

School Calendar**DEVELOPMENT OF CALENDAR**

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

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

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

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

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

REFERENCES:

702 KAR 007:130; 702 KAR 007:140
KRS 2.190; KRS 118.035
KRS 157.360; KRS 158.070
KRS 158.6453; KRS 164.302

Adopted/Amended: 07/27/2009
Order #: 0128463

School Day**SCHOOL DAY**

The length of the school day designated by the Board shall provide students with no less than the minimum number of instructional days/hours required by law. The Board may request approval of an alternative school calendar based on procedures set out in Kentucky Administrative Regulation.

EXCEPTIONS

Kindergarten (entry level of the primary program) shall be provided no less than the equivalent of one-half (1/2) day, five (5) days a week for a full school year for each kindergarten student.

Students with disabilities and students attending primary school may attend less than six (6) hours per day under programs approved by the Board and the Commissioner of Education.¹

REFERENCES:

¹KRS 158.060

KRS 157.320

KRS 157.360

KRS 158.030

702 KAR 007:125

Adopted/Amended: 07/26/2010

Order #: 2010-166

School Term

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

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

REFERENCES:

¹KRS 158.070

702 KAR 007:125; 704 KAR 003:035

KRS 2.110; KRS 156.095

OAG 97-25

Adopted/Amended: 08/14/2006

Order #: 0127884

Emergency Closings

When, in the judgement of the Superintendent, an emergency exists, he shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the pupils.

REFERENCE:

702 KAR 007:125

RELATED POLICY:

06.21

Adopted/Amended: 04/24/1996

Order #: 0579

Adult/Community Education**PURPOSE OF PROGRAM**

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 the above 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

Provided 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.¹

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:

¹704 KAR 007:150

KRS 151B.125

KRS 160.155; KRS 160.156; KRS 160.157

785 KAR 001:010, 785 KAR 001:130

RELATED POLICIES:

05.3; 05.31

Adopted/Amended: 07/25/2005

Order #: 0127639

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.

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 designated by regulation.¹

CALENDAR FOR REVIEW OF EXISTING PROGRAMS

At the time it sets its annual calendar of regular meeting dates, the Board shall establish a process to review District programs addressing the following aspects:

1. Programs to be evaluated
2. A master schedule indicating when each program will be reviewed
3. Meeting(s) during the current school year at which a program will be discussed
4. Data to be presented and the format
5. Key questions that will be asked
6. Stakeholders to be invited
7. Information to be shared with the community and its format

The Board shall utilize findings to evaluate program impact on student achievement and to make decisions concerning program status, including continuation, budget and staffing issues.

REVIEW OF NEW PROGRAMS

Prior to implementation, the Board shall review proposals to offer new school and District programs not addressed by the Kentucky's Core Academic Standards. The Board shall require proposals to provide data supporting the need for the program, an explanation of how the program is expected to improve student achievement, and a schedule for updating the Board on student progress resulting from the new program.

REFERENCES:

¹703 KAR 005:230

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

Adopted/Amended: 07/23/2012
Order #: 2012.433

CURRICULUM AND INSTRUCTION

08.1 AP.2

Curriculum/Instruction Reports

Each year, the Principal shall provide the Superintendent/designee with copies of the following information, or revisions made since the last report. In schools operating under SBDM, these reports shall be approved first by the council.

<i>School</i>	<i>Principal</i>	<i>School Year</i>
Check if Report is Required	Required Information	Date Report Received
<input type="checkbox"/>	The school's curriculum, as aligned with KERA and District goals.	
<input type="checkbox"/>	The school's plan for organizing students for instruction, if the school has chosen to utilize ability grouping.	
<input type="checkbox"/>	The school's process for collecting and accounting for textbook rental fees.	
<input type="checkbox"/>	The schools' established standards for utilization, assignment and coordination of homework.	
<input type="checkbox"/>	The school's established standards for development of lesson plans.	
<input type="checkbox"/>	At the high school level, a plan to monitor student progress toward graduation requirements and to inform students and their parents accordingly.	
<input type="checkbox"/>	The school's process for notification of student promotions/retentions, as appropriate for the school's instructional organization.	
<input type="checkbox"/>	Other, specify _____	

RELATED POLICY: 02.44

RELATED PROCEDURE: 04.1 AP.2

Review/Revised: 6/22/09

Alternative Credit Options

Student's Name _____			
Last Name		First Name	Middle Initial
Student's Address _____			
City		State	Zip Code
School _____		Grade in the upcoming school year _____	

THE ABOVE NAMED STUDENT REQUESTS PRIOR APPROVAL TO EARN CREDIT THROUGH AN ALTERNATIVE ROUTE.

