

DEFINITIONS

The following expressions are defined with respect to their intended meanings in the context of this manual:

KENTUCKY SCHOOL FOR THE BLIND/KENTUCKY SCHOOL FOR THE DEAF (KSB/KSD)

Kentucky School for the Blind serves students who are blind and visually impaired from local education agencies (LEAs) throughout the state. Kentucky School for the Deaf works in partnership with the local educational agencies across the state to provide quality educational services to students who are deaf or hard of hearing. KSB/KSD are state agencies that may enroll students only through the ARC process in conjunction with the local education agency. Students enter and or exit KSB/KSD only through the ARC process.

LOCAL EDUCATION AGENCY (LEA)

A public Board of Education or other public authority legally constituted within the State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in the State as an administrative agency for its public elementary schools or secondary schools.

POLICIES

An expression of the will of the Kentucky Board of Education..

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", "state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

PRINCIPAL/HEAD TEACHER

In this manual the term principal refers to principal or head teacher as appropriate and includes any other employee to whom the principal or head teacher may delegate responsibility for a specific task.

TEACHER

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means custodial parent, legal guardian, or other person authorized by law to act as a parent as the context requires.

GENDER

Unless otherwise noted, all gender references include both male and female.

DEFINITIONS

CHILDREN AND YOUTH WITH DISABILITIES

In compliance with federal law and unless otherwise indicated, use of the terms "handicapped/special education/exceptional" shall refer to children and youth with disabilities.

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term "instructional day" shall have the same meaning as "student attendance day".

HEALTH PROVIDER

Unless otherwise noted, the terms "health care provider" and "health care practitioner" have the same meaning.

RELATED POLICIES

The listing of related policies at the bottom of a document is a generic list and may include some policy numbers that this MANUAL does not contain.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

REFERENCES:

1KRS 158.144
KRS 405.028
702 KAR 6:010, 702 KAR 6:020, 702 KAR 6:040
702 KAR 6:045, 702 KAR 6:075, 702 KAR 6:090

Adopted/Amended:
Order #:

Fiscal Management

Finance Policies that govern procurement, accounting, and other topics for KSB/KSD are incorporated by reference and may be found on the Kentucky Finance and Administration website: <http://finance.ky.gov/services/policies/Pages/default.aspx>.

Adopted/Amended:

Order #:

Fraud Prevention

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

DEFINITION

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

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

STAFF RESPONSIBILITIES

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

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

The Principal/designee shall inform employees with financial/accounting responsibilities of the following anti-fraud standards:

1. The KSB/KSD shall operate in a culture of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States addressing fiscal matters.
3. Employees shall practice good stewardship of KSB/KSD financial resources, including timely reporting of fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:
 - a. Maintaining and protecting KSB/KSD financial records;
 - b. Performing one’s job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;

Fraud Prevention**STAFF RESPONSIBILITIES (CONTINUED)**

- c. Reporting knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
- d. Guarding against misappropriation of assets;
- e. Refusing to reveal investment activities engaged in or contemplated by the KSB/KSD to unauthorized persons or agencies; and
- f. Resisting incentives, pressures, and negative attitudes that detract from performance of assigned responsibilities.

INTERNAL CONTROLS/INVESTIGATIONS

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

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

REFERENCES:

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

Adopted/Amended:
Order #:

Food/School Nutrition Services

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

MEALS

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

MEAL CHARGES

When a student accumulates more than three (3) meal charges, the Principal/ designee shall initiate the established collection process to include notification of parents and appropriate follow-up. Food Service funds shall not be used to collect outstanding meal charges.

Students shall not be permitted to charge a la carte items, nor shall adults be permitted to charge meals or a la carte items.

FOOD SERVICE/SCHOOL NUTRITION DIRECTOR

The KSB/KSD shall appoint/select a Food Service/School Nutrition Director to oversee and manage the school nutrition service program.

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 Principal/designee shall develop a process to address complaints of alleged discrimination in the delivery of benefits or services in the KSB/KSD's school nutrition program, whether received in written or verbal form. KSB/KSD personnel shall assist parents/guardians and students wishing to file a complaint.

