

LEGAL: CHANGES TO 704 KAR 3:305 REGARDING EARLY GRADUATION CERTIFICATES REQUIRE A LETTER OF INTENT TO APPLY BE ENTERED INTO THE STUDENT INFORMATION SYSTEM NO LATER THAN OCTOBER 1. ALSO, STUDENTS ARE TO NOTIFY THE PRINCIPAL NO LATER THAN 30 DAYS INTO THE ACADEMIC YEAR IN WHICH THEY WISH TO GRADUATE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete a minimum of twenty-five (25) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District.

No senior shall be allowed to participate in the graduation ceremony until all graduation requirements have been totally completed as documented by the high school Principal.

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.

Requirements include:

4 units	language arts
4 units	math; (Algebra I & II, Geometry and 1 elective)
3 units	social studies (U.S. History and 2 electives)
3 units	science
1/2 unit	health
1/2 unit	physical education
1 unit	arts/humanities
1 unit	computer instruction
8 units	electives

Students must meet additional requirements as established in 704 KAR 3:305, including a requirement to take at least one (1) language arts and one (1) mathematics class each year of high school in order to graduate.

Students, except those who are repeating such courses, shall have completed at least two (2) credits in English by the end of the tenth- (10th) grade level.

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.

Fractional credit shall not be given for any full-year course except for students who enroll during the second semester from schools which are on block-scheduling or home schools, or by court order.

Students shall complete an individual learning plan that focuses on career exploration and related postsecondary education and training needs.

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:

Graduation Requirements**PERFORMANCE-BASED CREDITS (CONTINUED)**

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;
Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.
2. Performance descriptors and their linkages to State content standards and academic expectations;
At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.
3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

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

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

OTHER PROVISIONS

The Board may authorize different diploma programs. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

In order to graduate, seniors must successfully complete requirements of the Student Assessment Program. The high school administration and staff shall promulgate annually detailed standards defining successful completion.

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

Graduation Requirements**EARLY GRADUATION CERTIFICATE**

~~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 eligible for early graduation in relation to receipt of an Early Graduation Scholarship Certificate. Students planning to complete wishing to follow an early graduation program pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.⁴~~

~~Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan.~~

~~Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.~~

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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; ~~KRS 158.140; 704 KAR 7:140~~

²KRS 158.622

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

⁴KRS 158.142; ~~704 KAR 3:305~~

~~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

OAG 78-348; OAG 82-386

Kentucky Core Academic Standards

RELATED POLICIES:

08.1131; 08.14; 08.22; 08.221

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

LEGAL: REVISIONS TO 704 KAR 3:390 OUTLINE SPECIFIC AREAS THE DISTRICT MUST ADDRESS CONCERNING ESS ATTENDANCE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS POLICY MUST BE FOLLOWED.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REINSTATING SUPPLEMENTAL EDUCATION SERVICES

CURRICULUM AND INSTRUCTION

08.133

Extended School/Supplemental Educational Services

PLAN FOR DIAGNOSING

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

EXTENDED SCHOOL SERVICES

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

For students eligible to attend ESS, the District shall:

- Identify learning goals and benchmarks for each student that, if achieved, indicate that the student may exit the extended school services program;
- Determine conditions under which a student's absence from the program may be considered excused or unexcused; and
- Determine method for transporting students mandated to attend.

The District shall select pupils who need additional instructional time or differentiated opportunity to learn academic and enrichment content aligned with their individual student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

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

Because Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following section is waived through the 2014-2015 school year. If request is not renewed, the following section will be in force.

SUPPLEMENTAL EDUCATIONAL SERVICES

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

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

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Extended School/Supplemental Educational Services

REFERENCES:

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

EXPLANATION: REVISIONS TO 704 KAR 3:390 NO LONGER INCLUDE BENCHMARK ASSESSMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: AT THIS TIME, NO DECISION HAS BEEN MADE AS TO WHETHER THE STATE'S REQUEST FOR AN NCLB WAIVER EXTENSION WILL BE GRANTED. IF THE WAIVER REQUEST IS NOT RENEWED ALL PROVISIONS IN THIS PROCEDURE MUST BE FOLLOWED.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REINSTATING SUPPLEMENTAL EDUCATION SERVICES

CURRICULUM AND INSTRUCTION

08.133 AP.1

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 for 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 or~~ 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 Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following provision is shall be waived through the 20143-20154 school year. If the request is not renewed, then the following section shall be in force.

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.

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.

REFERENCES:

KRS 158.6459

704 KAR 3:390

RELATED PROCEDURE:

08.133 AP.2

EXPLANATION: REVISIONS TO 704 KAR 3:390 NO LONGER INCLUDE BENCHMARK ASSESSMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.133 AP.2

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 at the~~ postsecondary education level and in 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/or~~ 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.

A ~~P~~personalized intervention plan and goals will be ~~addressed in keeping with the student's included as part of your child's~~ Individual Learning Plan.

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

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

You have the right to request we reconsider your child's identificationeligibility 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

EXPLANATION: THIS DOCUMENT HAS BEEN REVISED TO APPLY TO BOTH DISTRICTS/SCHOOLS THAT PARTICIPATE IN FREE AND REDUCED MEALS PROGRAM AND DISTRICTS/SCHOOLS THAT PARTICIPATE IN THE COMMUNITY ELIGIBILITY PROVISION (CEP).
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.232 AP.21

Waiver 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 ☐

OR

I have completed a Household Income Form (HIF). YES ☐ NO ☐

INSTRUCTIONAL RESOURCE	PERIOD	TEXTBOOK/CLASS	AMOUNT DUE

TOTAL _____

Parent's Signature

Date

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LEGAL: HB 211 HAS BEEN REVISED TO SPECIFY HOW BOARDS MAY AMEND CALENDARS AND LENGTHEN/SHORTEN DAYS WHEN AN EMERGENCY OCCURS. ALSO, KRS 158.070 NOW DEFINES STUDENT ATTENDANCE DAYS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.3

School Calendar

DEVELOPMENT OF CALENDAR

The Superintendent shall annually 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 student attendance 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 amend the school calendar after it is adopted due to an emergency. The Board may lengthen or shorten any remaining student attendance days by thirty (30) minutes or more, as necessary provided it meets at minimum, a student instructional year as defined in statute. No student attendance day may contain more than seven (7) hours of instructional time unless the District submits and receives approval from the Commissioner of Education for an innovative alternative calendar.

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 7:130; 702 KAR 7:140
KRS 2.190; KRS 118.035
KRS 157.360; KRS 158.070
KRS 158.6453

LEGAL: HB 211 HAS BEEN REVISED TO ALLOW EMPLOYEES WHO ARE DELEGATES TO ATTEND STATEWIDE PROFESSIONAL MEETINGS THAT ARE SCHEDULED ON STUDENT ATTENDANCE DAYS. FINANCIAL IMPLICATIONS: POSSIBLE COST OF SUBSTITUTES

CURRICULUM AND INSTRUCTION

08.32

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~~employees who are delegates to attend in keeping with statutory requirements.¹

REFERENCES:

¹KRS 158.070

702 KAR 7:125; 704 KAR 3:035

KRS 2.110; KRS 156.095

OAG 97-25