Course(s) requested: _____

☐ Online Course

From what source _____

Total number of credits anticipated: _____

Reason for taking this course:

☐ Graduation with class

☐ Enrichment/Elective

☐ Course not available within the District

☐ Other, _____

I recommend this student be permitted to take the alternative credit option.

Signature of Principal/Designee *Date*

I understand that it is my responsibility to submit an official transcript of my grade to the school by the date specified by the counselor in order to receive credit toward graduation.

Signature of Student *Date*

Number of credits earned _____

Date grade received _____

Signature of Principal/Designee *Date*

Review/Revised: 7/23/12

Application for Home/Hospital Instruction

The Home/Hospital Instruction application is incorporated by reference in 704 KAR 7:120. This application, including the accompanying medical verification form and home/hospital committee decision form, is available from the Division of Student/Family Support Services, Kentucky Department of Education.

RELATED PROCEDURES:

08.1312 AP.21

08.1312 AP.22

08.1312 AP.23

Review/Revised:6/22/09

Parent Agreement Letter for Home/Hospital Instruction

Date

Dear Parent:

Student's Name

a student at

Name of School

has met the requirements for the Home/Hospital Instruction Program.

There are several ways in which you can assist us in continuing the education of your child during his/her illness:

1. A responsible adult must be present in the home/hospital room during the time the Home/Hospital Teacher is present.
2. The Home/Hospital Teacher meets with the student a minimum of one hour on two (2) school days per week for individualized instruction. Absences are unexcused unless pre-arranged and the time rescheduled with the Home/Hospital Teacher during that same week.
3. A student with a communicable disease, as verified by a health professional, shall be eligible for the Home/Hospital Instruction Program. However, should the student's condition pose a serious health threat to the Home/Hospital Teacher, the student may receive alternate instruction such as correspondence, computer-assisted instruction, or video during the period of contagion.
4. Please check with your child regarding completion of required daily assignments in order to be ready for instruction at the next designated time.
5. Please provide a suitable work-study area where student and teacher can work with no interruption (for example: CD, tape player, and TV turned off). The area should be clean, neat, and free from household traffic.
6. Other children, visitors, or pets should be kept out of the room so that the teacher will have the student's full attention.
7. Arrange for the child to have sufficient rest and to be ready for work when the teacher arrives at the home.
8. Complete the Application for Home/Hospital Instruction, including release of medical information to school officials.
9. In addition to the scheduled weekly home/hospital instruction, the student will work independently to complete assignments.

I agree to abide by the above requirements and grant permission for this child to receive home/hospital instruction.

Parent/Guardian's Signature

Date

Review/Revised:6/22/09

Home/Hospital Review Committee Report of Student Status

This form is to be completed by the Home/Hospital Review Committee and distributed to the student's teacher(s), as appropriate.

Date: _____**To:** Classroom Teacher(s)**From:** Home/Hospital Review Committee

_____, Chairperson

Re: _____*Student's Name***Student's Status:**☐ Student's application for enrollment in the Home/Hospital Instruction Program was denied for the following reason(s): _____☐ Student has been accepted into the Home/Hospital Instruction Program. The effective date of enrollment is _____.

Beginning with the date given above, do not count the student absent from your class. The student is responsible for any assignments prior to the date of enrollment in the Home/Hospital Instruction program.

☐ Student was withdrawn from the Home/Hospital Instruction Program. The effective date of withdrawal is _____.

Include the student in your attendance records beginning with the next day of instruction following this date. The student is responsible for any assignments after the date of withdrawal from the Home/Hospital Instruction Program.

Withdrawal Code _____

☐ Student is expected to return to school as of _____ and will be withdrawn from the Home/Hospital Instruction program as of that date.☐ Student is expected to return to school for partial days as of _____ for a period of approximately _____. During this time, the student will remain enrolled in the Home/Hospital Instruction Program. Do not include the student in your attendance records.☐ After a six (6) months' review by the Home/Hospital Review Committee, the student's assignment to the Home/Hospital Instruction Program has been extended to _____.**Remarks:** __________

Review/Revised:6/22/09

Gifted and Talented Students**SELECTION FOR SERVICES**

The District shall systematically collect data on an ongoing basis that will provide the target population of candidates for services.

Primary students shall be selected and students in grades four through twelve (4-12) shall be identified in accordance with 704 KAR 3:285.

Once selected as qualifying for Primary Talent Pool services, a primary student need not be re-evaluated, except to determine suitability of services, until the end of the P4 year.

