the Board meeting.

REFERENCES:

KRS 160.290; KRS 160.340

KRS 160.370; KRS 160.560

OAG 79-321; 702 KAR 3:120

Accounting Procedures for Kentucky School Activity Funds

LEGAL: REQUIREMENTS FOR BOOSTER CLUBS AND NUMEROUS SCHOOL ACTIVITY FUNDS HAVE BEEN UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WILL GO INTO EFFECT JULY 1, 2013.

FINANCIAL IMPLICATIONS: ADDITIONAL STAFF TIME TO MONITOR/DOCUMENT NEW REQUIREMENTS AND POSSIBLE LOSS OF REVENUE FROM ANY EXTERNAL ORGANIZATIONS UNABLE TO COMPLY.

FISCAL MANAGEMENT

04.312

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds. Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system¹ and activity fund accounting procedures set out in Kentucky Administrative Regulation.²

Internal accounts shall be audited annually by a certified public accountant.

TWO SIGNATURES REQUIRED

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

PURCHASE ORDERS

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds.

Activity fund purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

Because no school activity fund is permitted to end the fiscal year with a deficit balance the school shall not expend or commit to expend any activity fund in excess of revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

FINANCIAL REPORTS

Each month the Principal shall provide the ~~Superintendent~~District Finance Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the ~~Superintendent~~District Finance Officer an annual financial report for those accounts.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

School Activity Funds

AUDIT OF FUNDS

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.¹

SUPPORT/BOOSTER CLUBS FUNDS

Funds raised by parent-teacher associations, booster clubs, the band association, and other organizations not under the Board's control are not subject to deposit and accounting procedures as school activity funds.³ However, each year the Principal shall ~~obtain~~be provided the following from all support/booster club organizations as required by state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
 - a. Names of club officers;
 - b. Federal tax exempt number; and
 - c. A copy of the annual budget, ~~within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group; and~~
2. An annual financial report by July ~~25-15~~ for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;¹ and
3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

All booster groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District.

Each year the Superintendent shall report to the Board when all booster organizations have been informed of requirements from the Accounting Procedures for Kentucky School Activity Funds that apply to them.

External support/booster organizations shall be obtain prior Board approval to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

FUND-RAISING PROJECTS

Schoolwide fund-raising projects must be approved by the Board.⁴

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group.

School Activity Funds

REFERENCES:

¹702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

²702 KAR 3:120

³OAG 79-556

⁴KRS 158.290

KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

RELATED POLICY:

09.33

RECOMMENDED: SUGGESTION REFLECTS RECOMMENDATION FROM THE KENTUCKY STATE AUDITOR.

THIS CHANGE IS NOT REQUIRED BY LAW

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.41

Fraud Prevention

All employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources.

DEFINITION

As used in this policy, “fraud” refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to District assets, including theft of funds, securities, supplies, or other District properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating Board conflict of interest policies.
- Mishandling financial records or District assets (destroying, removing, or misusing).

STAFF RESPONSIBILITIES

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee who shall have the primary responsibility for initiating necessary investigations. If the Superintendent is an alleged party in the fraud complaint, provision shall be made for addressing the complaint to the Board chairperson.

Investigations shall be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate.

The Superintendent/designee shall inform employees with financial/accounting responsibilities of the following anti-fraud standards established by the Board:

1. The District shall operate in a culture of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, as well as Board policy addressing fiscal matters.
3. Employees shall practice good stewardship of District financial resources, including timely reporting of fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:

Fraud Prevention**STAFF RESPONSIBILITIES (CONTINUED)**

- a. Maintaining and protecting District financial records;
- b. Performing one's job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
- c. Reporting knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
- d. Guarding against misappropriation of assets;
- e. Refusing to reveal investment activities engaged in or contemplated by the District to unauthorized persons or agencies; and
- f. Resisting incentives, pressures, and negative attitudes that detract from performance of assigned responsibilities.

INTERNAL CONTROLS/INVESTIGATIONS

The Superintendent/designee shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the District. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the Superintendent/designee shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

REFERENCES:

Governmental Accounting Standards
KRS 7.410; KRS 158.155
725 KAR 1:030; KRS 171.420
Records Retention Schedule, Public School District

RELATED POLICIES:

01.61
03.17/03.27
03.1721/03.2721
04.8; 04.81

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO REQUIRE EACH SCHOOL TO DEVELOP AN EMERGENCY PLAN.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

SCHOOL FACILITIES

05.4

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 (including disaster response);
8. Community involvement.

SCHOOL EMERGENCY PLANNING

The school council or, if none exists, the Principal shall adopt an emergency plan for the school that shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

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

~~School safety plans~~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 shall document the date and time.

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

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

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 severe weather safe zones and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school.

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.

PRECAUTIONS

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

DEFIBRILLATORS

The District may maintain an automatic external defibrillator (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator.

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.

Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to his 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.

REFERENCES:

A New Section of KRS Chapter 158

KRS 158.148; KRS 158.445; KRS 160.290; KRS 160.445

KRS 311.667; KRS 411.148

Safety

RELATED POLICIES:

| 03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47
09.22; 09.221; 09.4 (entire section)

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO ESTABLISH NEW REQUIREMENTS FOR LOCKDOWN DRILLS AND PROCEDURES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

SCHOOL FACILITIES

05.411

Building Lockdowns

DEFINITION

Building lockdown means to restrict the mobility of building occupants to maintain their safety and care.

ANNUAL PRACTICES

A building lockdown practice shall be implemented at least ~~one~~twice during each school year. At a minimum, lockdown drills are to be held during the first thirty (30) instructional days of the school year and in January. As directed by the Superintendent, the Principal or other building supervisor shall document that the practice has occurred.