SPECIAL DIETARY NEEDS

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

REFERENCES:

KRS 156.160; KRS 156.502

KRS 158.852; KRS 158.856; KRS 160.290

702 KAR 6:010; 702 KAR 6:050; 702 KAR 6:075; 702 KAR 6:090

7 CFR §210.23, FNS Instruction 113

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

Adopted/Amended:

Order #:

Meal Pricing

The Principal/designee shall annually submit, for Kentucky Board of Education approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning students as required by law.

Only KSB/KSD employees and contractors designated by the Principal/designee and representatives of agencies directly connected with the administration or enforcement of the KSB/KSD's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated KSB/KSD employees and contractors by position shall be maintained at the school.

REFERENCES:

KRS 160.290
702 KAR 6:010; 702 KAR 6:050
7 C.F.R. §245.6; 20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
7 C.F.R. 210.18(q)
42 U.S.C. §1751 et seq.
42 U.S.C. Section 1771 et seq.

RELATED POLICY:

09.14

Adopted/Amended:
Order #:

Competitive Foods**MINIMAL NUTRITIONAL VALUE**

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

“Competitive Food” shall mean all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Lunch Act and the Child Nutrition Act.

"School-day" means the period of time from midnight before to thirty (30) minutes after the end of the official school day.

“School Campus” shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

Fund-raising activities held off of the school campus or not during the school day are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

FOOD/BEVERAGES AS REWARDS

When possible, rewards given to students shall be other than food/beverages items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 220.12

KRS 156.160; KRS 158.850; KRS 158.854; 702 KAR 6:090

U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICY:

07.12

Adopted/Amended:
Order #:

Vending Machines**REQUEST**

Vending machines will be installed in the school only at the request of the Principal and subject to approval by the Kentucky Board of Education.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations.

At the elementary school and middle school levels during the school day, only school-day-approved beverages shall be sold in vending machines, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk, (unflavored), non-fat milk (unflavored or flavored) as permitted by the school meal requirements.

For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored), as permitted by the school meal requirements.

In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220, and state law and regulation, (whichever is more restrictive) may be available in vending machines at the high school level.

Size of beverages shall not exceed eight (8) ounces for elementary schools, twelve (12) ounces for middle schools and twenty (20) ounces for high schools.

SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, competitive foods or beverages shall not be sold from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

REFERENCES:

KRS 156.160; KRS 158.854; KRS 160.290
7 C.F.R. 210.11b; 7 C.F.R. 220
702 KAR 6:090

RELATED POLICY:

07.111

Adopted/Amended:
Order #:

School Nutrition Procurement

OPEN BIDDING

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

REFERENCES:

7 CFR 3016.36
7 CFR 210.21
KRS 160.290
KRS 424.260
KRS 45A.345 – KRS 45A.460
702 KAR 6:010

Adopted/Amended:

Order #:

Financial Reports of Lunchrooms

PRINCIPAL'S RESPONSIBILITY

Financial reports of the school lunch program shall be made monthly, by the Principal as required by state and federal agencies. Complete financial and inventory records shall be available to the Kentucky Board of Education at all times.

REFERENCES:

KRS 160.290
702 KAR 6:010
702 KAR 6:020
702 KAR 6:075

Adopted/Amended:
Order #:

Food Service Employees**FOOD SERVICE EMPLOYEES**

All food service employees shall meet the qualifications of and be in compliance with the responsibilities noted in 702 KAR 6:045.¹ In addition, food service directors and school cafeteria managers shall meet training and credential requirements specified in statute.²

REFERENCES:

¹702 KAR 6:045

²KRS 158.852

KRS 156.160

KRS 161.011

Adopted/Amended:

Order #:

Curriculum

The curriculum in each school shall be designed to achieve the student capacities established by KRS 158.645 and the school goals established by KRS 158.6451. The curriculum shall comply with all applicable state and federal statutes and regulations.