Once identified as qualifying for gifted education services in grades four through twelve (4-12), a student need not be re-evaluated, except to determine suitability of services.

At least once each school year, teachers will be provided information concerning the on-going identification process.

The Gifted-Talented Coordinator shall establish a process for identifying and implementing methods for providing equal access to services to under-represented populations.

CURRICULUM

Each school shall provide a differentiated, articulated curriculum in accordance with Kentucky Administrative Regulations.

Curricular materials shall be those designed to challenge:

1. The talent pool participant (P-P4) while focusing on continuous progress; and
2. The formally identified gifted learner (grades 4-12) and further develop the diagnosed talent and/or area of giftedness.

Service options for the formally identified gifted learner (grades 4-12) shall be described in the gifted and talented student services plan (GSSP), shall match the learner's needs, interests, and abilities, and shall be qualitatively differentiated from those provided in the standard curriculum.

PERSONNEL/FUNDING

The District shall submit an application to the state in which seventy-five percent (75%) of the state funds for gifted education shall be used in the category of personnel, including salary, for those who primarily provide direct instructional services to students identified as demonstrating gifted and talented behaviors and characteristics. These teachers shall work directly with Primary Talent Pool/formally identified students, in addition to the regularly assigned classroom teacher(s) or for at least one-half (1/2) of the regular school day in a classroom made up only of properly identified gifted students. These teachers must hold an appropriate certificate of endorsement for gifted education or an official approval.

Funding for any services beyond the state allocation shall be from school allocations as determined in the District budget.

Home/Hospital Teacher's Request to Regular Classroom Teacher

TEACHER(S): _____

STUDENT NAME _____ SCHOOL _____

GRADE _____ HOMEROOM _____ CLASS /SUBJECT _____

BEGINNING DATE _____ ENDING DATE _____

To promote a smooth transition from your classroom to home/hospital instruction and back, I request your assistance in organizing instruction for the time this student is assigned to the Home/Hospital Instruction Program. Please provide me with a summary of the material you intend to cover during this time period with this completed form attached. If you have any tests, worksheets, homework, or other materials you would like for me to use, please leave them in _____.

Please put the student's name on all correspondence.

At the end of home/hospital instruction, I will give you the student's average on work completed for me.

Thank you,

Home/Hospital Teacher

INSTRUCTIONS:

Regular Classroom Teacher's Signature

Date

Review/Revised:6/22/09

Extended School/Supplemental Educational Services

Eligible students shall be provided extended school (ESS) and/or supplemental educational services (SES) in accordance with the following procedures.

ELIGIBILITY FOR EXTENDED SCHOOL SERVICES

One (1) or more of the following methods of documentation shall be used to determine which students shall be eligible and in the greatest need of extended school services:

1. Teacher recommendation;
2. Academic performance data, including diagnostic, formative or interim and benchmark assessments, and summative assessments;
3. Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
4. Behavioral and developmental progress as documented in formal and informal assessments and reports.

SELECTION FOR EXTENDED SCHOOL SERVICES

Selection criteria for the extended school services program shall be in compliance with applicable administrative regulations.

NOTIFICATION TO PARENTS OF EXTENDED SCHOOL SERVICES

Parents of eligible students shall be notified using Procedure 08.133 AP.2.

The District will inform parents and guardians of the availability of extended school services, the rationale for offering extended school services, and consequences of not obtaining a high school diploma.

STUDENTS ATTENDING PRIVATE, PAROCHIAL, OR HOME SCHOOLS

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

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

SUPPLEMENTAL EDUCATIONAL SERVICES

Eligible students shall be provided supplemental educational services (SES). "Eligible students" mean all students from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring. "Supplemental educational services" means additional academic instruction designed to increase students' academic achievement such as tutoring, remediation, distance-learning technologies, or other educational interventions provided by state-approved service providers outside of the regular school day.

Gifted and Talented Students**PROGRAM EVALUATION**

Performance data shall be collected by the Gifted-Talented Coordinator as directed by administrative regulation for annual submission to the Kentucky Department of Education.

Each year the Gifted-Talented Coordinator shall be responsible for collecting data required for the annual report and submitting it to the Superintendent for his/her information prior to forwarding it to the Kentucky Department of Education. School data shall be signed by the Principal/Council Chair.

PROCEDURAL SAFEGUARDS AND GRIEVANCES

Parents and/or students (Grades P-12) may petition for identification or may appeal nonidentification or appropriateness of services.