PROCEDURE REQUIRED

The school council or, if none exists, the Principal shall establish procedures to perform a building lockdown, including protective measures to be taken during and immediately following the lockdown. Local law enforcement agencies shall be invited to assist in establishing lockdown procedures. Each school year, the school shall provide appropriate notice of building lockdown procedures to students, ~~parents, guardians,~~ certified staff, and classified staff.

REFERENCES:

KRS 158.164

A New Section of KRS Chapter 158

RELATED POLICY:

05.4

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO ESTABLISH NEW REQUIREMENTS FOR SEVERE WEATHER DRILLS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

SCHOOL FACILITIES

05.42

Severe Weather/Tornado Drills

PROCEDURE SYSTEM

To maintain the safety and care of students and employees, a severe weather/tornado emergency procedure system shall be established to include, but not be limited to, the following components:

1. A school building disaster plan that provides for a drop procedure and safe area evacuation practices;
2. Designation of ~~a~~-safe zones area for each facility that have been reviewed by local fire marshal or fire chief as part of the school emergency planning process and posted in each room of the school;
3. Protective measures to be taken before, during, and following ~~a~~-severe weather/tornado; and
4. Training of staff and students in the system, including use of a drop procedure.

TIMES FOR DRILLS

Severe weather/Tornado and safe area evacuation drills are to be held during the first ~~full month~~thirty (30) instructional days of the school year and in ~~February, March, April and May~~January. Designated ~~safety areas~~school primary and secondary evacuation routes and the route thereto are to be posted ~~in all classrooms and other areas where students assemble~~by any doorway used for evacuation.

REPORTS

On forms provided by the Superintendent, one (1) copy of the severe weather/tornado drill report is to be sent to the Superintendent, and one (1) copy sent to the Chief of the local Fire Department.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCES:

A New Section of KRS Chapter 158

KRS 158.163

KRS 160.290

RELATED POLICY:

05.4

LEGAL: KRS 527.070 (3) REFLECTS THAT POLICE AND PEACE OFFICERS ARE EXCEPTED FROM THE GENERAL BAN ON WEAPONS ON SCHOOL GROUNDS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

05.48

Weapons

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.³

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, 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 student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device¹ to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.²

Weapons**FEDERAL REQUIREMENTS REGARDING STUDENTS (CONTINUED)**

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.¹

STATE POSTING REQUIREMENTS

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.²¹

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

Weapons**REFERENCES:**

¹KRS 527.0720; [KRS 158.150](#); 20 U.S.C. §7141 (Gun-Free Schools Act)
18 U.S.C. §921(a)

²~~KRS 527.070~~; ~~KRS 500.080~~

³~~KRS 237.106~~

~~KRS 158.150~~; KRS 158.154

KRS 158.155; KRS 160.290; KRS 160.340; KRS 161.790

[KRS 237.106](#); KRS 237.110; [KRS 500.080](#)

~~KRS 508.075~~; KRS 508.078; [KRS 527:020](#)

Individuals with Disabilities Education Improvement Act (IDEA)

Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.435; 09.436; 09.4361

RECOMMENDED: PER REVISED 704 KAR 3:340, THE STATE WILL NO LONGER ISSUE A COMMONWEALTH DIPLOMA AFTER THE CURRENT (2012-2013) SCHOOL YEAR. HOWEVER, DISTRICTS HAVE THE OPTION TO CONTINUE TO AWARD A LOCAL COMMONWEALTH DIPLOMA AT DISTRICT EXPENSE. PER REVISED 704 KAR 3:305 AND AT STUDENT REQUEST, THE DISTRICT HAS THE OPTION TO AWARD AN ALTERNATIVE HIGH SCHOOL DIPLOMA TO FORMER STUDENTS WHO RECEIVED A CERTIFICATION OF ATTAINMENT AT TIME OF GRADUATION FROM THE DISTRICT. THESE CHANGES ARE NOT REQUIRED BY LAW.

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED KRS 158.142 TO ALLOW STUDENTS TO EARN AN EARLY GRADUATION SCHOLARSHIP CERTIFICATE BEGINNING WITH THE 2014-2015 SCHOOL YEAR.

FINANCIAL IMPLICATIONS: IF THE DISTRICT AWARDS A LOCAL COMMONWEALTH DIPLOMA, ALL COSTS WILL BE ABSORBED BY THE DISTRICT.

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

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

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

ACADEMIC LOAD

All high school students shall be enrolled in at least six (6) subjects, unless assigned as a student assistant for one (1) period.

MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT

Middle school students may take designated courses that will count toward graduation requirements. However, the following requirement shall apply:

- Middle school student taking such courses must earn at least a C average and pass the final exam in the class for the course to count toward graduation.
- Grades earned in those courses shall not be used to calculate a student's high school grade point average (GPA).

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

OTHER REQUIREMENTS

In order to graduate, seniors must successfully complete requirements of the Student Assessment Program.

Students shall complete an individual ~~graduation~~/learning plan that focuses incorporates emphasis on career-development exploration and related postsecondary education and training needs.

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

Graduation Requirements

COMMONWEALTH DIPLOMA

~~A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program, as specified in 704 KAR 3:340.~~

OTHER PROVISIONS

Diplomas shall be presented at Commencement. The Board, Superintendent, Principal, or teacher may award special recognition to students. (See Policy 08.2211.)

Only those senior students who meet all requirements of this policy shall be permitted to participate in graduation activities, except that, under procedures developed by the Superintendent, academically accelerated students assigned to a senior homeroom shall be permitted to participate in Commencement.

Seniors participating in Commencement shall wear caps and gowns approved by the Board.