CAPACITIES

The curriculum shall allow and assist all students to acquire the following capacities:

1. Communication skills necessary to function in a complex and changing civilization;
2. Knowledge to make economic, social, and political choices;
3. Core values and qualities of good character to make moral and ethical decisions throughout his or her life;
4. Understanding of governmental processes as they affect the community, the state, and the nation;
5. Sufficient self-knowledge and knowledge of his/her mental and physical wellness;
6. Sufficient grounding in the arts to enable each student to appreciate his/her cultural and historical heritage;
7. Sufficient preparation to choose and pursue his/her life's work intelligently;
8. Skills to enable him/her to compete favorably with students in other states.

STUDENTS WITH DISABILITIES

The KSB/KSD shall operate programs for students with disabilities in accordance with the legal obligations contained in the KSB/KSD's policy and procedures manual relating to such programs.

REFERENCES:

KRS 156.160, KRS 158.075, KRS 158.301; KRS 158.305
KRS 158.645, KRS 158.6451, KRS 158.6453
704 KAR 3:305, 704 KAR 3:440
Kentucky's Core Academic Standards

Adopted/Amended:
Order #:

Course of Study**DEVELOPMENT**

The Principal shall develop and disseminate to the schools a course of study for primary school through twelfth grade that will include minimum statutory and regulatory requirements¹ and additional requirements as specified by the Kentucky Board of Education.

IMPLEMENTATION

Each teacher shall implement the course of study prescribed for the assigned grade and subject area.²

SYLLABUS

Teachers at all levels shall develop a syllabus for each course, grade/level or subject (single and/or interdisciplinary area) they teach to communicate to students and parents the following information:

1. Prerequisites for the course
2. Topics to be covered
3. Order of material to be covered
4. Resources to be used
5. Planned testing points
6. Performance standards and expectations

Each year teachers shall distribute a current syllabus to their students and the students' parents/guardians as directed by the Principal/designee.

The Principal/designee shall make pertinent student achievement data available to each teacher and, in keeping with policies, monitor the process of reviewing and updating syllabi in response to such data.

REFERENCES:

¹704 KAR 3:303

²KRS 161.170

KRS 156.160

KRS 158.100; KRS 158.645, KRS 158.6451

702 KAR 7:125, 703 KAR 4:060, 704 KAR 3:305; 704 KAR 3:340

Adopted/Amended:

Order #:

Pre-College Curriculum

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

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

ADDITIONAL

Each university may require additional preparation for its entering students.

REFERENCES:

13 KAR 2:020
704 KAR 3:305
704 KAR 3:340

RELATED POLICY:

08.113

Adopted/Amended:
Order #:

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-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school.

In addition to the credits required by the Kentucky's Core Academic Standards, the Kentucky Board of Education may impose other credit requirements for graduation from high school. Students shall complete an individual learning plan that focuses on career exploration and related postsecondary education and training needs.

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.

PERFORMANCE-BASED CREDITS

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

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

In keeping with statutory requirements, the KSB/KSD 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 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.¹

Graduation Requirements**OTHER PROVISIONS**

The KSB/KSD may grant different diplomas to those students who complete credits above the minimum number as established by the Kentucky Board of Education. In addition, the KSB/KSD may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

The KSB/KSD, Principal, or teacher may award special recognition to students.

Consistent with the KSB/KSD'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 Principal a request that the KSB/KSD provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation.

EARLY GRADUATION CERTIFICATE

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Certificate. Students wishing to follow an early graduation 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.²

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.

REFERENCES:

¹KRS 158.622

²KRS 158.142; 704 KAR 3:305

KRS 158.645; KRS 158.6451; KRS 158.860; KRS 156.160; 20 U.S.C. sec. 1414

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

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

Adopted/Amended:
Order #:

Alternative Credit Options

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

ONLINE COURSES

High school students may also earn academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Kentucky Board of Education. Credit from an online course may be earned only in the following circumstances:

1. The course is not offered at the high school;
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
3. The course will serve as a supplement to extend homebound instruction;
4. The student has been expelled from the regular school setting, but educational services are to be continued; or
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
6. Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled in the KSB/KSD and take the courses during the regular school day at the school site.