1. The appealing party shall submit in writing to the Gifted-Talented Coordinator specifically why s/he believes that screening results are not accurate or talent pool services or service options in the gifted and talented student services plan are not appropriate and why an exception should be made or reconsideration given.
2. The Gifted-Talented Coordinator shall compile student data and present that along with the petition or appeal to the Selection/Placement Committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
3. The Committee shall hear appeals, make a recommendation, and respond in writing to the appealing party within ten (10) working days of receipt of the appeal and accompanying information. If the appeal concerns the nonavailability of appropriate service options, the Committee shall consult with the school council.
4. If the Committee rules in favor of the grievant, the following option shall apply as appropriate:
 - a) S/he may participate in the program as soon as the parent or guardian signs the required permission form.
 - b) A change in either the gifted and talented student services plan or provision of services shall be made in a timely manner.
5. If the Committee rules against the grievant, a further written appeal may be made to the Superintendent, who must respond in writing within ten (10) working days of receipt of the appeal.
6. Should the Superintendent uphold the decision of the Selection/Placement Committee, the appealing party may petition the Board, which will have the final decision in the case. The Board shall make a determination at the next regular meeting following receipt of the appeal.

Review/Revised:6/22/09

Notification to Parents of Child's Eligibility for Extended School Services

Student's Name _____	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Student's Address _____	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Student's Age _____	Date of Birth _____	Sex _____	Student's Phone Number _____
School _____	Grade _____	Homeroom/Classroom _____	

DATE _____

DEAR PARENT:

School District personnel have determined that your child is eligible for extended school services (ESS), to help ensure that s/he progresses from grade to grade with his/her cohort and that:

- ☐ Student exits elementary school ready to meet academic expectations at the middle school level;
- ☐ Student exits middle school ready to meet academic expectations at the high school level; and
- ☐ Student exits high school ready to meet academic expectations of postsecondary education and the workplace, with particular emphasis on literacy and mathematics.

This determination was based upon one (1) or more of the following:

- ☐ Teacher recommendation;
- ☐ Academic performance data, including diagnostic, formative or interim and benchmark assessments, and summative assessments;
- ☐ Student performance on high school, college, and workforce readiness assessments required by KRS 158.6459; or
- ☐ Behavioral and developmental progress as documented in formal and informal assessments and reports.

Personalized intervention plan and goals will be addressed in keeping with the student's Individual Learning Plan.

NOTE: *Pupils shall not be excluded due to the inability of the parent or student to provide transportation.*

Extended School/Supplemental Educational Services**SUPPLEMENTAL EDUCATIONAL SERVICES (CONTINUED)**

In providing supplemental educational services, the District shall:

1. Notify parents of eligible children about the availability of supplemental educational services in a manner that is clear and concise, as well as clearly distinguishable from other school-related information that parents receive.

The District shall post on the District/school web site(s) information about available supplemental educational services to include:

- a. The number of students who were eligible for and who participated in supplemental educational services (SES), beginning with data from the 2007-08 school year and for each subsequent year; and
 - b. A list of SES providers approved to serve the District, as well as the locations where services are provided for the current school year.
2. Help parents, at their request, choose a provider;
 3. Determine which students should receive services, pursuant to criteria set forth in federal law, if not all students can be served;
 4. Enter into agreements with service providers whom the parents select;
 5. Assist the Kentucky Department of Education (KDE) in identifying potential providers within the District;
 6. Provide information KDE needs to monitor the quality and effectiveness of the services that providers offer; and
 7. Protect the privacy of students who receive supplemental educational services.

REFERENCE:

704 KAR 3:390

RELATED PROCEDURE:

08.133 AP.2

Review/Revised:7/23/12

Notification to Parents of Child's Eligibility for Extended School Services**RECONSIDERATION**

You have the right to request we reconsider your child's identification for extended school services outside of the school day. Check if you wish to make this request and return this form to the school:

- ☐ I request that the school review my child's eligibility for extended school services.
- ☐ I consent to my child's assignment in extended school services.

Reason for request: _____

Parent/Guardian's Signature

Date

Determination following review: ☐ The student remains eligible for ESS.

☐ The student is not eligible for ESS.

Principal/designee's Signature

Date

Review/Revised:6/22/09

Title I Violation Complaint Procedure

No Child Left Behind requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A in the administration of the program.

- 1) The complaint must be in writing and addressed to the District Title I Coordinator. The complaint must contain the following:
 - The name of the complainant and the contact information;
 - The nature of the complaint (the specific violation of the administration of the Title I, Part A program).
- 2) The Title I Coordinator must maintain a complaint log. The log must include the following:
 - The name of the complainant;
 - The receipt date of the complaint;
 - The log-in number assigned to the complaint for tracking purposes;
 - The name of the staff to whom the complaint will be referred (if applicable);
 - The date of the response to the complaint.
- 3) The Title I Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
- 4) The Title I Coordinator must maintain a copy of the complaint, log, and response on file in the District office.
- 5) After the complainant has received a response from the Title I Coordinator, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with 704 KAR 3:365.