Consistent with the District's graduation practices for all students, an alternative High school diplomas 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

Beginning with the 2014-2015 school year, students who complete an early high school graduation program and meet all applicable legal requirements shall be awarded an Early Graduation Scholarship Certificate. Students planning to complete an early graduation program shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known.⁴

TRANSCRIPTS

Upon graduation, each student shall receive an official transcript of his/her secondary school record. Additional copies shall be provided for a minimal fee upon student request.

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

REFERENCES:

¹KRS 40.010

²KRS 158.622

³KRS 156.160; 704 KAR 3:305; 20 U.S.C. sec. 1414

⁴KRS 158.142

KRS 158.140; 704 KAR 7:140

KRS 158.645

KRS 158.6451; KRS 158.860

13 KAR 2:020

702 KAR 7:125; 703 KAR 4:060

704 KAR 3:303; 704 KAR 3:305; 704 KAR 3:340

OAG 78-348; OAG 82-386

Kentucky Core Academic Standards

Graduation Requirements

RELATED POLICIES:

08.1131; 08.14; 08.22; 08.2211

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

LEGAL: 704 KAR 7:150 HAS BEEN REPEALED. STUDENTS WHO DROP OUT AND STILL CHOOSE TO EARN A GED MAY DO SO THROUGH KENTUCKY ADULT EDUCATION OR KENTUCKY EDUCATIONAL TELEVISION. THE SECONDARY GED PROGRAM WILL BE DISCONTINUED AFTER THE 2013-14 SCHOOL YEAR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.4

Adult/Community Education

The Board authorizes the Superintendent or designee to plan and operate an educational program based on the needs and interests of adults and youth of the community.

The Board may establish an adult education program to provide basic skills, career and technical training and/or to prepare for meeting equivalency requirements. The Board also may enter into an agreement with the Council on Postsecondary Education to establish an external diploma program.

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

SECONDARY GED PROGRAM

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

~~Implementation of the program shall comply with Kentucky Administrative Regulation.~~⁺

SCHOOL FACILITIES AND RESOURCES

The Board authorizes the use of school facilities and resources for conducting these programs and further authorizes the acceptance of other agency funds for their operation.

REFERENCES:

~~⁺704 KAR 7:150~~

-KRS 151B.125

-KRS 160.155; KRS 160.156; KRS 160.157

-785 KAR 1:010; 785 KAR 1:130

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 157.3175 TO ALLOW CHILDREN WHO ARE FOUR (4) BY AUGUST 1, BEGINNING IN 2017, TO ENTER PRESCHOOL IF THEY ARE AT RISK OF EDUCATIONAL FAILURE.

FINANCIAL IMPLICATIONS: COST OF ADDITIONAL RESOURCES IF MORE STUDENTS ARE ELIGIBLE TO ATTEND.

STUDENTS

09.121

Entrance Age

PRESCHOOL

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

Children at risk of educational failure who are four (4) by October 1 may enter preschool. All other four (4)-year- old children shall be served to the extent placements are available. ² Beginning in 2017, children at risk of educational failure who are four (4) by August 1 may enter preschool.

PRIMARY SCHOOL

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

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

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

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.²

PETITION PROCESS

~~Effective with the 2012-2013 school year, p~~Parents /guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.

Entrance Age**PETITION PROCESS (CONTINUED)**

3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include availability of space and funding.

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and age and an affidavit of the inability to produce a copy of the birth certificate.⁴

REFERENCES:

¹KRS 157.3175

²KRS 158.030

³KRS 158.030; KRS 159.030

⁴KRS 158.032; KRS 158.035; KRS 214.034

⁵KRS 158.031; 702 KAR 1:160; 702 KAR 7:125

[704 KAR 5:070](#)

OAG 85-55; OAG 82-408

~~[KRS 158.140](#)~~

RELATED POLICIES:

08.22

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

RECOMMENDED: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROPOUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR. DISTRICTS THAT CHOOSE THIS OPTION SHALL BE REQUIRED TO CERTIFY WITH THE KENTUCKY DEPARTMENT OF EDUCATION THAT THEY HAVE OR WILL HAVE PROGRAMS IN PLACE TO MEET THE NEEDS OF POTENTIAL DROPOUTS.

THIS CHANGE IS NOT REQUIRED BY LAW AT THIS TIME. HOWEVER, ONCE 55% OF ALL SCHOOL BOARDS ADOPT SUCH A POLICY, ALL DISTRICTS MUST COMPLY WITHIN FOUR (4) YEARS.

FINANCIAL IMPLICATIONS: ADDITIONAL PROGRAMS FOR STUDENTS AT RISK OF DROPPING OUT MAY REQUIRE ADDITIONAL STAFFING AND RESOURCES.

STUDENTS

09.122

Attendance Requirements

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.¹

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate education prior to graduation, s/he shall confer with the Principal or designee, and s/he shall secure written permission from her/his parents, guardian, or other person residing in the state and having custody or charge of the student.¹ (See Board Policy 09.111.)

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 an approved 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, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.²

PHYSICIAN'S 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.

Attendance Requirements**EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

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
3. Students may participate in cocurricular 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 cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.⁴ Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.⁴
4. 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
5. 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
6. 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 school 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

REFERENCES:¹KRS 159.010; OAG 85-55²KRS 159.030³KRS 159.035⁴702 KAR 7:125⁵KRS 158.240⁶KRS 158.070

KRS 159.180; KRS 159.990

OAG 79-68; OAG 79-539

OAG 87-40; OAG 97-26

RELATED POLICIES:

08.131; 08.1312

09.111; 09.123; 09.36

RECOMMENDED: CHANGES REFLECT RELEASE OF RECORDS AS ALLOWED BY THE RECENTLY ENACTED UNINTERRUPTED SCHOLARS ACT (20 U.S.C. 1232G(B)(1)(L) AND (2)(B). CLARIFICATION ALSO IS PROVIDED CONCERNING NOTIFICATION OF PARENTS/STUDENTS ABOUT ISSUANCE OF A COURT ORDER OR SUBPOENA.