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

As determined by school policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. Online courses may be subject to review by the Principal/designee for conformance with Kentucky Core Academic Standards and KSB/KSD graduation requirements. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in an online course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

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

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

Alternative Credit Options

REFERENCE:

KRS 158.622

RELATED POLICIES:

08.113, 08.2323, 09.1221, 09.3, 09.435

Adopted/Amended:
Order #:

Exceptional Classes

EXCEPTIONAL CLASSES

Membership per class for each category of exceptionality shall be in compliance with applicable statutes, regulations, and federally mandated legal obligations.

REFERENCES:

707 KAR Chapter 1
KRS 157.360

RELATED POLICY:

08.1312

Adopted/Amended:

Order #:

Students with Disabilities**LEGAL OBLIGATIONS**

The KSB/KSD shall operate programs for students with disabilities in accordance with the legal obligations contained in the special education and section 504 procedures relating to such programs.

In situations involving students with disabilities, the Kentucky Board of Education shall determine whether to file for due process hearings, or appeals therefrom, on behalf of the KSB/KSD, except in the following situations: The Principal/designee is authorized to request due process hearings and to file for extensions and appeals therefrom, and to request injunctive relief, due to substantial likelihood of harm/danger/likelihood of injury by or of a student. The Principal/designee is authorized to file for mediation on behalf of the KSB/KSD and to file appeals from the Kentucky Department of Education Special Education Complaint decisions on behalf of the KSB/KSD.

ASSESSMENT

KSB/KSD special education programs and related services shall meet all requirements established by governance authorities.

REFERENCES:

Individuals with Disabilities Education Improvement Act of 2004

KSB/KSD 504 procedures

KRS 157.200

707 KAR Chapter 1

A complete listing of pertinent legal references is contained in the KSB/KSD's special education and section 504 procedures, which are incorporated herein by reference.

Adopted/Amended:

Order #:

Home/Hospital Instruction**PURPOSE**

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than five (5) consecutive school days.

Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child’s attendance in school for five (5) days. Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2) one (1)-hour visits per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

ELIGIBILITY

Determination of a student’s eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Kentucky Board of Education shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student’s condition, the home/hospital review committee may schedule a review of the student’s continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

KSB/KSD STUDENTS

Based on documentation of student need, including medical or mental health evaluation information, a KSB/KSD student may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the Principal for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of homebound services for a student at the secondary level and the number of credits the student will be permitted to earn while on home/hospital instruction.

REFERENCES:

KRS 157.270; KRS 157.360

KRS 159.030

704 KAR 7:120

Individuals with Disabilities Education Improvement Act (IDEA)

RELATED POLICIES:

09.122

09.123

Adopted/Amended:
Order #:

Gifted and Talented Students

KSB/KSD PROVIDES

The KSB/KSD shall formally identify students in grades four through twelve (4-12) for participation in the KSB/KSD's Gifted and Talented program. Students in the primary program (P1-P4) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the KSB/KSD shall provide appropriate multiple service options in an environment that addresses the abilities, interests and needs of students eligible for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts.

The definitions specified in 704 KAR 3:285 shall be used in the operation of the KSB/KSD's programs for gifted and talented students.

IDENTIFICATION/DIAGNOSIS AND ELIGIBILITY

In compliance with 704 KAR 3:285, the Principal/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors and talents of these students. Determination of eligibility for gifted and talented services shall be based on the student's individual needs, interests and abilities and shall be designed to address environmental and cultural factors that may contribute to the student being overlooked, such as whether the student is economically disadvantaged, or underachieving, is a member of a racial or ethnic minority or has a disability.

The KSB/KSD's plan for identifying gifted and talented students shall:

1. Employ a multi-faceted approach and utilize on-going and long-term assessment;
2. Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
3. Screen students for all areas of giftedness as defined by KRS 157.200.