Review/Revised:7/26/10

Promotion and Retention

Schools shall comply with the following promotion, retention, and placement rules and procedures:

PRIMARY SCHOOL

Continuous progress: Students progress through the primary school program at their own rate without comparison to the rate of others or consideration of the number of years in school.

Council or school policy shall determine assignment of primary school students to classes and programs within the school. Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on established exit criteria. A school team, which includes the parent of an identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before such decision takes effect.

NOTE: Per 704 KAR 3:440, retention and promotion within the primary school program are not compatible with continuous progress.

ALL OTHER GRADES

Promotion of a student in Grades 4-12 shall be determined by the teachers in accordance with criteria required by Policy 08.22.

In addition, promotion/retention at the high school level (Grades 9-12) shall be determined by the number of credits earned.

RETENTION (GRADE 4 THROUGH MIDDLE SCHOOL)

1. Retention may occur if the student fails to:
 - a) Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
 - b) Progress satisfactorily on the academic expectations.
2. Parent(s) have been notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention.
3. The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

PLACEMENT OF STUDENTS FROM NONACCREDITED SCHOOLS

The Principal, counselor, and teachers shall determine the assignment/placement of pupils enrolling from private schools or home schools in accordance with the following guidelines:

1. Information about course work and progress is requested from the school.
2. The student is enrolled on a probationary status in the grade suggested by the parent.
3. Formal and informal testing is administered in each curriculum area, as appropriate.
4. Final placement is made after an evaluation of test data, the student's physical and social maturity, and classroom performance during the probationary period.
5. Parents are informed of final placement within three (3) weeks of enrollment. Final placement may be higher than, lower than, or the same as placement during the probationary period.

Promotion and Retention

PLACEMENT OF STUDENTS FROM NONACCREDITED SCHOOLS (CONTINUED)

6. In addition to the preceding guidelines, high school students will receive credits (Carnegie units) provided they meet the following criteria:
 - a) Comprehensive tests are taken in each subject area in which the student participated in the school. Comprehensive tests may be administered within three (3) weeks of the date of enrollment. Students will not be permitted to retake comprehensive tests.
 - b) Credits are awarded in each subject area in which the student attains a minimum passing grade based on the school's grading scale.

RELATED PROCEDURE:

08.22 AP.21

RELATED POLICIES:

08.113

08.22

Review/Revised:6/22/09

Parent-Teacher Conference Form

Date of Conference _____

Student's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
Student's Age _____	Date of Birth _____	Sex _____	Student's Phone Number _____
School _____	Grade _____	Homeroom/Classroom _____	

PREVIOUS NOTIFICATION(S)

- ☐ Deficiency report(s) sent and returned, specify _____
- ☐ Previous conference(s) held, specify _____
- ☐ Previous nonpromotion(s), specify _____
- ☐ Student Assistance Team/Teacher Committee, explain _____

COMMENTS

The following are important factors when nonpromotion is a possibility. Utilization of this form during the parent-teacher conference may facilitate communication and yield a comprehensive picture of the child's situation. Check applicable factors, as appropriate.

	Physical size
	Social maturity
	Motivational maturity
	Standardized Group Tests (Academic Expectations)/Teacher-Made Tests
	Individual test results (where applicable)
	Present level of academic performance
	Language competency
	Individualized Education Program (where applicable)
	Attendance
	Transiency

Additional Comments _____

Parent's response to possibility of student's retention _____

Parent's suggestions _____

Review/Revised:6/22/09

Student Assistance Team/Teacher Committee Worksheet

Student's Name _____			
<i>Last Name</i>		<i>First Name</i>	<i>Middle Initial</i>
Student's Address _____			
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Student's Age _____	Date of Birth _____	Sex _____	Student's Phone Number _____
School _____	Grade _____	Homeroom/Classroom _____	

DIRECTIONS

This form is a worksheet to be completed by the Student Assistance Team/Teacher Committee and shared with the parent during the parent-teacher conference, as appropriate.