THIS CHANGE IS NOT REQUIRED BY LAW.

LEGAL: REQUIREMENTS FOR RELEASE OF STUDENT INFORMATION THAT IS PART OF OUTSOURCED SERVICES OR FUNCTIONS PROHIBIT DISCLOSURE OF THE INFORMATION TO ANY OTHER PARTY WITHOUT PRIOR WRITTEN CONSENT OF THE PARENT/ELIGIBLE STUDENT OR AS OTHERWISE AUTHORIZED BY LAW.

FINANCIAL IMPACT: NONE ANTICIPATED

STUDENTS

09.14

Student Records

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

PROCEDURES TO BE ESTABLISHED

The Superintendent shall establish procedures addressing access to student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state requirements. These procedures shall apply to records of all students, including those with disabilities.

The Assistant Superintendent for Student Services shall be responsible for insuring the confidentiality of any personally identifiable information during the collection, storage, disclosure, and destruction of records for students with disabilities.

DISCLOSURE OF RECORDS

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

Parents or eligible students shall address their request to review and inspect student records to the Principal or the Superintendent. A response to such request shall be made within three (3) days following receipt of the request.

The right to access student records shall include the right to a response to reasonable requests for explanations and interpretations. In addition, upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. If any record contains information on more than one (1) child, only the portion relative to the specific student may be inspected and reviewed. A reasonable fee may be charged for copies.

Parents shall have access to their child's records unless the District has been advised that the parents do not have the authority under applicable state laws governing such matters as guardianship, separation, and divorce.

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

Student Records

DISCLOSURE OF RECORDS (CONTINUED)

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

Authorized District personnel also may disclose personally identifiable information to the following [without written parental consent](#):

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

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

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

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

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

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

DUTY TO REPORT

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

Student Records

DIRECTORY INFORMATION

The Superintendent/designee is authorized to release Board-approved student directory information. "Directory information" shall include the student's name, address, telephone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent education institution attended by the student. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

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

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

SURVEYS OF PROTECTED INFORMATION

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

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

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

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

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

STUDENTS WITH DISABILITIES

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

Student Records**JUVENILE COURT RECORDS**

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

RECORDS OF MISSING CHILDREN

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

COURT ORDER/SUBPOENA

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

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345

KRS 7.110; KRS 15A.067; KRS 158.032; KRS 159.160; KRS 159.250

KRS 160.990; KRS 161.200; KRS 161.210;

[A New Section of KRS Chapter 600](#)

702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g [et seq.](#), 34 C.F.R. 99.1 - 99.67

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

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

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

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

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

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

RELATED POLICIES:

09.111; 09.12311; 09.43; 10.11

LEGAL: THE RECENTLY REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS REQUIRES THAT FEES BE USED FOR THE PURPOSE FOR WHICH THEY WERE COLLECTED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15

Student Fees

BOARD APPROVAL REQUIRED

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. The Board shall annually adopt and publish a fee schedule for elementary and secondary schools.

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

ATHLETIC FEES

Students in grades six through twelve (6-12) participating in athletics, intramural programs and cheerleading shall be charged a fee based on a schedule approved by the Board. This fee shall be due when the student's name appears on the eligibility list for the activity or the student begins participation.

INABILITY TO PAY

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

WAIVER OF FEES

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

REFERENCES:

¹KRS 158.108; 704 KAR 3:455

²KRS 160.330; 702 KAR 3:220

702 KAR 3:220

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

08.232

LEGAL: THIS LANGUAGE IS BEING ADDED TO CLARIFY THAT ALL MIDDLE AND HIGH PRINCIPALS, GUIDANCE COUNSELORS, AND TEACHERS MUST COMPLETE A MINIMUM OF TWO (2) HOURS OF SELF-STUDY REVIEW OF SUICIDE PREVENTION MATERIALS IN ADDITION TO THE TWENTY-FOUR (24) HOURS OF PROFESSIONAL DEVELOPMENT REQUIRED BY KRS 158.070.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.22

Student Health and Safety

PRIORITY

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

HEALTH SERVICES TO BE PROVIDED

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE).

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

SUICIDE PREVENTION

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of self-study review of suicide prevention materials.³

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

Student Health and Safety

REFERENCES:

¹KRS 156.501; KRS 156.502; ~~704 KAR 4:020~~702 KAR 1:160

²KRS 156.095

³KRS 158.070

KRS 156.160

KRS 158.836

702 KAR 5:030

RELATED POLICY:

09.2241

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 158.336 TO ALLOW CHILDREN OR DESIGNATED STAFF TO CARRY EPINEPHRINE AUTO-INJECTORS PROVIDED BY THE STUDENT'S PARENTS IF THE STUDENT HAS A DOCUMENTED LIFE-THREATENING ALLERGY AND AN INDIVIDUAL WRITTEN HEALTH PLAN IS IN PLACE FOR SAID STUDENT (WHICH MAY BE ADDRESSED THROUGH THE SECTION 504 OR IDEA PROCESS).

