

RECOMMENDED: KSBA RECOMMENDS THIS CHANGE TO PUT EMPLOYEES ON NOTICE THAT THEY ARE REQUIRED TO COOPERATE WITH DISTRICT INVESTIGATIONS.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (06/15/12)

PERSONNEL

03.233

- CLASSIFIED PERSONNEL -

Duties

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others and self, as well as District property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy.

INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. Failure to comply may be considered insubordination.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability to comply with the requirements of law and regulation.¹

REFERENCES:

¹Americans With Disabilities Act (ADA); Rehabilitation Act of 1973
P. L. 93-12 Sec. 504; P. L. 101-336
KRS 158.645; KRS 158.6451
OAG 91-10

RELATED POLICY:

03.212

LEGAL: FEDERAL REGULATION 40 C.F.R. SEC 763.93 REQUIRES THAT EACH SCHOOL HAVE AN ASBESTOS MANAGEMENT PLAN, AND THAT THE PLAN MUST BE UPDATED REGULARLY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.24

- CLASSIFIED PERSONNEL -

Health and Safety

SAFETY

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION

The Superintendent/Director of Operations shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communications Plan;
2. An inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Material Safety Data Sheet (MSDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/Director of Operations shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;

Health and Safety

BLOODBORNE PATHOGEN CONTROL (CONTINUED)

7. Maintenance of a sharps injury log;
8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or Director of Operations shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

LOCKOUT/TAGOUT

The Superintendent/Director of Operations shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or ~~electronically~~ electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each year, the Superintendent/Director of Operations shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE, as deemed necessary by the hazard assessment.

Health and Safety**ASBESTOS MANAGEMENT**

The District shall conduct school inspection and re-inspection activities as required by state and federal law¹ to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Formatted: ksba normal

REFERENCES:

- ¹401 KAR 58:010, 40 C.F.R. Part 763
- Kentucky Department for Public Health
- Centers for Disease Control and Prevention
- Kentucky Labor Cabinet, 803 KAR 2:308, 803 KAR 2:404, 803 KAR 2:500
- OSHA 29 CFR 1910
- 132 PPE Hazard Assessment
- 147 Lockout/Tagout
- 1200 Hazard Communication
- 1030 Bloodborne Pathogens

RECOMMENDED: KSBA RECOMMENDS THIS CHANGE TO CLARIFY THAT THE TIMELINE RESPONSE CLOCK BEGINS TO RUN ON THE DATE ON WHICH THE DISTRICT IS NOTIFIED OF AN HARASSMENT/DISCRIMINATION COMPLAINT, IN WRITING OR OTHERWISE. ALSO, ADDITIONAL TIME IS RECOMMENDED TO LAUNCH CORRECTIVE/PREVENTATIVE ACTIONS.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.262

- CLASSIFIED PERSONNEL -

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to termination of employment.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

Harassment/Discrimination**GUIDELINES (CONTINUED)**

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency;
The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within ~~three-five~~ (35) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
 - postings in the same location as are documents that must be posted according to state/federal law; and/or
 - such other measures as determined by the Superintendent/designee.Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.
4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;

Harassment/Discrimination

PROHIBITED CONDUCT (CONTINUED)

5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, provision shall be made for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.212, 03.2325 and/or 09.422.

REFERENCES:

- ¹KRS 158.156
- 42 USC 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344
- 29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
- 20 U.S.C. 1681, Education Amendments of 1972, Title IX
- 34 C.F.R. 106.1-106.71, U. S. Department of Education Office for Civil Rights Regulations Implementing Title IX
- Genetic Information Nondiscrimination Act of 2008

PERSONNEL

03.262
(CONTINUED)

Harassment/Discrimination

RELATED POLICIES:

03.212, 03.2325, 03.26, 09.2211, 09.422, 09.42811

LEGAL: CHANGES ARE RECOMMENDED TO PROMOTE DISTRICT COMPLIANCE WITH FEDERAL REQUIREMENTS FOR SCHOOL NUTRITION PROCUREMENT OF PERISHABLE ITEMS AND APPLICATION OF RESIDENT BIDDER PREFERENCES. FEDERAL LAW GENERALLY PERMITS APPLICATION OF GEOGRAPHICAL PREFERENCES ONLY FOR PROCUREMENT OF UNPROCESSED, LOCALLY GROWN AND RAISED AGRICULTURAL PRODUCTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.32

Bidding

AUTHORITY

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

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

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

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

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

PREFERENCE FOR RESIDENT BIDDERS

For all contracts funded in whole or in part by the District, the Board shall apply the reciprocal preference for resident bidders required by law. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.³

EXEMPTIONS

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

PRICE REDUCTIONS

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

SMALL PURCHASES

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

Bidding**BACKGROUND CHECK FOR CONTRACTORS**

The Superintendent shall require that a contractor submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation in keeping with KRS 160.380. This provision shall become part of the contractual obligation of the contractor and shall be reflected in the bid specifications, or, if the contract is not subject to bid requirements, in the negotiations with the contractor.

