

School Nutrition Services

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

BREAKFAST AND LUNCH

All schools will serve a complete breakfast, hot or cold as defined by federal regulations. The noon meal shall be a complete lunch, hot or cold, as defined by federal regulations; and servings shall be of such size as to provide at least one-third ($1/3$) to one-half ($1/2$) of the daily nutritional requirements.

SPECIAL DIETARY NEEDS

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

CHILD NUTRITION DIRECTOR

The District (or child nutrition area to which the District belongs) shall appoint/select a Child Nutrition Director to oversee and manage the child nutrition department.

ANNUAL REPORT/PUBLIC FORUM

Immediately following the release of the 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.

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.

PREPAYMENT OPTION

Children who participate in the breakfast and /or lunch program can make a prepayment on their account at any time. Money can be deposited into an individuals account at their home school or through the on-line ~~MealPayPlus~~ system.

My Payments Plus

Food/School Nutrition Services

MEAL CHARGES

Any person who participates in the breakfast and/or lunch program may charge meals up to six (6) days. After that time, all charges must be paid before additional charges can be made. Students shall not be permitted to charge a la carte items.

Faculty and staff may charge meals up to 3 times. After that time, all charges must be paid before additional charges can be made. If charges are not paid in within thirty (30) school days from the time the last charge is made, charge privileges will be revoked. No a la carte items may be charged.

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

REFERENCES:

KRS 156.160; KRS 156.502

KRS 158.852; KRS 158.856

KRS 160.290

702 KAR 006:010; 702 KAR 006:020

702 KAR 006:040; 702 KAR 006:045; 702 KAR 006:050

702 KAR 006:060; 702 KAR 006:075; 702 KAR 006:090

7 CFR §210.23, FNS Instruction 113

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

Adopted/Amended: 06/21/2012

Order #: 10288

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

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

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

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, Each student shall complete an individual learning plan that incorporates emphasis focuses on career exploration and related postsecondary education and training needs development, to include Academic Expectations 2.36, 2.37, and 2.38, and shall have a total of at least twenty-two (22) credits for high school graduation, including demonstrated performance-based competency in technology. Those credits shall include the following minimum requirements:

Language arts – four (4) credits (including English I, II, III, and IV);

Social studies – three (3) credits (to incorporate U. S. History, Economics, Government, World Geography, and World Civilization)

Mathematics –four (4) credits (including Algebra I, Algebra II, Geometry, and one [1] elective as provided in the Kentucky Core Academic Standards, 704 KAR 3:303)

Science – three (3) credits (including life science, physical science, and earth and space science as provided in Kentucky Core Academic Standards, 704 KAR 3:303)

Health – one-half (½) credit

Physical education – one-half (½) credit

History and appreciation of visual and performing arts (or another arts course that incorporates this content) – one (1) credit

Electives – six (6) credits

All required courses shall include content contained in the Kentucky Core Academic Standards, and electives shall address academic and career interest standards-based learning experiences, including four (4) credits in an academic or career interest based on the student's individual learning plan.

Students must take one (1) mathematics course each year of high school. Required courses include: Algebra I, Geometry and Algebra II. An integrated, applied, interdisciplinary, technical or occupational course that prepares a student for a career path based on the student's individual learning plan (ILP) may be substituted for a traditional Algebra I, II or Geometry course. This decision is made on an individual student basis. These courses must meet the content standards 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.

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Graduation Requirements**ADDITIONAL REQUIREMENTS**

All students will be enrolled for eight (8) semesters or twelve (12) trimesters of high school unless the high school Principal, in consultation with the high school counselor, student, and legal guardian/parent, recommends an exception.

Provided all requirements for graduation are met and the Principal determines it is in the best interest of the student, the Principal may recommend an exception for a particular student(s) to the Board. (For an exception, see section about the early high school graduation program.)

The consultation shall include a review of the student's high school course of study, grades, test scores, discipline records, extracurricular activities, and individual graduation plan for the purpose of determining the extent to which the student would benefit from an exception. The decision of the Principal to recommend an exception to the Board shall be on the basis of the student's readiness and need for accelerated coursework that is not available in the high school's curriculum or other extenuating circumstances.