NOTE: IF A SCHOOL CONSIDERS ELECTING TO KEEP EPINEPHRINE AUTO-INJECTORS IN THE SCHOOL IN A MINIMUM OF TWO LOCATIONS FOR EMERGENCY USE AS "ENCOURAGED" BY THE STATUTORY AMENDMENT, THE DISTRICT MAY SEEK GUIDANCE FROM THE STATE OR LOCAL HEALTH DEPARTMENT OR LOCAL CLINICAL PROVIDER REGARDING HEALTH CARE PROTOCOLS. THE AMENDED LEGISLATION REQUIRES THE STATE HEALTH DEPARTMENT TO DEVELOP PROTOCOLS IN COLLABORATION WITH LOCAL HEALTH DEPARTMENTS OR CLINICAL PROVIDERS, SCHOOLS AND SCHOOL DISTRICTS TO ADDRESS AUTO-INJECTORS KEPT BY SCHOOLS. DISTRICTS MAY WANT TO AWAIT DEVELOPMENT OF THESE PROTOCOLS PRIOR TO DEVELOPMENT OF POLICY/PROCEDURE ADDRESSING MAINTENANCE OF SCHOOL PROVIDED AUTO-INJECTORS.

FINANCIAL IMPLICATIONS: ADDITIONAL TRAINING AND STAFF TIME.

STUDENTS

09.2241

Student Medication

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

Under procedures developed by the Superintendent and once a completed authorization form from the parent/guardian is on file, pupils may take medicine which is brought from home.

SELF-ADMINISTRATION

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need. In such cases, a student shall obtain the prior written approval of the Principal or designee.

Provided the parent/guardian and physician files a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.¹

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.²

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

REFERENCES:

¹KRS 158.834

²KRS 158.836

OAG 73-768, OAG 77-530, OAG 83-115

RELATED POLICIES:

09.22, 09.224

LEGAL: THE OFFICE OF CIVIL RIGHTS DIVISION OF THE UNITED STATES DEPARTMENT OF EDUCATION IS ADVISING SCHOOL DISTRICTS THAT UNDER THE DEPARTMENT'S SECTION 504 REGULATIONS, A SCHOOL DISTRICT IS REQUIRED TO PROVIDE A QUALIFYING STUDENT WITH A DISABILITY AN OPPORTUNITY TO BENEFIT FROM THE SCHOOL DISTRICT'S PROGRAM EQUAL TO THAT OF STUDENTS WITHOUT DISABILITIES. THIS REQUIREMENT EXTENDS TO STUDENT ACCESS TO STUDENT ACTIVITIES, FROM CLUBS TO ATHLETICS.

FINAL IMPLICATIONS: POSSIBLE ADDITIONAL COSTS FOR ACCOMMODATIONS AND PARALLEL ACTIVITIES.

STUDENTS

09.3

Student Activities

TO BE ENCOURAGED

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures and supervision for these programs.

CONTROL

All school-sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany student on athletic trips as provided in statute.¹

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.²

STUDENTS WITH DISABILITIES

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

NOTE: The District may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

CRITERIA

The following eligibility criteria for participation shall only apply to SBDM schools in the absence of council policy that establishes school criteria or when the council chooses to adopt criteria established by the Board:

ELIGIBILITY

In order to enroll or participate in or try out for school-sponsored extracurricular activities, students enrolled in grades seven through twelve (7-12) must meet the following eligibility requirements:

1. Students may not be failing more than one (1) subject at any time;
2. They may not have failed more than one (1) subject during the preceding semester or, in the case of first semester activities, the preceding school year;
3. They shall be making normal progress toward graduation; and
4. They shall demonstrate continued compliance with policy 09.423.

Student Activities**ELIGIBILITY (CONTINUED)**

If a student is failing more than one (1) subject, s/he shall not be permitted to participate in extracurricular activities for at least one (1) week. At the end of that week, the student's eligibility shall be re-checked and evaluated.

PROHIBITION ON PARTICIPATION

The Superintendent, Principal, and Assistant Principal shall prohibit a student who has been suspended or expelled from participating in extracurricular activities sponsored by the school. In addition, they may restrict the student's participation either as a spectator or actual participant in the extracurricular activity. The period of restriction may be from one (1) day to the remainder of the current school term, and may apply to a specific activity or to all extracurricular activities.

SCHEDULING

The Superintendent or designee shall determine the scheduling of school-sponsored student activities. Every effort shall be made to avoid scheduling these activities on Wednesday evenings or on Sundays.

PERFORMING ARTS ACTIVITIES

Before an arts performance is undertaken, the following steps shall be taken:

1. The group sponsor shall discuss the matter with the Principal and secure written permission. The sponsor shall forward a copy to the Superintendent.
2. The group sponsor shall secure the written permission of the appropriate individual or agency owning the copyright to a production or material. The sponsor shall provide copies to the Principal and the Superintendent.
3. All stipulations recorded in the contract with the individual or agency shall be followed.

HONORING STATE CHAMPIONS

The Board shall recognize those students who win a state championship while representing the District in a student competition.

REFERENCES:

¹KRS 161.185
²KRS 158.153
OAG 57-40812
KRS 161.180
702 KAR 7:125; 702 KAR 7:140
[Section 504 of the Rehabilitation Act of 1973](#)

RELATED POLICIES:

09.126 (re requirements/exceptions for students from military families)
09.3211; 09.36
09.423; 09.438

LEGAL: THIS LANGUAGE IS BEING ADDED TO CLARIFY THAT STATE CRIMINAL BACKGROUND CHECKS AS REQUIRED BY STATUTE SHOULD BE RUN ON VOLUNTEER OR NONFACULTY COACHES OR ASSISTANTS DEPENDING ON THEIR STATUS (E.G. CLASSIFIED OR VOLUNTEER). SINCE KRS 161.185 REQUIRES CHECKS ON VOLUNTEER COACHES UNDER KRS 160.380, KSBA LEGAL RECOMMENDS THAT AT A MINIMUM A KENTUCKY STATE POLICE CHECK MUST BE RUN ON SUCH INDIVIDUALS. ALSO, NEWLY REVISED 702 KAR 7:065 REQUIRES DEVELOPMENT OF RULES AND LIMITATIONS REGARDING STUDENT PARTICIPATION IN SPORTS AND SPORT ACTIVITIES AT THE MIDDLE SCHOOL LEVEL. ALSO, KHSAA HAS CHANGED TERMINOLOGY FROM TOURNAMENT RULES TO COMPETITION RULES TO MORE ACCURATELY REFLECT THE CONTENTS OF SUCH.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASE IN FEES