“Contractor” shall refer to any adult who is permitted access to school grounds pursuant to a current or prospective contractual agreement with the school, school board, school district, or school-affiliated entity, at times when students are present. The term “contractor” includes an employee of a contractor.⁶

REFERENCES:

¹KRS 45A.343

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

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

⁴KRS 156.076

⁵KRS 45A.385

⁶KRS 160.380

⁷7 CFR 210.21 and 7 CFR 3016.36

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

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

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

Kentucky Educational Technology Systems (KETS)

Formatted: ksba normal

RELATED POLICIES:

05.6; 06.4; 07.13

RECOMMENDED: THE KENTUCKY DEPARTMENT OF EDUCATION (KDE) HAS UPDATED THE CAPITAL ASSET GUIDE TO REFLECT NEW THRESHOLD AMOUNTS FOR FIXED ASSETS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.7

Inventories

EQUIPMENT AND ASSETS

The District shall adhere to the property inventory procedures developed by the Kentucky Department of Education. Principals and other supervisors designated by the Superintendent are accountable for inventory, control and maintenance of all assets and equipment in their area of responsibility.

Each school year, results of inventories shall be reconciled, coordinated and reported to the Superintendent and the Board as required by the Finance Officer.

A complete, up-to-date inventory of the following shall be maintained:

1. Fixed assets (real property) with an acquisition value of \$15,000 or more that has a useful life of more than one (1) year;
2. ALL computer workstations and laptops, regardless of value; and
3. Any additional items designated by the Superintendent/designee.

Formatted: ksba normal

Formatted: ksba normal

The Superintendent shall develop procedures and forms for the annual inventory and be responsible for maintaining the inventory.

CAPITAL ASSETS

The District shall refer to the KDE Capital Asset Guide for guidance in establishing capitalization threshold amounts.

Formatted: sideheading

Formatted: ksba normal

Formatted: Underline

Formatted: ksba normal

Formatted: ksba normal

TRANSFER AND DISPOSAL

Fixed assets no longer needed or useable shall be returned to a designated central location and transferred or disposed of in compliance with Board policy, District inventory procedures and applicable legal requirements.

CAREER AND TECHNICAL EDUCATION PROGRAM

Inventory management and control for equipment purchased with state funds for use in the career and technical program shall be administered in compliance with applicable legal requirements.¹

REFERENCES:

¹780 KAR 7:060
KRS 160.290
Kentucky Education Technology System
Accounting Procedures for Kentucky School Activity Funds
KDE Capital Asset Guide

Formatted: Underline

RELATED POLICIES:

04.8
05.21

RECOMMENDED: THE 2012 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 162 RECOGNIZING THE BOARD'S AUTHORITY TO PERMIT COMMUNITY USE OF SCHOOL PROPERTY DURING NON-SCHOOL HOURS, WHILE MAINTAINING THE SAME IMMUNITIES FOR CLAIMS AS WOULD OTHERWISE APPLY TO USE OCCURRING DURING SCHOOL HOURS OR SCHOOL-RELATED ACTIVITIES.

THIS CHANGE IS NOT REQUIRED BY LAW.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

05.3

Community Use of School Facilities

WHO MAY USE

Principals, following the guidelines contained in this policy, may grant the use of school facilities for purposes that provide demonstrable benefit to the schools or to the community as a whole. Use of school facilities shall not be granted when such use interferes with educational purposes or if such use would be detrimental to the facility's function as an educational institution. School facilities shall only be used by educational, religious, political, civic, or social groups and not for individuals or commercial entities.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.1

AVAILABILITY

Use of Board property by any group as set out above is permissive, and no group is entitled to use the Board property. The permitted use of Board property by any group or organization shall not create any expectation that the Board property shall be available for use by that same group at any time in the future. The Board shall determine when and which facilities will be available to the community and shall establish reasonable fees for their usage.

APPLICATION AND CONTRACT

The Board shall adopt an official application form and an official rental contract, both of which shall detail the conditions of usage. Persons authorized to represent officially their organization must sign the application and contract. Any person who signs a rental contract under a claim of authorization by an organization but does not have the actual authorization of the organization shall be held personally responsible for the terms of the contract and shall personally assume all liability under the contract, including any fees owed to the Board.

Applications must be submitted to the Principal who will approve and schedule the use of facilities. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

LIABILITY

The Board shall require each organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby. Additionally, any organization using school property must assume liability for any damage to Board property which occurs during the time the organization occupies the Board property or which arises out of the organization's use of Board property, and shall reimburse the Board for any repair of damages to or replacement of school property which is lost, stolen, damaged or vandalized while under the care of the group or organization.