Referring Teacher _____ Date _____

☐ INITIAL RECOMMENDATION OF STUDENT ASSISTANCE TEAM/TEACHER COMMITTEE:

I acknowledge receipt of the above information _____
Parent/Guardian's Signature *Date*

Because the parent(s) was unable to attend the conference, the above information was mailed to the parent on _____.
Date

☐ FINAL RECOMMENDATION OF STUDENT ASSISTANCE TEAM/TEACHER COMMITTEE:

I acknowledge receipt of the above information _____
Parent/Guardian's Signature *Date*

Because the parent(s) was unable to attend the conference, the above information was mailed to the parent on _____.
Date

Review/Revised:6/22/09

Instructional Resource Procedures

District personnel shall comply with requirements established in Kentucky Administrative Regulations and other documents and forms prepared and distributed by the Kentucky Department of Education.

For waiver of student fees for students who qualify for free and reduced-price meals, see Procedure 09.15 AP.21.

RELATED PROCEDURE:

04.7 AP.2 (inventory form)

Review/Revised:6/22/09

Application for Free-Reduced Instructional Resource Rental**APPLICATION FOR ASSISTANCE WITH INSTRUCTIONAL RESOURCE PAYMENTS ONLY****(Must qualify for free or reduced price lunch program to apply.)**

Kentucky School Law (KRS 157.110) permits parents of students who qualify for free/reduced-price lunch to apply for assistance with instructional resource rentals.

I wish to apply for assistance with rental fees for _____

Student's Name

I have completed a Free/Reduced Lunch application form. YES ☐ NO ☐

INSTRUCTIONAL RESOURCE	PERIOD	TEXTBOOK/CLASS	AMOUNT DUE

TOTAL _____

Parent's Signature

Date

Review/Revised:6/22/09

Rental/Late Payment Application Form

Students in Grades 9-12 shall rent instructional resources, based on a fee schedule adopted by the Board. Because teaching supplies have been ordered based on projected enrollment; we must collect fees as soon as possible. In order to demonstrate to the auditor that we can account for all monies, we must have a receipt for payment or a signed statement from a parent indicating when the fees will be paid.

I wish to pay the following fees for _____ late.
Student's Name

Homeroom Teacher _____

Division _____

INSTRUCTIONAL RESOURCES	PERIOD	TEXTBOOK/CLASS	Amount Due	Paid	Not Paid

TOTAL _____

Parent's Signature

Date

Review/Revised:6/22/09

Copyrighted Materials/Notice of Use**RESPONSIBILITY TO INFORM**

The Principal/designee shall inform school personnel of the following procedures regarding the duplication of copyrighted materials:

1. Material including, but not limited to, the following may be subject to copyright protection:
 - a) Musical
 - b) Dramatic
 - c) Literary (including workbooks, tests, etc.)
 - d) Pictorial
 - e) Sound recordings
 - f) Audiovisual works
 - g) Computer software
 - h) Architectural works
 - i) Choreographic works
2. Copyrighted materials that are copied shall not be used for profit.
3. The teacher may make a single copy of copyrighted material in preparation for class.
4. Except for computer software, the "Fair Use" allowance permits limited reproduction and use of copyrighted materials for classroom use.
5. Except for computer software, if the teacher needs multiple copies, the number shall not exceed one (1) copy per student.
6. In the case of computer software, a single copy may be made to be used only for "back-up" or archival purposes.

DIGITAL TECHNOLOGY/DISTANCE LEARNING

The District may use instructional transmissions as part of any distance learning classes, provided use complies with guidelines set forth in federal regulations and the following criteria are met:

1. The performance and/or display is a regular part of instruction; and
2. Technical measures are utilized to reasonably prevent keeping material beyond the class session and distributing it.

Review/Revised:6/22/09

Review of Challenged Instructional Materials

REQUEST FOR REVIEW

The review of instructional materials, including textbooks, supplementary materials, library books, audiovisual media, class content, and technology on the basis of citizen concerns will be conducted in response to a properly filed request. Forms for such requests will be made available to any resident of the District at the Principal's Office. The request shall include a statement of reason for objection and a statement of desired action regarding the material.

In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. The use of challenged material may be restricted until final disposition has been made. However, individuals may be assigned other materials in lieu of those being challenged.

REVIEW COMMITTEE

The Superintendent/designee shall establish a Review Committee, composed of the Principal, professional librarian(s), two (2) staff members as designated by the Principal and whose subject area is affected, and two (2) parents. All committee members shall represent the school receiving the complaint.

The following steps shall be taken by the Review Committee:

1. Review the specific written complaint.
2. Read and/or examine the materials in question.
3. Determine general acceptance of the challenged materials in the community, other school systems and professional media.
4. Discuss the complaint and merit of the challenged material; make a value judgment based on the materials as a whole, and not on parts taken out of context.
5. Determine the merit of potential alternative instructional materials.
6. Prepare a recommendation for disposition of the complaint.
7. File a written decision with the Principal and/or school council, as appropriate, and send a copy to the Superintendent/designee.