Fractional credit may be granted for one-credit courses.

Students who have completed the requirements for graduation at each high school are eligible for a diploma from that school.

COMMENCEMENT

Graduation exercises and the issuing of diplomas shall occur only once each year at the end of the school term and shall involve only those students who have completed the requirements.

Honor Student recognition will be determined by school councils.

HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL

It is expected that most students will earn these credits during their high school years. However, local school districts may offer these courses to middle level students if the following criteria are met:

1. The content and the rigor of the course is the same as established in the Kentucky Core Academic Standards;
2. The students demonstrate mastery of the middle level content as specified in the Kentucky Core Academic Standards;
3. The District has criteria in place to make reasonable determination that the middle level student is capable of success in the high school course; and,
4. The middle level course is taught by teachers with either secondary or middle level certification with appropriate content specialization.

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

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

Individual site-based councils, with Board approval, may determine additional graduation requirements.

Graduation Requirements**PERFORMANCE-BASED CREDITS**

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

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

The Board may authorize different diploma programs. In order to graduate, seniors must have successfully completed requirements of the state assessment and accountability program. Individual site-based councils, with Board approval, may establish additional graduation requirements related to state-mandated standards-based assessment.

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

STUDENTS WITH DISABILITIES

~~Consistent with the District's graduation practices for all students, an alternative Hhigh school diplomas shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.³~~

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

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STUDENTS

08.113
(CONTINUED)

Graduation Requirements

DIPLOMAS FOR VETERANS

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

REFERENCES:

¹KRS 40.010

²KRS 158.622

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

⁴~~KRS 158.142~~

KRS 158.140; 704 KAR 7:140

KRS 158.645

KRS 158.6451; KRS 158.860

13 KAR 2:020

702 KAR 7:125; 703 KAR 4:060

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

OAG 78-348; OAG 82-386

Kentucky Core Academic Standards

RELATED POLICIES:

08.1131, 08.14, 08.2211

09.126 (re requirements for students from military families)

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Promotion and Retention

"intervention"

CERTIFICATE AND TRANSFERS

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

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

DIPLOMAS

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

PROMOTION

The elementary and middle school Principals or designee shall notify parents of students who are in danger of retention at the close of the first and third quarters. The high school Principal shall notify parents of students who are in danger of failing a two-semester class at the close of the second and third quarters. For semester courses, the notification will be done at the end of the first quarter. Notification to parents of seniors who are failing shall be sent at the end of the third grading period.

Promotion of elementary students shall be based on demonstration of emotional, social, intellectual, and academic growth. The decision to retain shall be made by the teacher, Principal, and parent. Should there be a division of opinion regarding retention, the Principal shall make the final decision.

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

Middle school students are to be promoted according to the number of classes passed. Students who fail two (2) or more core content classes (language arts, math, science, social studies) are to be retained. Students who fail one (1) core content class and related arts classes equivalent to one (1) core content class (i.e., physical education, family and consumer science, technology education, music, band, art, etc.) are to be retained. Exception to this provision of the policy may be appealed to the Superintendent or designee for a final judgment. The Superintendent or designee shall use criteria that includes but not be limited to home/school communications, ESS referral and Intervention Assistance Team strategies used.

To be promoted from one grade level to another in elementary, middle, and high school, a student must complete all components of District and State assessment and accountability programs as specified in state guidelines.

Grading

ACHIEVEMENT

Teachers shall maintain detailed, systematic records of the achievement of each student. Teachers shall provide feedback on all assessments, assignments, and/or projects that are used for grading purposes within a reasonable amount of time after the tasks have been completed.

GRADE REPORTS

Grade reports shall be issued every nine (9) weeks for elementary, middle, and high school students. These evaluations shall provide a record of academic progress and conduct.

Teachers shall send progress reports at the middle of each grading term to parents of students who are doing unsatisfactory work. This report may be written or verbal however interim report forms are available upon request. A copy of the interim report(s) shall be retained at the local school during the current academic year.

Conduct grades are not to be recorded on the permanent record card.