Community Use of School Facilities**INSURANCE**

If the non-school related activity sponsored by the community group involves admission or is designated as a high-risk activity by the Superintendent or designee, the community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity.

Under certain circumstances specified in District policy and/or procedure, the renting organization is required to provide liability insurance consisting of an insurance rider for the following amounts: Insurance liability waiver of **one (1) million dollars** with Spencer County Schools as additional insured.

The rider shall be for the time period of use of the building. Riders of this nature can be obtained from an insurance agency. The rider, including the name of the insurance agent, address, and phone number, shall be presented to the Board along with the application for use of facility.

FEES

The Board shall establish a fee for all rentals that are not civic or charitable in nature.

EXCEPTION

Activities that are sponsored by approved student organizations, faculty groups, local parks and recreation organizations, or school-related parent groups may use school facilities without charge when approved by the Principal. The organization is responsible for supervision of the event and care of the facility and must still assume all liability as set forth above.

REQUEST FOR USE

Principals shall not grant any request for extended use of school property. In order to allow all requesting educational, religious, agricultural, political, civic, or social groups to use Board property, qualified organizations must submit a request, in writing, to the facility Principal, not more than four (4) weeks nor less than one (1) week prior to the date on which use of the property is requested. An event requested outside these parameters shall require a waiver by Superintendent/designee.

Requests will be accepted on a first-come, first-served basis, with the following exceptions;

- Requests which are received more than four (4) weeks or less than one (1) week prior to the requested use date may not be considered.
- Should two or more groups or organizations request the use of the same facility for the same time, the Principal will determine if any of the requesting groups or organizations have used the facility in the sixty (60) days preceding the requested use date. If so, that group or organization will be disqualified from using the facility in favor of a group or organization which has not used the facility in the sixty (60) days preceding the requested use date.

Community Use of School Facilities**REQUEST FOR USE (CONTINUED)**

If more than one group or organization requests the use of the same facility for the same time period, the Principal may, at his/her discretion, determine that different parts of the facility can be used by different groups or organizations at the same time (i.e., one group using the cafeteria while another uses the gymnasium). Factors which may be considered include the nature of each activity, whether one group's activity will interfere with the use of the facility by the other group or organization, and the number of people anticipated to be in attendance at each activity.

Requests may be submitted by mail, by facsimile, by e-mail or by hand-delivery to the main office of the facility which is the subject of the request and requests shall be reviewed on a case by case basis by the Superintendent/designee.

CANCELLATIONS

Fees for the use of the facility must be paid not later than one (1) week in advance of the use date. Cancellations must be submitted in writing. Any cancellation by the group or organization which is received less than one week prior to the use date will result in a forfeiture of the fee.

In the event of a disaster or unforeseen emergency, the Board, the Superintendent, or the facility Principal may determine a particular activity needs to be cancelled due to anticipated use of the facility by the District during the requested use time. Any use fee which has been paid will be refunded if the cancellation is initiated by the District.

DISREGARD OF RULES

Disregard of the rules and procedures governing use of school facilities shall result in the disqualification of the offending group or organization for future requests for use of the facilities.

REFERENCES:

¹A New Section of KRS Chapter 162

KRS 160.290

KRS 160.293

KRS 160.340

KRS 162.050

OAG 80-78

OAG 60-389

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

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

RELATED POLICIES:

05.31

10.3

LEGAL: THIS CHANGE IS NEEDED BECAUSE THE LATEST CHANGES TO THE AMERICANS WITH DISABILITIES ACT (ADA) HAVE MODIFIED SECTION 504 REQUIREMENTS RELATIVE TO RESPONDING TO SPECIAL DIETARY NEEDS.
FINANCIAL IMPLICATIONS: NONE

SUPPORT SERVICES

07.1

Food/School Nutrition Services

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

MEALS

Lunchrooms shall serve meals that meet or exceed the requirements specified by state and federal regulations.

The Board shall establish the price of meals served by the lunchroom.

MEAL CHARGES

Meal charges are discouraged and limited to the cost of five (5) lunch meals and five (5) breakfast meals. Once the charge limit has been reached, a student who is not approved for free or reduced price meals that comes to breakfast or lunch with no money or bag lunch, shall be provided with a nutritious emergency snack at no cost. These snacks will not consist of featured menu items.

Parents, school counselors, family resource and/or Social Services may be notified if a student requests emergency snacks several days in a row, or establishes a pattern of needing emergency snacks.

Milk and ala carte items may not be charged. ("Ala carte" refers to those items purchased separate from the meal or meal choices.)

Adults shall not charge meals or a la carte items.

Food Service funds shall not be used to collect outstanding meal charges.

RETURNED CHECKS

The School Nutrition Office will notify parents of any returned checks upon receipt. These checks must be covered within three (3) working days from notification. During the period the student will receive an alternate sustenance meal. If the check is not covered, the student will stay on the alternate sustenance meal.