STUDENTS

09.31

Athletics and Sport Activities

COMPLIANCE REQUIRED

The athletic program shall be an integral part of the District's educational program. As such, all interscholastic and intramural athletic [and sport activity](#) competition shall be in compliance with the constitution, bylaws, and [tournament-competition](#) rules of the Kentucky High School Athletic Association (KHSAA), the regulations and principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

COACHES AND PRINCIPALS

Coaches employed by the District shall be directly responsible to the Principal who shall be responsible for the day-to-day administration of the school's athletic program. Although s/he may assign duties to other staff members, the Principal shall retain the responsibility for the satisfactory conduct of the athletic program.

No coach shall receive from any outside source a salary supplement for coaching school-sponsored athletics.

PROGRAM EQUITY

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

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

REQUIRED RECORDS CHECKS

[All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall submit to a criminal record check as required by KRS 160.380 and KRS 161.185.¹](#)

MIDDLE SCHOOL RULES AND LIMITATIONS

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

- [1. A defined age limitation for participating students;](#)
- [2. A policy regarding the participation of students below grade six \(6\);](#)
- [3. A limitation on practice time prior to the season in any sport or sport activity;](#)

Athletics and Sport Activities**MIDDLE SCHOOL RULES AND LIMITATIONS (CONTINUED)**

4. A limitation on the number of scrimmages and regular contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any invitational activity following the season.

NOTE: Limitations set relative to items three (3) through five (5) shall not to exceed the allowable limits at the high school level.

REFERENCES:

¹KRS 160.380; KRS 161.185

KRS 156.070

KRS 160.345; KRS 160.445

702 KAR 7:065

Kentucky High School Athletic Association (KHSAA) Handbook
20 USC Section 1681 (Title IX)

RELATED POLICIES:

02.4241

09.3

LEGAL: FUND-RAISING REQUIREMENTS HAVE BEEN REVISED IN THE ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

STUDENTS

09.33

Fund-Raising Activities

~~BOARD~~ APPROVAL REQUIRED

All schoolwide fund-raising activities, including the proposed use of the funds, must be approved by the Board.¹ Requests must be channeled through the Principal and Superintendent.

All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee.

All funds raised for a specific purpose shall be used for that purpose.

DOOR-TO DOOR SALES

Students are not permitted to do door-to-door selling.

SUBSCRIPTION SALE OF PRINTED MATERIAL

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.²

GAMING ACTIVITIES LICENSE

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.³

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.¹ Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.³

CONDUCT OF ACTIVITIES

All booster groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District.

REFERENCES:

¹KRS 158.290

²KRS 367.515 (3)

³KRS 238.505; KRS 238.535; KRS 238.540; Accounting Procedures for Kentucky School Activity Funds

KRS 156.160; KRS 158.854

OAG 78-508; OAG 79-330; OAG 79-556

RELATED POLICY:

04.312

LEGAL: THE CHANGE INDICATED WILL CORRECT THE WORDING TO MAKE IT CONSISTENT WITH THE APPLICABLE LAW. KRS 161.195 DOES NOT INCLUDE WEAPONS VIOLATIONS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.425

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.

PUPILS

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

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel 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. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

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.

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.

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.

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.

Assault and Threats of Violence**NOTIFICATIONS (CONTINUED)**

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of ~~weapons violation and/or~~ 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

REFERENCES:

¹KRS 158.150

KRS 158.154; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 508.025; KRS 508.075; KRS 508.078; 702 KAR 5:080

RELATED POLICIES:

03.123, 03.223

06.34

09.14; 09.2211; 09.422

LEGAL: NEW REGULATION 704 KAR 19:002 REQUIRES DISTRICTS TO ADOPT ALTERNATIVE EDUCATION PROGRAM POLICIES AND PROCEDURES.

FINANCIAL IMPLICATIONS: IN ADDITION TO FUNDING FOR STAFF AND MATERIALS TO PROVIDE AN ENHANCED ALTERNATIVE EDUCATION PROGRAM, THERE MAY BE COSTS RELATED TO STAFF TIME REQUIRED FOR THE INDIVIDUAL LEARNING PLAN ADDENDUM (ILPA) TEAM TO FULFILL NEW RESPONSIBILITIES.

STUDENTS

09.4341

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 Core 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.

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

As required by Kentucky Administrative Regulation:

- The District's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- 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:

Alternative Education**ELIGIBILITY CRITERIA (CONTINUED)**

- 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 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 702 KAR 19:002.

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 ~~his/her designee~~ 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.

Alternative Education

ASSIGNMENT ILPA TEAM

~~For conduct that disrupts the educational process, a student may be assigned to the Alternative Education program by the Principal or his/her designee.~~

~~The duration of assignment shall be fixed by the Principal or his/her designee~~

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students 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 parents, 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.

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 not be eligible to participate in extracurricular activities including, but not limited to, sports activities.

SUPERVISION/CONTINUING SUPPORT

~~The student shall remain in the regular school setting but shall be isolated from the regular school schedule.~~ Opportunities shall be provided for ~~the students~~ to continue regular school work as appropriate under the supervision of Alternative Education Program ~~the school staff,~~ and Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services ~~shall be provided to address school-related problems~~ already available in the District as determined through the development of the ILPA.

Alternative Education

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](#).

2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
3. 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).