Special area teachers should collaborate with regular classroom teachers to report student progress. At the end of each grading period, the Principal shall have teachers report, on a form provided by the school, the names of students who are failing or in danger of failing.

UNIFORM GRADING

It is beneficial to the school system and to the teachers to work toward uniformity in grading practices. Each Principal shall be responsible for reviewing the grading practice of the school staff after each grading period.

Nothing in this policy shall prevent a Principal from taking appropriate action on any grading problem.

PARENT/TEACHER CONFERENCES

Conferences may be held when requested by the parent or teacher.

GRADING SCALE

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

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Descriptor</u>
A	92-100	Excellent
B	83- 91	Good
C	74- 82	Average
D	68- 73	Below Average
F	0- 67	Failing

Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as ten percent ~~(10%)~~ ^{20%} of a student's final grade in a course.

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.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to global 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 permission/agreement form shall be required prior to the student being granted independent access to the Internet and/or e-mail 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 online behavior, access privileges, and penalties for policy/procedural violations must be signed by the parent or legal custodian 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/custodian (or the student who is at least 18 years old) must provide the school and 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 other social networking 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 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.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
4. Once the site has been created, the sponsoring staff member is responsible for the following:

Access to Electronic Media

(Acceptable Use Policy)

EMPLOYEE USE (CONTINUED)

- a. Monitoring and managing the site to promote safe and acceptable use; and
- b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

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.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology may be subject to loss or restriction of the privilege of using the 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.

MAINTENANCE

A maintenance program shall be developed by the Technology Director. The maintenance program shall include provisions which will minimize "down-time" on network file servers.

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.

Access to Electronic Media

(Acceptable Use Policy)

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.

STAFF/STUDENT OWNED MOBILE COMPUTING DEVICES

Students and/or employees who bring to school privately owned laptops or other mobile technology devices, including but not limited to, iPod Touch, iPad, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

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NETWORK SYSTEM SECURITY

A written computer Network Security Plan shall be on file in the Superintendent's Office and the schools' offices. This plan will be referred to in all matters pertaining to Hardin County Schools' network security.

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.

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.

REFERENCES:

KRS 156.675; 701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
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; 8.1353, 08.2322
09.14, 09.421, 09.422, 09.425, 09.426

LEGAL: 704 KAR 7:150 HAS BEEN REPEALED. STUDENTS WHO DROP OUT AND STILL CHOOSE TO EARN A GED MAY DO SO THROUGH KENTUCKY ADULT EDUCATION OR KENTUCKY EDUCATIONAL TELEVISION. THE SECONDARY GED PROGRAM WILL BE DISCONTINUED AFTER THE 2013-14 SCHOOL YEAR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.4

Adult/Community Education

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

~~Through the end of the 2013-14 school year and p~~ 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.⁺~~

SCHOOL FACILITIES AND RESOURCES

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

REFERENCES:

~~⁺704 KAR 7:150~~

-KRS 151B.125

-KRS 160.155; KRS 160.156; KRS 160.157

-785 KAR 1:010, 785 KAR 1:130

RELATED POLICIES:

05.3; 05.31

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

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

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

STUDENTS

09.111

Transfers and Withdrawals

TEACHER TO ASCERTAIN REASON

When a pupil of compulsory school age withdraws from school, the teacher/attendance personnel of the pupil shall ascertain the reason.¹

REPORT TO STUDENT SERVICES

The teacher/attendance personnel shall immediately report the withdrawal and the reason for it to the Superintendent's office (Division of Student Services).

CHANGE OF RESIDENCE

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.¹

MISSING CHILDREN

The Division of Student Services shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.¹

PERMISSION REQUIRED FOR WITHDRAWAL

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate education prior to graduation, s/he must comply with the requirements of KRS 159.010.