The Principal shall inform the complainant in writing of the decision within ten (10) school days after receipt of the completed form.

APPEAL

Within ten (10) school days after the complainant has been informed of the committee's decision, the complainant may appeal the decision, in writing, to the Superintendent/designee.

Upon receipt of the appeal, the Superintendent/designee will review the challenged material and the decision of the Review Committee and, within ten (10) school days, notify the complainant and Principal of his/her determination.

Review of Challenged Instructional Materials

APPEAL (CONTINUED)

Within ten (10) school days after the complainant has been informed of the decision of the Superintendent/designee, the complainant may appeal the decision, in writing, to the Board.

The Board will consider the appeal at the next scheduled meeting and so notify the complainant of its final decision regarding the challenged material.

SCHOOLS ADOPTING SBDM

Reviews of challenged instructional materials in schools which have adopted School Based Decision Making shall follow policies which have been adopted by the School Council.

Review/Revised:6/22/09

Request for Reconsideration of Instructional/Library Materials

SCHOOL _____ TEACHER _____

Please indicate the format of the material (book, DVD, magazine, CD, etc.):

TITLE _____

AUTHOR _____

PUBLISHER/PRODUCER _____

Request initiated by _____

Telephone _____ Street Address _____

City _____ State _____ ZIP Code _____

Complainant represents ☐ himself ☐ herself ☐ organization, specify _____Please answer the following questions after you have read, viewed, or listened to the school instructional/library material in its entirety.

1. Have you read, viewed, or listened to the material in its entirety? ☐ YES ☐ NO
2. Have you discussed this work with the teacher/librarian who assigned/ordered it? ☐ YES ☐ NO
3. What do you find objectionable in the material? (Please be specific, cite page(s), scenes, etc.)

4. What do you believe is the theme or purpose of this material? _____

5. What do you feel might be the result of a student's using this material? _____

6. For what age group would you recommend this material? _____

7. Is there anything good in this material? Please comment. _____

8. Would you care to recommend other school library material of the same subject and format as a replacement? _____

9. What action do you desire school personnel to take as a result of this written request for reconsideration?
_____*If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.*_____
*Complainant's Signature*_____
*Date***PLEASE RETURN COMPLETED FORM TO THE SCHOOL PRINCIPAL.**

Review/Revised:7/26/10

Staff/School Council Reconsideration of Instructional/Library Materials

SCHOOL _____ TEACHER _____

Please indicate the format of the material (book, DVD, magazine, CD, etc.): _____

TITLE _____

AUTHOR _____

PUBLISHER/PRODUCER _____

NON-FICTION**Purpose**

1. What is the purpose of the material? _____
2. Is the purpose accomplished? ☐ YES ☐ NO

Authenticity

1. Is the author competent and qualified in the field? ☐ YES ☐ NO
2. What are the reputation and significance of the author and publisher/producer in the field?

3. Is the material current and accurate? ☐ YES ☐ NO
4. Are information sources well documented? ☐ YES ☐ NO
5. Are translations and retellings faithful to the original? ☐ YES ☐ NO

Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum? ☐ YES ☐ NO
2. Is it appropriate to the level of instruction intended? ☐ YES ☐ NO
3. Are the illustrations appropriate to the subject and age levels? ☐ YES ☐ NO

Content

1. Is the content well presented by providing adequate scope, range, depth and continuity? ☐ YES ☐ NO
2. Does this material present information not otherwise available? ☐ YES ☐ NO
3. Does this material give a new dimension or direction to its subject? ☐ YES ☐ NO

Reviews

1. Source of review _____
☐ Favorably reviewed ☐ Unfavorably reviewed
2. Does this title appear in one or more reputable selection aids? ☐ YES ☐ NO
If answer is yes, please list titles of selection aids. _____
3. Does this material give a new dimension or direction to its subject? ☐ YES ☐ NO

Staff/School Council Reconsideration of Instructional/Library Materials**FICTION****Purpose**

1. What is the purpose, theme, or message of the material? _____
2. Is the purpose accomplished? ☐ YES ☐ NO
3. Does reading, viewing, and/or listening to material result in more compassionate understanding of human beings? ☐ YES ☐ NO
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various ethnic groups? ☐ YES ☐ NO
5. Are questionable elements of the story central to a worthwhile theme or message? ☐ YES ☐ NO