Based on data gathered by the Gifted/Talented coordinator or gifted education teacher, a selection/placement committee shall determine those students who are eligible for gifted education services and the level of the services to be provided. This committee shall consist of the Principal or designee, the Gifted/Talented Coordinator and/or the gifted education teacher, classroom teacher(s), teacher(s) of students with disabilities, counselor(s), and consulting professional(s), as appropriate.

Prior to selection or formal identification and placement of a student, the KSB/KSD shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services.

Gifted and Talented Students**SERVICES**

Gifted and talented students shall be provided with a student services plan that meets requirements set out in administrative regulation.

KSB/KSD shall adjust its curriculum to meet the needs of gifted and talented students. Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular grouping and differentiated curriculum experiences commensurate with the student's interests, needs and abilities; and
3. Helps the student to attain, to a high degree, the goals established by statute and the Board.

Procedures and strategies to implement this policy shall identify the following:

- A variety of appropriate options for grouping by ability, interest and/or need,
- Multiple service options reflecting continuous progress through a logical sequence of learning,
- Means of obtaining parental input for use in determining appropriate services,
- A gifted and talented student services plan format that provides for matching a formally identified gifted student's interests, needs, and abilities to differentiated service options, and
- A plan for reporting to parents, at least once each semester, regarding their child's progress in services included in the student's services plan.

Neither the primary program, nor any grade level shall be served by only one (1) gifted education service option.

PERSONNEL

The Principal shall appoint a Gifted/Talented Coordinator who shall oversee the operation of the KSB/KSD's Gifted and Talented program and assist schools in implementing the provisions of this policy. The Gifted/Talented Coordinator shall oversee the expenditure of funds for gifted education to ensure they are used to provide direct services to identified students.

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall receive training on identifying and working with gifted and talented students.

PROGRAM EVALUATION

The Gifted/Talented Coordinator shall coordinate the annual, on-going process of evaluating all aspects of the gifted education program and make recommendations for upgrading those areas found to be deficient.

Gifted and Talented Students**GRIEVANCES**

Students or parents who wish to file a grievance or appeal concerning the following areas may do so under the process outlined in administrative procedures:

1. The KSB/KSD's process for selecting students for talent pool services;
2. The KSB/KSD's process for formal identification of gifted and talented students or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

This policy and the procedures to implement it shall be made available for public inspection.

REFERENCES:

KRS 157.196; KRS 157.200; KRS 157.224

KRS 157.230; KRS 158.6451; KRS 161.052; KRS 161.095

703 KAR 4:040; 704 KAR 3:285

16 KAR 2:110, 16 KAR 4:010

A Framework to Provide Successful Learning Opportunities for Gifted and Talented Students, Kentucky Department of Education

Adopted/Amended:
Order #:

Extended School/Supplemental Educational Services**PLAN FOR DIAGNOSING**

The Principal/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 KSB/KSD shall provide extended school services consistent with students' intervention 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 KSB/KSD 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 KSB/KSD 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 KSB/KSD may provide extended school services during the regular school day when a waiver for alternative service delivery has been obtained.

Pending renewal of the Kentucky request to the U. S. Dept. of Education for flexibility, 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 KSB/KSD shall post on the KSB/KSD/school web site(s) information about available supplemental educational services in keeping with federal regulatory requirements.

REFERENCES:

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

Adopted/Amended:
Order #:

Federal Funding

The KSB/KSD may participate in federal programs which in the judgment of the administrative staff shall be beneficial to the total school program. All projects written to secure federal funds shall be on the recommendation of the Principal and approval of the Kentucky Board of Education.

In keeping with the requirements of ESSIA¹ and EDGAR², the Kentucky Board of Education assures:

1. A salary schedule which applies to all instructional personnel,
2. Equivalence among schools in teachers, administrators, and auxiliary personnel, and
3. Parental consultation in project planning, implementation and evaluation.

The KSB/KSD shall comply with all federal and state certification requirements for alcohol and drug abuse education and prevention programs.