No written permission for withdrawal shall be required for a student over eighteen (18).²

Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.²

FOLLOW-UP BY DISTRICT PERSONNEL

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student between the ages of sixteen (16) and eighteen (18) who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.²

REFERENCES:

¹KRS 159.170; KRS 158.032

²KRS 159.010; KRS 159.020

STUDENTS

09.111
(CONTINUED)

Transfers and Withdrawals

RELATED POLICY:
09.122

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 157.3175 TO ALLOW CHILDREN WHO ARE FOUR (4) BY AUGUST 1, BEGINNING IN 2017, TO ENTER PRESCHOOL IF THEY ARE AT RISK OF EDUCATIONAL FAILURE.
FINANCIAL IMPLICATIONS: COST OF ADDITIONAL RESOURCES IF MORE STUDENTS ARE ELIGIBLE TO ATTEND.

STUDENTS

09.121

Entrance Age

PRESCHOOL

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

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

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PRIMARY SCHOOL

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

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

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

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

PETITION PROCESS

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

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

STUDENTS

09.121
(CONTINUED)

Entrance Age

PETITION PROCESS (CONTINUED)

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

PROOF OF AGE

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

REFERENCES:

¹KRS 157.3175

²KRS 158.030

³KRS 158.030; KRS 159.030

⁴KRS 158.032; KRS 158.035; KRS 214.034

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

~~704 KAR 5:070~~

OAG 85-55; OAG 82-408

~~KRS 158.140~~

RELATED POLICIES:

08.22

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

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

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

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

STUDENTS

09.122

Attendance Requirements

COMPULSORY ATTENDANCE

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

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

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

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

PHYSICIAN'S STATEMENT REQUIRED

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

EXCEPTIONS TO PRESENCE AT SCHOOL

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

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

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,² or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.³
3. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.⁴
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.⁴
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.⁴
6. In accordance with KRS 158.240, students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.⁵
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.⁶

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

KRS 159.180; KRS 159.990

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

RELATED POLICIES:

08.131; 08.1312; 09.111; 09.123; 09.36

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

THIS CHANGE IS NOT REQUIRED BY LAW.

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

FINANCIAL IMPACT: NONE ANTICIPATED

STUDENTS

09.14

Student Records

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

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

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

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 without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.

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Student Records**DISCLOSURE OF RECORDS (CONTINUED)**

- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

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

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

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

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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.

DIRECTORY INFORMATION

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

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

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

Student Records**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 out of participation in the following activities:

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

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

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

AGENCIES THAT MAY HAVE ACCESS

~~No individual or agency may have access to the record without the written consent of the parent or eligible student except as authorized by law.~~

STUDENTS WITH DISABILITIES

The District's special education policy and 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 missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

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Student Records**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 notice to the parent is not required when a court order or subpoena requires~~ directs that disclosure be made without notification of the student or parent, ~~or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party, the District shall comply with that requirement.~~ If the District receives such an orders, the matter(s) may be referred to local counsel for advice.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

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

KRS 7.110; KRS 15A.067; KRS 158.032; KRS 159.160; KRS 159.250; KRS 160.990

KRS 161.200; KRS 161.210;

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

702 KAR 1:140; 702 KAR 3:220

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

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

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

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

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

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

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

RELATED POLICIES:

09.111; 09.12311; 09.43

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

STUDENTS

09.15

Student Fees

BOARD APPROVAL REQUIRED

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

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

The Principal and teachers shall review costs to students and parents and submit an annual report to the school council as well as the Superintendent or designee.

REFERENCE:

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

08.232

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

STUDENTS

09.22

Student Health and Safety

PRIORITY

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

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

HEALTH SERVICES TO BE PROVIDED

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

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

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

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

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

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

SUICIDE PREVENTION

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

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

STUDENTS

09.22
(CONTINUED)

Student Health and Safety

REFERENCES:

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

²KRS 156.095

³~~KRS 158.070~~

KRS 156.160

~~KRS 158.836~~

702 KAR 5:030

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RELATED POLICY:

09.2241

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

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

STUDENTS

09.2241

Student Medication

ACCESS

Except for emergency medications (including, but not limited to Diastat, Glucagon, and EpiPens) and medications approved for students to carry for self-medication purposes, all medications, both prescription and nonprescription, must be stored in a secure cabinet or container accessible only to personnel designated to administer medications.

All medications given must be documented on a medication log.