<u>NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.</u>
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REFERENCES:

¹[KRS 160.380](#)

²[704 KAR 19:002](#)

~~704 KAR 7:050~~

[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](#)

-CERTIFIED PERSONNEL-

Holidays and Vacations

HOLIDAYS

Certified employees who are employed for 177 days or more shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.¹

Certified employees who work 240 or more days per school year shall be entitled to the following paid holidays if they occur on days when school is not in session for staff members: New Year's Day, Martin Luther King Birthday, President's Day, Good Friday, Primary Election Day, Memorial Day, Independence Day, Labor Day, General Election Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

VACATIONS

Certified employees who work 260 or more days per school year shall be eligible for twenty (20) vacation days with pay per year. Administrators who begin service with the District later than July 1, or end employment with the District prior to June 30, shall receive a pro-rata number of vacation days.

Use of vacation days must be approved in advance by the Superintendent or the Superintendent's designee. Days when teachers are expected to work as designated in the official school calendar may not be used as vacation days. Waiver of this requirement may be allowed upon express written approval by the Superintendent.

As of June 30, twelve-month employees may carry over up to five (5) days of unused vacation leave for use in future years. However, no employee shall accumulate more than 25 days of vacation at any give time.

Effective July 1, 2014, Unused vacation leave shall no longer be added to an employee's accumulated sick leave account upon retirement. An administrator Employees who separates employment with the District prior to June 30 for reasons other than retirement shall not be compensated for any unused vacation days.

All pro-rata calculations in this policy and for other purposes involving administrators working a full calendar year shall be based upon 260 days per contract year.

REFERENCES:

- ¹KRS 158.070
- KRS 2.110
- KRS 2.190
- KRS 160.291
- KRS 161.540

RELATED POLICIES:

- 02.3, 03.175

- CLASSIFIED PERSONNEL -

Holidays and Vacations

HOLIDAYS

Classified personnel who are employed for 177 days or more shall be paid for four (4) holidays which shall be designated in the official school calendar.¹

Classified employees who work 240 or more days per school year shall be paid for the following holidays if they occur on days when school is not in session for students and/or staff: New Year's Day, Martin Luther King Birthday, President's Day, Good Friday, Primary Election Day, Memorial Day, Independence Day, Labor Day, General Election Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. It is understood that employees who work the entire calendar year will not receive the paid holidays designated in the first paragraph unless they occur on the same days as the holidays listed in this paragraph.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

VACATIONS

Classified personnel who work 260 or more days per school year shall be eligible for annual vacation. Based on length of service in the District, these employees shall be eligible for annual vacation days with pay as follows:

First year of service - ten (10) days

Second through ninth years of service - fifteen (15) days

Tenth year and thereafter - twenty (20) days

Employees starting after July 1, or leaving prior to June 30, shall receive a pro-rata number of days based on the length of service in the District.

Use of vacation days must be approved in advance by the Superintendent or the Superintendent's designee. As of June 30, twelve-month employees may carry over up to five (5) days of unused vacation leave for use in future years. However, no employee shall accumulate more than 25 days of vacation at any give time.

Effective July 1, 2014, Unused vacation leave shall no longer be added to an employee's accumulated sick leave account upon retirement. A twelve-month employee Employees who separates employment with the District prior to June 30 for reasons other than retirement shall not be compensated for any unused vacation days.

REFERENCES:

¹KRS 158.070, KRS 160.291, KRS 161.154
KRS 2.110, KRS 2.190

RELATED POLICY:

03.273

Placement, Promotion and Retention**CERTIFICATE OF COMPLETION**

When a pupil in any public school completes the prescribed program of studies of the eighth grade, he is entitled to a certificate of completion signed by the teacher. The certificate shall entitle the pupil to admission into any public high school. Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a pupil transfers from the school of one district to the school of another district, he may not be assigned to a lower grade or course until the pupil has demonstrated that he is not suited for the work in the grade or course to which he has been promoted.¹

A student who has completed the requirements established by the State Department of Education for a vocational program shall receive a vocational certificate of completion specifying the areas of competence.¹

PLACEMENT OF TRANSFER STUDENTS

~~Any A~~ student who transfers or enters from ~~any a home~~ school or other nonaccredited school may be required to take tests from the previous grade or course to determine grade or course placement.

DIPLOMAS

Upon successful completion of all state and Board requirements, the student shall receive a diploma indicating graduation from high school.¹

STATE ASSESSMENT PROGRAM

Unless exempted from accountability requirements by the Kentucky Department of Education, students shall participate in and complete all parts of the state-mandated assessment program before advancing to the next grade or graduating.

STUDENT PROGRESS

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the Kentucky Performance Rating for Educational Progress (K-PREP).

A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade.

The decision to promote or retain students shall be based on a consideration of a thorough assessment of their social, physical, emotional and academic developmental needs. The student's teacher(s) and parent(s), and the Principal should be involved in the decision. In each case, a strategy should be developed to prevent branding of the student as a failure.

No student shall be retained without prior consultation with the parents and approval of the Principal. Parents shall be provided with an explanation of the need for retention. The final decision to promote or retain shall be made by the Principal.

Placement, Promotion and Retention**TRANSITION TESTS**

~~Students must demonstrate mastery of District-developed exit learner outcomes before promotion to the next level (intermediate, middle and high school) or from designated high school courses.~~

~~Specifically, testing points will be established at the end of third (3rd), fifth (5th), and eighth (8th) grades and at the end of each high school course that fulfills a graduation requirement. Although the exit test will not count toward the student's grade at the elementary and middle school levels, each student must earn at least the minimum designated score on the exit examination before earning credit for the grade or class. At the high school level, the course final examination may incorporate the exit outcomes and, thus, will count toward the grade for that class.~~

STUDENTS WITH DISABILITIES

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

HIGH SCHOOL STUDENTS

Students in grades nine through twelve (9-12) shall be classified according to the number of credits they have earned:

Sophomores	five (5) credits
Juniors	ten (10) credits
Seniors	sixteen (16) credits

REFERENCES:

¹KRS 158.140

²P. L. 105-17

KRS 158.031; KRS 158.645; KRS 158.6451

KRS 158.6453; KRS 158.860; KRS 160.345

703 KAR 4:040; OAG 82-473

RELATED POLICIES:

08.113, 08.133, 08.222, 08.5, 09.121

Grading

ACHIEVEMENT

Teachers shall maintain detailed, systematic records of the achievement of each student.