REFERENCES:

¹Elementary and Secondary School Improvement Amendments

²Education Department General Administrative Regulations

20 USCA, Sec. 3801, et. seq.

704 KAR 3:292

34 CFR 200.53 Parts 75, 76, and 98

P. L. 101-226

RELATED POLICY:

09.423

Adopted/Amended:

Order #:

English as a Second Language

The KSB/KSD shall provide an English language program to assist limited English language proficient students, including immigrant children and youth, to attain English proficiency and achieve the same high standards in the core academic subjects that all students in the KSB/KSD are expected to meet.

The Principal/designee shall direct the development of English language instruction educational program guidelines for the KSB/KSD:

- *Survey of Primary and Home Language* - At the time of initial enrollment, the parent/guardian of every student in the school (whether potential English language learners or not) shall be asked to complete a home language survey.
- *Annual Assessment of Proficiency* – Students whose primary or home language is other than English shall be administered an initial English language proficiency assessment to determine whether they are limited English language proficient according to the federal definition in NCLB, Title III.

Students identified as limited English language proficient shall receive an annual assessment of English language proficiency in reading, writing, speaking, and listening to measure progress and modify the individual Program Services Plan.

- *Individual Program Services Plan* – Assessment, placement, and the design of an individual Program Services Plan for students with limited English language proficiency shall be made in compliance with appropriate state and federal education requirements.

Instructional and related services shall be designed to meet the English language and academic needs of students while assisting them to participate in the general education curriculum and to overcome language barriers to grade promotion or high school graduation. Students identified as limited English language proficient shall be provided the opportunity to participate in the school's English language instructional program.

- *Parental Notification* – As required by law, the Principal shall send written notification to parents of limited English proficient students addressing the following:
 - (a) Student's need for placement in the program;
 - (b) Student's level of English proficiency;
 - (c) Methods of instruction used in the program;
 - (d) Student's lack of progress in the program;
 - (e) How the program will meet the individual learning needs of the student;
 - (f) How the program will help the student learn English;
 - (g) How the program will help the student meet achievement standards necessary for grade promotion and high school graduation; and
 - (h) Specific exit requirements for students in the program.

This notification shall be sent as follows:

- For students already participating in, or identified for participation in, a program for limited English proficiency, parents shall be notified no later than thirty (30) calendar days after the beginning of the school year;
- For students already participating in, or identified for participation in, a program for limited English proficiency, parents shall be notified no later than thirty (30) days after it is determined that those students are not making progress in the program; and

English as a Second Language**PARENTAL NOTIFICATION (CONTINUED)**

- For students identified after the beginning of the school year, parents shall be notified no later than fourteen (14) calendar days following the student's placement in the program.

Parents also shall be informed how they can be involved, including how to help the student attain English proficiency, achieve at high levels in core academic subjects, and meet the state's academic achievement (content and performance) standards.

Parents shall receive annual notification of their child's progress on the state's English proficiency objectives and required state assessments.

- *Parental and Community Participation* – Parents and community members of limited English proficient children shall be given the opportunity to participate in and make recommendations for the KSB/KSD's language instruction educational programs.
- *Provision of Services* – Once their parent/guardian has received notification, limited English proficient students shall be provided services consistent with scientifically based research on teaching limited English proficient children, guidelines set out in the *Kentucky's Core Academic Standards*, and national, state, and local standards for English language proficiency and academic performance.

Services necessary for the student to access and be involved in the general education curriculum shall be provided by certified general education teachers and English as a Second Language staff, trained bilingual instructional assistants, and/or volunteers.

- *Evaluation of Progress* – English language instructional programs shall be evaluated on a regularly scheduled basis to determine whether progress is being made toward removing language barriers and to identify changes that need to be made in KSB/KSD program services. Staff shall monitor student access to equal educational opportunities, both instructional and extracurricular.
- *Program Exit Criteria* – The program guidelines shall include an evaluation process that includes establishment of objective exit criteria to indicate when students:
 - (a) Have developed the required proficiency in using English to speak, listen, read, and write with comprehension;
 - (b) Can enter and successfully participate in classrooms not tailored for limited English proficient children; and
 - (c) Can expect to graduate from high school.