PRESCRIPTION MEDICATION

School personnel who have completed training required by law, may administer medication to students after obtaining signed authorization from the parent. The medication must be sent to school in its original container with the prescription label attached. The prescription must contain information as required by administrative procedures.

NONPRESCRIPTION MEDICATION

Students may take nonprescription medications which are brought from home once a completed authorization form from the parent/guardian is on file.

On an individual basis, students may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

SELF-ADMINISTRATION

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

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

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

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STUDENTS

09.2241
(CONTINUED)

Student Medication

REFERENCES:

- ¹KRS 158.834
- ²KRS 158.836
- OAG 73-768
- OAG 77-530
- OAG 83-115

RELATED POLICIES:

- 09.22
- 09.224

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

STUDENTS

09.3

Student Activities

TO BE ENCOURAGED

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils. However, only those students enrolled in the Hardin County Schools may participate in extracurricular activities.

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

The schools are strongly encouraged by the Board to limit the scheduling of student participation in activities that would interfere with Wednesday evening family/church/community activities.

DEFINITION

Extracurricular activities, as used in this policy, refers, designates, or pertains to those phases of school activities not taught in the classroom though functioning under the guidance of the faculty such as sports, clubs, marching band, field trips, etc.

CONTROL

All school-sponsored student activities shall be under the direction of the Principal.

The Principal may suspend a student's eligibility to participate in extracurricular and co-curricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.¹

For Schools without SBDM Councils

PARTICIPATION (GRADES 9-12)

Academic eligibility for participation in extracurricular activities (as defined below) will be determined by the following:

Any student who participates in extracurricular activities must have, for the current academic school year, up to and including Friday of the week preceding the week in which the contest occurs, a passing average in each of at least four (4) subjects. For schools utilizing a 4 x 4 (block) schedule, a student must pass three (3) subjects. No special recitations or tests are to be given for the purpose of making a student eligible.

PARTICIPATION (GRADES 6-8)

Academic eligibility for participation in extracurricular activities (as defined below) will be determined by the following:

1. Any student who participates in extracurricular activities must maintain a passing grade (70 or above) in each subject.

Student Activities**For Schools without SBDM Councils****PARTICIPATION (GRADES 6-8) [CONTINUED]**

2. Grades will be checked at the end of each of the first three (3) nine-week grading periods. Any student who is found to be ineligible shall not participate, other than practice, in any extracurricular activity for a period of two (2) calendar weeks. If at the end of the two (2) calendar week period, the ineligible student has earned a passing grade for the school year in the subject(s) in which s/he was failing, extracurricular participation may resume. However, if the student has not obtained a passing grade for the school year, s/he will remain ineligible on a weekly basis until a passing grade for the school year is achieved.
3. If a student fails to earn a credit in any subject for the year, s/he will be ineligible to participate in any fall extracurricular activities for two (2) calendar weeks beginning with the day of the first scheduled sanctioned game or activity the following fall season. This date shall be counted as the first day of a student's two (2) weeks of ineligibility. While the student is ineligible, s/he will not be allowed to travel or be in uniform for any extracurricular activity. Students may regain eligibility by attending summer school and successfully earning one (1) credit in the subject area failed. If the subject(s) failed is not offered during summer school, subject(s) taken must be approved by the local school Principal or his/her designee.

STUDENTS WITH DISABILITIES

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

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

REFERENCES:

¹KRS 161.185
KRS 160.290
OAG 57-40812
KRS 161.180
702 KAR 7:125; 702 KAR 7:140
Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

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

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

FINANCIAL IMPLICATIONS: POSSIBLE INCREASE IN FEES

STUDENTS

09.31

Athletics and Sport Activities

All interscholastic and intramural athletic competition and sport activity shall be in compliance with the constitution, bylaws, and tournament competition rules of the Kentucky High School Athletic Association (KHSAA), the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

RESPONSIBILITY

The athletic program, an integral part of the total school structure, shall be the responsibility of the Superintendent. All aspects of its conduct shall be subject to the Superintendent's approval.

The Principal shall be responsible for the entire athletic program of the school.