FOOD SERVICE/SCHOOL NUTRITION DIRECTOR

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

ANNUAL REPORT/PUBLIC FORUM

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

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

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

Food/School Nutrition Services

DISCRIMINATION COMPLAINTS

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

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

SPECIAL DIETARY NEEDS

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

REFERENCES:

KRS 156.160

KRS 156.502

KRS 158.852; KRS 158.856

KRS 160.290

702 KAR 6:010; 702 KAR 6:050

702 KAR 6:075, 702 KAR 6:090

7 CFR §210.23, FNS Instruction 113

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

Formatted: Space After: 0 pt

Formatted: Default Paragraph Font

LEGAL: THESE CHANGES ARE RECOMMENDED TO PROMOTE DISTRICT COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS FOR SCHOOL NUTRITION PROCUREMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.13

Bidding of School Nutrition Procurement Food Service Supplies

OPEN BIDDING

In all applicable cases, food, food products, supplies, and equipment ~~purchased with~~ used by the school food service ~~funds program~~ shall be procured ~~purchased by open bidding~~, in accordance with the process and procedures established in Policy 04.32 of this manual and all appropriate in a manner that provides full and open competition consistent with the standards in applicable federal regulations.¹

REFERENCES:

¹7 CFR 3016.36

7 CFR 210.21

KRS 160.290

KRS 424.260

KRS 45A.345 – KRS 45A.460

702 KAR 6:010

RELATED POLICY:

04.32

LEGAL: CHANGES TO 13 KAR 2:020 MAKES COMPLETION OF PRE-COLLEGE CURRICULUM ONE CONDITION FOR ADMITTANCE TO BACCALAUREATE DEGREE PROGRAMS IN KENTUCKY. SUPERINTENDENTS MAY WAIVE/SUBSTITUTE A COURSE FOR A STUDENT WITH A PHYSICAL HANDICAP.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1121

Pre-College Curriculum

UNCONDITIONAL ADMISSION

In order to be admitted ~~unconditionally~~ to baccalaureate degree programs at a Kentucky public university the students shall be required to complete the Pre-College Curriculum established by the Kentucky Council on Higher Education, graduate from high school, and take the ACT.

Formatted: ksba normal

A pre-college curriculum course may be waived by the Superintendent/designee for a student who cannot complete the course due to a physical handicap. In such instances, the student shall complete a course substituted by the District in accordance with 704 KAR 3:305.

Formatted: ksba normal

ADDITIONAL

Each university may require additional preparation for its entering students.

REFERENCES:

13 KAR 2:020

704 KAR 3:305

704 KAR 3:340

Formatted: ksba normal

RELATED POLICY:

08.113

LEGAL: THE 2012 GENERAL ASSEMBLY AMENDED KRS 158.140 TO REQUIRE THAT STUDENTS WITH DISABILITIES WHO HAVE COMPLETED A MODIFIED CURRICULUM AND AN INDIVIDUAL COURSE OF STUDY SHALL RECEIVE AN ALTERNATIVE HIGH SCHOOL DIPLOMA. OTHER CHANGES REFLECT THAT KVHS COURSES WILL NOT BE OFFERED AFTER THE 2011-2012 SCHOOL YEAR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

In order to graduate from high school in the District, students must complete all other state and local requirements and a minimum of twenty-five (25) credits.

Students who are enrolled in the Spencer County alternative school must complete a minimum of twenty-two (22) credits required by the Commonwealth of Kentucky and outlined in the Kentucky Core Academic Standards.

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

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

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

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

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

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

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

The school's student handbook contains complete details.

Students shall complete an individual graduation/learning plan that incorporates emphasis on career development.

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

Graduation Requirements

- ~~1. Accept for credit toward graduation any course a student successfully completes through the Kentucky Virtual High School and incorporate the grade the student receives in a Kentucky Virtual High School course in calculating that student's grade point average without distinction between the grade received in the Kentucky Virtual High School course and courses taught within the school district for which the student receives a grade; and~~
- ~~1. Accept for credit toward graduation and completion of high school course requirements an advanced placement, a high school equivalent, or a Kentucky Virtual High School course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in that 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 or a Kentucky Virtual High School course.²~~

Formatted: Bullets and Numbering

The criteria to determine if a course is a high school equivalent course shall be determined by the high school SBDM council.