Content

1. Is the view of life presented in the material a realistic one? ☐ YES ☐ NO
2. When factual information is part of the story, is it presented accurately? ☐ YES ☐ NO
3. Are concepts age appropriate for the potential readers? ☐ YES ☐ NO
4. Do characters speak in a language true to the period/section of the country in which they live? ☐ YES ☐ NO
5. Is the presentation of the main character or any of the minor characters offensive? ☐ YES ☐ NO
6. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate? ☐ YES ☐ NO
7. If there is use of offensive language, is it appropriate to the purpose of the text? ☐ YES ☐ NO
8. Is the material well written or produced? ☐ YES ☐ NO
9. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way? ☐ YES ☐ NO
10. Does the material make a significant contribution to the history of literature? ☐ YES ☐ NO
11. Are the illustrations appropriate and in good taste? ☐ YES ☐ NO
12. Are the illustrations realistic in relation to the story? ☐ YES ☐ NO

ADDITIONAL

COMMENTS: _____

*Principal/designee's Signature*_____
Date
Review/Revised: 7/26/10

Staff/School Council Reconsideration Decision

(Date)

Dear _____:

The staff has reviewed your request to reconsider _____.
We have decided to:

- ☐ Retain
- ☐ Replace
- ☐ Reassign (alternative)
- ☐ Other, as specified _____.

You must contact me within ten (10) days of the date of this letter if you wish to appeal this decision to the Superintendent.

Thank you for your interest in the District's schools and the instructional materials used.

Sincerely yours,

Principal/designee's Signature

School

Review/Revised:6/22/09

Access to Electronic Media**ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

Access to Electronic Media**RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

RELATED POLICIES AND PROCEDURES:

08.2322

09.14

Review/Revised:7/23/12

Electronic Access/User Agreement Form

User's Name _____			
Last Name		First Name	Middle Initial
User's Address _____			
City		State	Zip Code
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
If applicable, User's Grade _____		Homeroom/Classroom _____	

Please check if you are a ☐ student ☐ certified employee ☐ classified employee ☐ member of the community.

As a user of the _____ District's computer network, I hereby agree to

District Name

comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature

Date

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian

Date

Daytime Phone Number: _____ Evening Phone Number: _____

**NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR
ONLINE ACTIVITIES OF MINORS.**

Review/Revised:7/23/12

Application for Remote User Account

PLEASE PRINT WHEN COMPLETING THE FOLLOWING APPLICATION.

PERSONAL INFORMATION

First name _____ Middle Initial _____ Last Name _____

Work Address _____
Number and Street

City, State and ZIP Code

Home Address _____
Number and Street

City, State and ZIP Code

Daytime Phone Number _____ Evening Phone Number _____

Check one of the following: ☐ Staff Member ☐ Community Member

COMPUTER INFORMATION

Brand _____

Model _____

RAM Memory _____

Hard Disk Drive (size) _____

Modem Speed _____

DISTRICT RESPONSIBILITIES

The District does not provide commercial software programs for use at home. It is the responsibility of the user to legally acquire the necessary software for remote network or Internet access. A list of appropriate software programs and sources will be provided with each account.

While the technical staff in the District will make every effort to assist private citizens in their efforts to access the District's electronic resources, their primary responsibility is the students and teachers of the District. A list of KETS approved workstations and minimum workstation configuration will be provided with each account.

Review/Revised:6/22/09

Individual Learning Plan Web Release

I am the parent or guardian of _____, a student under the age of eighteen (18) who is enrolled in grades six through twelve (6-12) in the _____ school district. I hereby authorize the District to enable a feature of web based Individual Learning Plan ("ILP") software, which will permit my student to invite third parties to have access to his/her ILP information or portions of such information via the web (internet). The purpose of this feature is to help my student with career and college plans by permitting him/her to share ILP information with persons or organizations such as college admissions officers, organizations offering scholarships, and potential employers. However, I understand this feature could permit my student to release ILP information to other third parties. I agree that the District, its employees, and agents shall not be responsible, nor shall they incur any liability for any disclosure made by the student using this software feature. The Family Educational Rights and Privacy Act (FERPA) and similar state statutes (KFERPA) generally require parents to consent before the educational records relating to their student(s) are disclosed to third parties.

I understand that the above software feature is not itself a disclosure of education records, but it will enable my student to disclose confidential educational records information. I specifically authorize and give my consent to the disclosure of ILP educational records information to third parties by my student through the use of the software feature as described above.

I understand that once this signed form is returned to the school, it will stay in effect as long as my child is enrolled in the District (unless I or my child on turning 18 requests a change).

I also understand that the sharing feature will not be enabled for my child unless this completed form is returned to the school.

Signature of Parent/Guardian

Date

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL BY _____ (DATE).

Review/Revised:7/25/11