PROGRAM EQUITY

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

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

REQUIRED RECORDS CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall submit to a criminal record check as required by KRS 160.380 and KRS 161.185.

MIDDLE SCHOOL RULES AND LIMITATIONS

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

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of scrimmages and regular contests in each sport or sport activity;

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Effective with
the 2014-2015
School year

STUDENTS

09.31
(CONTINUED)

Athletics and Sport Activities

MIDDLE SCHOOL RULES AND LIMITATIONS (CONTINUED)

5. A limitation on the length of the competitive season in each sport or sport activity, including any invitational activity following the season.

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

REFERENCES:

KRS 160.380; KRS 161.185

KRS 156.070

KRS 160.345; KRS 160.445

702 KAR 7:065

Kentucky High School Athletic Association (KHSAA) Handbook

20 USC Section 1681 (Title IX)

RELATED POLICIES:

02.4241

09.3

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LEGAL: FUND-RAISING REQUIREMENTS HAVE BEEN REVISED IN THE ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

DRAFT (06/19/13)

STUDENTS

09.33

Fund-Raising Activities

FUND-RAISING

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

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Schoolwide school-sponsored fund-raising activities are restricted to school pictures and library book fairs. Copies of the signed contract shall be filed with the Superintendent.¹

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

The sale of products that are produced or processed as an integral part of the instructional program may be sold to students or to the general public as long as such sale is conducted on school property. **No fund-raiser will be conducted during instructional time.**

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~~With Principal approval, school-related adult groups such as booster groups, PTOs, and PTAs may conduct outside sales or activities without Board approval. Any of the above groups or charitable groups shall not conduct a fund-raising activity during instructional time. School club organizations may also conduct fund-raising activities with Principal approval but not during instructional time.~~

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

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RESTRICTIONS

Door-to-door sales or solicitations shall not be made by students for any fund-raising activity. (Door-to-door is defined as: canvassing subdivisions, house-to-house, or at random sales or solicitations.) Assembly programs for fund-raising promotions shall not be conducted during school hours.

SUBSCRIPTION SALE OF PRINTED MATERIALS

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

GAMING ACTIVITIES LICENSE

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

PUPIL NOT COMPELLED

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

STUDENTS

09.33
(CONTINUED)

Fund-Raising Activities

CONDUCT OF ACTIVITIES

All school-sponsored groups and any booster group wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

REFERENCE:

¹KRS 158.290

²KRS 367.515 (3)

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

KRS 156.160; KRS 158.854

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

RELATED POLICY:

04.312

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

STUDENTS

09.425

Assault and Threats of Violence

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

PUPILS

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

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters, or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

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

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others, or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others, or property.

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

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

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

REPORT TO LAW ENFORCEMENT AGENCY

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

NOTIFICATIONS

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

STUDENTS

09.425
(CONTINUED)

Assault and Threats of Violence

NOTIFICATIONS (CONTINUED)

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

REFERENCES:

¹KRS 158.150
KRS 158.154; KRS 160.290
KRS 161.155; KRS 161.190; KRS 161.195
KRS 508.025; KRS 508.075; KRS 508.078; 702 KAR 5:080

RELATED POLICIES:

03.123; 03.223; 06.34
09.14; 09.2211; 09.422

Telecommunications Devices**POSSESSION AND USE**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Unless an emergency situation exists that involves imminent physical danger or an administrator or teacher authorizes the student to do otherwise, devices shall be turned off and operated only before the student enters the school building and after the last dismissal bell of the day. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including the possibility of losing the privilege of bringing the device onto school property. In addition, the device, subject to the discretion of the Principal, shall be confiscated by a school employee and turned over to an administrator, and shall be returned to the student on the first offense, but on subsequent offenses, only to a parent/guardian. A violation also may result in a report being made to law enforcement.

2. Students are solely responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the local SBDM Council concerning appropriate use of other electronic devices.
4. When SBDM Councils approve the integration of cell phones into the curriculum, the students may be allowed to use their cell phones in an appropriate manner during class time.