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

- All Spencer County High School seniors are required to complete a minimum of fifteen (15) hours of community service.
- The Board may authorize different diploma programs.
- The Board, Superintendent, Principal, or teacher may award special recognition to students.
- The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.
- High school diplomas shall be awarded to students with disabilities in compliance with Kentucky Administrative Regulation applicable legal requirements.³

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

Graduation Requirements

REFERENCES:

¹KRS 40.010

²KRS 158.622

³KRS 156.160; 20 U.S.C. sec. 1414

KRS 158.140; KRS 158.860; KRS 158.645; KRS 158.6451

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

704 KAR 3:303; 704 KAR 3:305; 704 KAR 3:340; 704 KAR 7:140

OAG 78-348; OAG 82-386

Kentucky Core Academic Standards

Formatted: ksba normal, Font: Not Bold, Not
Italic, No underline, Font color: Auto

RELATED POLICIES:

08.1131; 08.14; 08.22

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

LEGAL: AFTER THE 2012 SPRING SEMESTER, KVHS WILL NO LONGER OFFER ONLINE COURSES. INSTEAD, KDE WILL PROVIDE A COMPREHENSIVE LIST OF DIGITAL LEARNING PROVIDERS FROM WHICH LOCAL DISTRICTS MAY CHOOSE, INCLUDING BAVEL, JEFFERSON COUNTY E-SCHOOL, AND KET. HOWEVER, IT IS ULTIMATELY UP TO THE DISTRICT TO DETERMINE WHICH ONLINE COURSES IT WILL RECOGNIZE FOR CREDIT TOWARD GRADUATION. ALSO, WITH THE ADVENT OF ONLINE LEARNING OPTIONS, WE RECOMMEND OMITTING REFERENCES TO CORRESPONDENCE COURSES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1131

Alternative Credit Options

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

CORRESPONDENCE COURSES

~~High school students may earn, through correspondence, a maximum of three (3) units of academic credit to be applied toward graduation requirements. Only two (2) units may be earned during any one (1) school year. Only courses offered by agencies and institutions recognized by the Board will be accepted. The express approval of the Principal/designee shall be obtained before the course is taken and an official record of the final grade must be received by the school before a diploma may be issued to the student. Under ordinary circumstances, students or their parents/guardians shall pay for approved correspondence courses the student chooses to take.~~

Formatted: ksba normal

Formatted: Font: 11 pt

Formatted: ksba normal

Formatted: Font: 11 pt

DUAL CREDIT/COLLEGE CREDIT

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

1. Dual credit shall be provided by a post secondary educational institution approved by the Principal /designee.
2. Students shall be responsible for all related costs and transportation.
3. Prior to taking a course, students shall submit a completed application to the Principal/designee. With the exception of students enrolled at the Academy of Math and Science at Western Kentucky University, all off-campus courses and class schedules must be pre-approved by the Principal/designee.
4. Students must present documentation supporting enrollment in the post-secondary institution.
5. Students shall provide verification of course completion and grade earned.
6. The high school must receive an official record of the final grade before credit toward graduation will be recognized.
7. A maximum of six (6) hours of dual credit courses per semester will be listed on the student's high school transcript. This will vary for students enrolled in the Academy of Math and Science at Western Kentucky University.

Alternative Credit Options**DUAL CREDIT/COLLEGE CREDIT (CONTINUED)**

8. Students must complete on campus at the high school all courses required by the Board for graduation with the exception of a student's full-time enrollment in a technical program or the Academy of Math and Science at Western Kentucky University.

VIRTUAL/ONLINE COURSES

High school students may also earn academic credit to be applied toward graduation requirements by completing online courses ~~offered through the Kentucky Virtual High School (KVHS)~~. Credit from an online ~~or virtual~~ course may be earned only in one (1) or more of the following circumstances:

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

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

Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled in the District and take the courses during the regular school day at the school site.

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

In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in an ~~virtual-online~~ course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

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

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

CURRICULUM AND INSTRUCTION

08.1131
(CONTINUED)

Alternative Credit Options

REFERENCE:

KRS 158.622

RELATED POLICIES:

08.113, 08.2323, 09.1221, 09.3, 09.435

LEGAL: THIS NOTATION IS RECOMMENDED BECAUSE KENTUCKY HAS BEEN GRANTED A WAIVER THROUGH THE 2013-2014 SCHOOL YEAR FOR SEVERAL PROVISIONS PREVIOUSLY REQUIRED AS PART OF THE NO CHILD LEFT BEHIND ACT.
FINANCIAL IMPLICATIONS: FEWER RESOURCES NEEDED TO COMPLY WITH SUPPLEMENTAL EDUCATIONAL SERVICES REQUIRED BY NCLB

CURRICULUM AND INSTRUCTION

08.133

Extended School/Supplemental Educational Services

PLAN FOR DIAGNOSING

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

EXTENDED SCHOOL SERVICES

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

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

Because the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following section is waived through the 2013-2014 school year.