Teachers in grades six through twelve (6-12) shall maintain the designated computerized grade book. All grades shall be entered into the system as numerical scores. Averages shall be converted into alpha letter grades to be published on the student report cards along with the numerical averages.

Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as twenty percent (20%) of a student's 2nd semester grade in a course.

A student's grade shall not be lowered as a disciplinary action.

REPORT CARDS

Based on a District-wide distribution schedule developed by the Assistant Superintendent for Teaching and Learning and Principals, report cards shall be issued every nine (9) weeks for all students. These evaluations shall provide a record of academic progress as well as conduct. Parents shall be requested to sign the report card and return it promptly to the school.

ASSIGNMENT TO TEACHER

Students in primary school through grade five (P-5) shall be assigned their teacher for the next school year by the end of the first week of August.

ADDITIONAL NOTIFICATION

Midway through the grading period, teachers may send progress reports to parents of students who have either greatly improved or are performing unsatisfactorily. Parents shall be requested to sign the report and return it promptly to the issuing teacher.

The Principal shall notify parents of students who are in danger of failing. Each school shall maintain written verification of this notification.

PRIMARY AND INTERMEDIATE REPORTS

For primary and intermediate grades, each faculty shall develop for Board approval the reporting device to be used by their school under the direction of the Principal and Assistant Superintendent for Teaching and Learning.

Each primary teacher shall provide parents with a comprehensive report that is based on samples of their child's work and that includes a descriptive, narrative evaluation of all aspects of the child's progress.

Grading**INTERMEDIATE - HIGH SCHOOL GRADING STANDARDS**

The following grading standards shall be adhered to for students in grades four through twelve (4-12):

NUMERIC	ALPHA
95-100	A
92-94	B+
85-91	B
82-84	C+
75-81	C
70-74	D
0-69	F*

* Grades of U/Unsatisfactory shall be used only in grades four (4) and five (5).

SEMESTER AND FINAL GRADES

The grade recorded at the end of the semester shall be the cumulative grade for that semester. Semester averages for academic subjects shall be calculated based on procedures developed by each school.

If a student in grades nine through twelve (9-12) fails the second semester of a full-year course, s/he fails the course for the full year, regardless of the grade earned for the first semester.

Students shall be notified of these provisions at the beginning of each school year.

CLASS RANK/GPA CALCULATION

Individual class rank and grade point average (GPA) shall be calculated for students in grades nine through twelve (9-12) at the end of the fourth, sixth, and eighth semesters based on all courses taken. GPA shall be reported as either Weighted or Unweighted.

Quality points shall be assigned as follows:

<u>Advanced Placement</u>	<u>Advanced Courses</u>	<u>Regular Courses</u>
A = 5.00	A = 4.50	A = 4.00
B+ = 4.25	B+ = 3.75	B+ = 3.25
B = 4.00	B = 3.50	B = 3.00
C+ = 3.25	C+ = 2.75	C+ = 2.25
C = 3.00	C = 2.50	C = 2.00
D = 2.00	D = 1.50	D = 1.00
F = 0.00	F = 0.00	F = 0.00

The Weighted GPA will be used to determine Class Rank and Valedictorian/Salutatorian Honors.

Grading**CLASS RANK/GPA CALCULATION (CONTINUED)**

To determine the *Unweighted* GPA, quality points shall be assigned as follows for all courses:

A = 4.00

B = 3.00

C = 2.00

D = 1.00

F = 0.00

The *Unweighted* GPA will be used for KEEES scholarship reporting requirements.

TRANSFER STUDENTS

For the purposes of calculating class rank and GPA, credits earned by students transferring from an accredited institution to the high school shall be evaluated using the 4.0 regular class scale. In order for an Advanced Placement (AP) course to transfer as a weighted AP course, the student must have passed the AP course and taken the National AP exam.

EXCHANGE STUDENTS

Letter grades earned by a student who attended school in another country as an exchange student shall be recorded on the transcript, but shall not be included in the student's grade point average.

STUDENTS WITH DISABILITIES

Grades earned by students with disabilities shall be recorded on their report cards and permanent record cards in compliance with procedures developed by the Superintendent.

EVALUATION OF SYSTEM

The effectiveness of the progress reporting system shall be evaluated periodically. Such evaluation and any resulting change in the system shall be based on information gathered from various sources, including, but not limited to teachers, administrators, parents and students.

RETAINING TEACHER-MADE TESTS

Unless a test is under an outstanding request to inspect or review under FERPA, teachers shall retain semester tests and finals for thirty (30) calendar days following the end of the semester. They shall retain all end of unit and grading period tests for thirty (30) calendar days following the date a graded test is returned to the entire class.

Exceptions:

- Teachers may maintain tests for a longer period than required by this policy and shall maintain such records as long as may be required by the student's IEP or 504 plan.
- Teachers are not required to maintain copies of tests that are returned for students to keep.

Grading

REFERENCES:

KRS 158.140; KRS 158.645; KRS 158.6451; KRS 158.860
KRS 160.345; KRS 161.200; 703 KAR 4:040
703 KAR 5:200

RELATED POLICIES:

02.441; 08.113; 08.22; 08.222; 08.5