When a student enters the school building, all phones are to be turned off until the end of the school day bell as determined by the "ending times" approved by the Board. Violation of this policy may result in the phone being confiscated and turned over to an administrator. Failure to turn over the phone shall be defined as "defiance of authority" and shall be considered a behavioral violation as listed in the District Code of Conduct.

Telecommunications Devices**POSSESSION AND USE (CONTINUED)**

Actions taken for failure to abide by the Telecommunications Policy are as follows in schools without SBDM Councils:

1. First Offense: student shall be warned, phone confiscated and noted in the discipline section of 1C, and the student may obtain the phone at the end of the day.
2. Second Offense: student shall receive a second warning, phone confiscated, and the parent may obtain the phone after the parent has signed off on acceptable use.
3. Third Offense: student shall be placed in detention, AM or Saturday School, phone confiscated, and the parent may obtain the phone at the end of nine (9) weeks or trimester period.
4. Fourth Offense: student shall be placed in Saturday School, phone confiscated, the parent may obtain the phone at the end of the semester or trimester, and student shall be denied privileges of having a phone on campus.
5. Fifth Offense: student shall be suspended for one (1) day, phone confiscated and the parent may obtain the phone at the end of the school year.
6. Continued violations may result in due process or pre-expulsion procedures for non-compliance of a District Policy.

HARASSMENT (KRS 525.070)

Use of an electronic device to send harassing messages is considered cyber-bullying and is a violation of Kentucky State Law.

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

REFERENCE:

¹KRS 158.165

RELATED POLICIES:

08.2323; 09.426; 09.436
09.438; 09.439; 09.440

LEGAL: NEW REGULATION 704 KAR 19:002 REQUIRES DISTRICTS TO ADOPT ALTERNATIVE EDUCATION PROGRAM POLICIES AND PROCEDURES.
FINANCIAL IMPLICATIONS: IN ADDITION TO FUNDING FOR STAFF AND MATERIALS TO PROVIDE AN ENHANCED ALTERNATIVE EDUCATION PROGRAM, THERE MAY BE COSTS RELATED TO STAFF TIME REQUIRED FOR THE INDIVIDUAL LEARNING PLAN ADDENDUM (ILPA) TEAM TO FULFILL NEW RESPONSIBILITIES.

STUDENTS

09.4341

Alternative Education

DEFINITION

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

PURPOSE

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

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

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

As required by Kentucky Administrative Regulation:

- The District's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.²

ELIGIBILITY CRITERIA

Alternative education placements may be utilized for students at the middle and high school grade levels.

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

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

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Alternative Education**ELIGIBILITY CRITERIA (CONTINUED)**

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 702 KAR 19:002.

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

LONG-TERM ASSIGNMENT

As an alternative to suspension, a middle or high school student may be assigned to the "Alternatives I Make" (AIM) Program by the Principal or Superintendent. Assignment shall be for a period of three to twenty (3-20) days per incident.

The AIM Program is separate and isolated from the regular school setting. The student assigned to AIM shall be allowed to continue regular school work under the supervision of school staff, and counseling services shall be provided to facilitate solutions to school problems.

NOTIFICATION

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

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

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Alternative Education**ILPA TEAM**

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

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

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

EXCEPTIONS:

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

EXTRACURRICULAR PARTICIPATION

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

CONTINUING SUPPORT

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

TRANSITION

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

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.

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

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STUDENTS

09.4341
(CONTINUED)

Alternative Education

TRANSITION (CONTINUED)

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

COLLABORATION WITH OUTSIDE AGENCIES

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

SHORT-TERM ASSIGNMENT

For conduct that disrupts the educational process, a middle or high school student may be assigned to the alternative education program by the Principal. Assignment shall be for a period of up to three (3) days per incident.

The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the student to continue regular school work under the supervision of the school staff.

REFERENCES:

¹KRS 160.380

704 KAR 19:002

704 KAR 7:050

707 KAR 1:320

Student Discipline Guidelines, Kentucky Department of Education

OAG 77-419

OAG 73-305

RELATED POLICIES:

08.131, 08.141

09.123, 09.14, 09.426

09.43, 09.434

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