SUPPLEMENTAL EDUCATIONAL SERVICES

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

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

REFERENCES:

- ¹P. L. 107-110 (No Child Left Behind Act of 2001)
- 34 CFR 200.45 – 200.48
- KRS 158.070
- 704 KAR 3:390

LEGAL: BOARDS RECEIVING E-RATE FUNDING FOR INTERNET ACCESS ARE REQUIRED TO UPDATE THEIR INTERNET POLICY CONCERNING DISABLING OF PROTECTION MEASURES. ADDITIONAL CHANGES ARE SUGGESTED TO MEET OTHER REQUIREMENTS OF FEDERAL LAW (CHILDREN'S INTERNET PROTECTION ACT).
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323

Access to Electronic Media

(Acceptable Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

Formatted: ksba normal

SAFETY PROCEDURES AND GUIDELINES

The Superintendent and/or designee shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

Access to Electronic Media

(Acceptable Use Policy)

PERMISSION/AGREEMENT FORM (CONTINUED)

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and twitter accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication, ~~Live@edu~~ and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Access to Electronic Media

(Acceptable Use Policy)

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District and will be monitored by the Technology Department.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

First responsibility for monitoring student use falls with the classroom teacher; however, frequent and random monitoring of student use takes place at the District level.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

Formatted: ksba normal

Formatted: policytext

Access to Electronic Media

(Acceptable Use Policy)

REFERENCES:

KRS 156.675; 47 U.S.C. § 254; 701 KAR 5:120

16 KAR 1:020 (Code of Ethics)

~~Public Law 110-385, Broadband Data Improvement Act/Protecting Children in the 21st~~
~~Century Act, 47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520~~

Kentucky Education Technology System (KETS)

RELATED POLICIES:

03.1325/03.2325; 03.17/03.27

08.1353; 08.2322

09.14; 09.421; 09.422; 09.425; 09.426

LEGAL: 703 KAR 5:230 HAS BEEN REVISED TO REFLECT ADDITIONAL AREAS SUBJECT TO PROGRAM REVIEWS THAT ARE SCHEDULED TO GO INTO EFFECT WITH THE 2015-2016 SCHOOL YEAR (WORLD LANGUAGE AND KINDERGARTEN-3RD GRADE PROGRAM).
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.5

Program Evaluation

IMPLEMENTATION OF PLAN

The Superintendent shall develop and implement a plan for the evaluation of educational programs focused primarily on measurable student achievement data. This plan shall include both objective and subjective measures of student outcomes in relation to District educational objectives developed and approved by the Board.

~~Effective with the 2011-2012 academic year and b~~Based on the timeline, criteria and procedures developed by the Kentucky Department of Education, the District's program evaluation plan shall include audits and reviews in the areas of writing, arts and humanities, practical living skills and career studies designated by regulation.¹

REFERENCES:

¹703 KAR 5:230

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.650

RELATED POLICIES:

01.111, 01.42

02.44, 02.441, 02.442

04.1, 08.222

LEGAL: THIS NOTATION IS RECOMMENDED BECAUSE KENTUCKY HAS BEEN GRANTED A WAIVER THROUGH THE 2013-2014 SCHOOL YEAR FOR CERTAIN PROVISIONS PREVIOUSLY REQUIRED AS PART OF THE NO CHILD LEFT BEHIND ACT.

FINANCIAL IMPLICATIONS: FEWER RESOURCES NEEDED TO COMPLY WITH ON-GOING NOTIFICATION AND RESPONSE FUNCTIONS RELATED TO REQUESTS FOR TRANSFER

STUDENTS

09.11

School Attendance Areas

ASSIGNED ZONES

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

IF FAMILIES MOVE

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

REQUESTS FOR TRANSFER

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

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

<p>*Because the Kentucky request to the U. S. Dept. of Education for flexibility was granted, this reason is waived through the 2013-2014 school year.</p>

REFERENCES:

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

LEGAL: THE 2012 GENERAL ASSEMBLY AMENDED KRS 158.030 TO CHANGE THE SCHOOL ENTRY AGE DEADLINE FOR FIVE- AND SIX-YEAR OLD STUDENTS FROM OCTOBER 1 TO AUGUST 1 EFFECTIVE WITH THE 2017-2018 SCHOOL YEAR. IN ADDITION, EFFECTIVE WITH THE 2012-2013 SCHOOL YEAR, DISTRICT POLICY MUST PROVIDE FOR AN EVALUATION PROCESS FOR PARENTS/GUARDIANS WISHING TO PETITION THE BOARD TO ALLOW THEIR CHILD TO ENTER SCHOOL EARLY. THE DISTRICT WILL NOT RECEIVE STATE FUNDING FOR STUDENTS PERMITTED TO ENTER EARLY.

FINANCIAL IMPLICATIONS: COSTS ASSOCIATED WITH A READINESS SCREENING PROCESS AND LACK OF STATE FUNDING FOR STUDENTS ENTERING EARLY.

STUDENTS

09.121

Entrance Age

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or otherwise qualifies for services, and who is three (3) or four (4) years of age, or who may become five (5) years of age after October 1 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

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, 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.

Formatted: ksba normal

Formatted: polycytext

Formatted: List123, Bulleted + Level: 1 + Aligned at: 0.4" + Tab after: 0.65" + Indent at: 0.65"

Formatted: Bullets and Numbering

Formatted: ksba normal, Font color: Auto

Formatted: ksba normal

Formatted: ksba normal

Formatted: polycytext

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal, Font color: Auto

Formatted: ksba normal, Font color: Auto

Formatted: ksba normal, Font: Times New Roman, 12 pt, Font color: Auto, English (U.S.)

Formatted: ksba normal, Font color: Auto, English (U.S.)

Formatted: ksba normal, Font: Times New Roman, 12 pt, Font color: Auto, English (U.S.)

Formatted: ksba normal, Font color: Auto, English (U.S.)

Formatted: ksba normal

Formatted: List123, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65"

Entrance Age**PETITION PROCESS (CONTINUED)**

1. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include availability of space and funding.

PROOF OF AGE

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

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

REFERENCES:

¹KRS 157.3175

²KRS 158.030

³KRS 157.226; KRS 159.030

⁴KRS 158.032; KRS 158.035; KRS 214.034

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

KRS 158.140; KRS 158.990

KRS 159.010

OAG 82-408; OAG 85-55

RELATED POLICIES:

08.22

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

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal, Font: Times New Roman, 12 pt, Font color: Auto, English (U.S.)

Formatted: Bullets and Numbering

Formatted: ksba normal

Formatted: ksba normal, Font color: Auto

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal

Formatted: List123, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65"

Formatted: ksba normal

LEGAL: BASED ON A FALL, 2011, REVISION TO THE STATE ATTENDANCE MANUAL AND THE CONTINUING EMPHASIS ON COLLEGE AND CAREER EMPHASIS, KDE HAS ADVISED THAT STUDENTS UNDER 21 WHO HAVE EARNED A GED ARE TO BE PERMITTED TO ENROLL AND WORK TOWARD COMPLETION OF A REGULAR HIGH SCHOOL DIPLOMA.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.1223

Persons Over Compulsory Attendance Age

PROHIBITIONS

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

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

STUDENTS WITH DISABILITIES

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

REFERENCES:

¹P. L. 105-17
KRS 158.100
KRS 158.140
KRS 159.010
KRS 159.030
704 KAR 3:305

Formatted: ksba normal

RECOMMENDED: THIS CHANGE IS SUGGESTED BY KSBA LEGAL STAFF. ALTHOUGH THE BOARD MAY CHOOSE TO CONTINUE TO APPROVE SPECIAL EDUCATION PROCEDURES, THIS CHANGE IS RECOMMENDED TO MAKE THE LANGUAGE CONSISTENT WITH SIMILAR LANGUAGE IN 08.131. EACH BOARD SHOULD CONSIDER BOTH POLICIES WHEN MAKING THE DECISION TO REVISE. THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.13

Equal Educational Opportunities

DISCRIMINATION PROHIBITED

No pupil shall be discriminated against because of age, color, disability¹, race, national origin, religion, sex, or veteran status.

STUDENTS WITH DISABILITIES

The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The District shall operate its programs 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.

Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

RELIGIOUS ACTIVITIES

The District shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law, provided they do not:

1. Infringe on the rights of the school to:
 - a. Maintain order and discipline;
 - b. Prevent disruption of the educational process; and
 - c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

REFERENCES:

¹Bd. of Educ., etc. v. Rowley 102 S.Ct. 3034 (1982)
District special education policy and procedures manual; District 504 procedures
KRS 157.200; KRS 157.224; KRS 157.226; KRS 157.230; KRS 157.350; KRS 158.183
KRS 160.295; Age Discrimination Act of 1975
Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act of 1990
Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972
Vietnam Era Veterans Readjustment Assistance Act of 1974
Kentucky Education Technology System (KETS); 28 C.F.R. Section 35.101 et seq.

RELATED POLICIES:

03.113, 03.212, 05.11, 08.131, 09.3211

LEGAL: THESE CHANGES ARE BASED ON (1) REVISED FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) REGULATIONS CONCERNING DISCLOSURE OF RECORDS AND DIRECTORY INFORMATION THAT WENT INTO EFFECT JANUARY 3, 2012, AND (2) CHANGES RECOMMENDED BY KSBA LEGAL STAFF IN RESPONSE TO INCREASED FEDERAL EMPHASIS ON FERPA ENFORCEMENT. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14

Student Records

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

PROCEDURE TO BE ESTABLISHED

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

DISCLOSURE OF RECORDS

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

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

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

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

Authorized District personnel also may disclose personally identifiable information to the following:

- 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;
- 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.

Student Records**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 DIRECTORY INFORMATION

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

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

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

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

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

SURVEYS OF PROTECTED INFORMATION

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

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

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

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

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

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

STUDENTS WITH DISABILITIES

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

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 as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter 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; 702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g, 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)

STUDENTS

09.14
(CONTINUED)

Student Records

RELATED POLICIES:

09.111; 09.12311; 09.43

LEGAL: 702 KAR 1:160 IS IN THE PROCESS OF BEING REVISED TO REPLACE 704 KAR 4:020. THE REVISED REGULATION WILL INCORPORATE REQUIREMENTS FOR STUDENT PREVENTATIVE HEALTH CARE EXAMINATIONS, WHICH NO LONGER WILL INCLUDE SCOLIOSIS SCREENING. SHOULD THIS REG CHANGE NOT GO THROUGH, YOUR FINAL COPIES WILL NOT REFLECT THESE CHANGES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.21

Health Requirements and Services

HEALTH AND SAFETY

The Superintendent shall develop procedures to ensure District compliance with all health and safety governance requirements.

The protocols and guidelines for health procedures performed by health professionals and school personnel shall be accessible to school personnel.¹ Policies and related procedures for these policies in the 09.2 section of this Manual, as referenced in the Health Services Reference Guide, are incorporated herein.

REQUIRED

All pupils shall undergo preventative health care examinations as required by Kentucky Administrative Regulation.²

The Board shall adopt a program for continuous health supervision for all pupils, including screening tests related to growth and development, vision, and hearing, and scoliosis.

REFERRAL

Referral and appropriate follow-up of an abnormality noted by screening or teacher observation shall be recorded on school health records.

EMERGENCY CARE

Schools shall have emergency care procedures, a copy of which shall be on file in the Central Office.

HEALTH RECORD

Each school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil's attendance on forms prescribed by the Kentucky Administrative Regulation or maintained electronically in the student information system.

Formatted: ksba normal

REFERENCES:

¹KRS 156.501

²~~704 KAR 4:020~~ 702 KAR 1:160

KRS 158.297; KRS 159.150

Health Services Reference Guide

Formatted: ksba normal

RELATED POLICIES:

08.1213; 08.131; 08.222; 09.2 (entire section); 09.211; 09.224

LEGAL THE 2012 GENERAL ASSEMBLY AMENDED KRS 160.445 TO ESTABLISH NEW TRAINING REQUIREMENTS FOR SCHOOL PERSONNEL CONCERNING IDENTIFYING AND ADDRESSING POSSIBLE CONCUSSIONS SUSTAINED BY STUDENT ATHLETES.
FINANCIAL IMPLICATION: COSTS FOR ADDITIONAL TRAINING

STUDENTS

09.311

Safety (Athletics)

The Superintendent shall develop procedures to insure that the safety of the student shall be the first consideration in all athletic practices and events.

SUPERVISION

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

TRAINING

All persons employed by the District as a coach for any ~~high school~~ interscholastic athletic activity or sport shall meet statutory training requirements. Training shall include how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. Certification of completion of the required course shall be filed at the Central Office. In addition, at least one (1) person who has completed the required course shall be present at every ~~high school~~ interscholastic athletic practice and competition.¹

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District, which shall include, but not limited to, the following:

1. Information on the physical and emotional development of students of the age with whom the nonfaculty coach and nonfaculty assistant will be working;
2. The District's and school's discipline policies;
3. Procedures for dealing with discipline problems; and
4. Safety and first aid training.

Follow-up training shall be provided annually.³

EMERGENCY ACTION PLAN

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

CONCUSSIONS

When an interscholastic coach, school athletic personnel, or contest official suspect that a student athlete has sustained a concussion during an athletic practice or competition, the student shall be removed from play and evaluated by a licensed health care provider, as specified in statute, who shall determine if a concussion has occurred. The student may return to play if it is determined that no concussion has occurred.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day.

STUDENTS

09.311
(CONTINUED)

Safety (Athletics)

MEDICAL EXAMINATION

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

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

REFERENCES:

¹KRS 160.445

²KRS 156.070

³KRS 161.185

RECOMMENDED: WITH CONTINUING CONCERNS ABOUT THE EFFECTS OF BULLYING, KSBA SUGGESTS ADDING A DEFINITION TO THIS POLICY. PROCEDURE SERVICE SUBSCRIBERS ALSO WILL RECEIVE AN OPTIONAL BULLYING REPORTING FORM.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.422

Bullying/Hazing

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

BULLYING DEFINITION

~~As referred to in this policy, b~~Bullying refers to any intentional, repeated hurtful acts, by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time, words or other behaviors that involve an imbalance of power. These may include, but are not limited to, name calling, teasing, threatening, social exclusion, and cyberbullying. Bullying may be physical, verbal, emotional or sexual in nature.

ACTIONS NOT TOLERATED

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

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

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

PROGRAM TO ADDRESS

Each school, with assistance from the Superintendent/designee, shall implement a comprehensive program with the following goals to address bullying and hazing:

1. To send a clear message to students, staff, parents, and community members that such behavior will not be tolerated.
2. To train staff and students in taking proactive steps to prevent such behaviors from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation to students engaged in prohibited behavior.
4. To initiate efforts to change the prohibited behavior of students through education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a safe and civil environment.