REFERENCES:

P. L. 107-110 (No Child Left Behind Act of 2001), Title III, 3302 (20 U.S.C. §7012)
Title VI of the Civil Rights Act of 1964; Equal Educational Opportunities Act of 1974
Title VII of Improving America's Schools Act of 1994
703 KAR 5:070; 704 KAR 3:305; *Kentucky's Core Academic Standards*
Lau v. Nichols, 414 U.S. 563, 94 S.Ct. 786, 39 L.Ed.2d 1 (1974)

Adopted/Amended:
Order #:

Physical Education

All elementary and secondary school pupils shall receive organized physical education instruction as recorded in the Kentucky's Core Academic Standards and in the minimum unit requirements for high school graduation set forth in 704 KAR 3:305.

In the event that a high school student's physical condition or religious convictions prohibit participation in the one-half (1/2) unit physical education course, the Kentucky Board of Education may authorize a variance in or exempt the student from graduation requirements for the course. Upon presentation of a certificate from a licensed physician or an affidavit from the pastor of the church to that effect, a course may be substituted that is within the student's capabilities as specified by the physician or the student may be exempted from the course.

REFERENCES:

704 KAR 4:010
KRS 156.160
704 KAR 3:305

RELATED POLICY:

08.113

Adopted/Amended:
Order #:

Controversial Issues**JUDGMENT**

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms.

ISSUES

The study of controversial issues shall be objective and scholarly. Issues discussed shall be appropriate for and within the range of knowledge, understanding, age, and maturity of students and shall be current, relevant, and significant to the instructional program.

MATERIALS

All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

NOT DISRUPTIVE

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen.

CONFERENCE WITH PRINCIPAL

Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, s/he shall confer with the State Supervisor.

RELATED POLICIES:

08.2322

08.234

Adopted/Amended:

Order #:

Voter Registration and Participation

Each high school shall provide twelfth (12th) grade students information on how to:

1. Register to vote;
2. Vote in an election using a ballot; and
3. Vote using an absentee ballot.

This information may be provided through classroom activities, written materials, electronic communication, Internet resources, participation in mock elections, and other methods identified by the Principal after consulting with teachers.

REFERENCES:

KRS 116.045
KRS 158.6450

Adopted/Amended:
Order #:

Guidance

Guidance and counseling services shall be provided for students.

SERVICES

Services provided by the guidance program shall consist of educational counseling; career and personal counseling; testing, and other services requested by students, parents, or staff.

INDIVIDUAL LEARNING PLANS

In keeping with Kentucky Administrative Regulation, the District shall implement an advising and guidance process to support development and implementation of an individual learning plan for each student that includes career development and awareness.

CONFIDENTIAL MATERIAL

All records and counseling information shall be kept in confidence.¹

REFERENCES:

¹KRE 506 (Kentucky Rules of Evidence)
KRS 61.878, 703 KAR 4:060, 704 KAR 3:305

RELATED POLICIES:

08.113, 09.14

Adopted/Amended:

Order #:

At-Risk Students

The Principal/designee shall develop and implement a plan to identify and assist students at risk of academic failure, engaging in disruptive and disorderly behavior, or dropping out of school.

This plan shall address, but not be limited to:

1. Providing extended school services to address student academic deficiencies;
2. Utilizing available resources to identify appropriate strategies to use with at-risk students, including intervention services, analysis of KSB/KSD data, and coordination of efforts with related agencies, both within and outside the KSB/KSD;
3. Training of personnel and, when appropriate, parents and community members;
4. Coordinating staff efforts to identify and assist at-risk students and to focus on improving the learning environment;
5. Designing work-related programs for students who require a career and technical emphasis;
6. Encouraging parent involvement in their children's education; and
7. Developing a system of recognition and rewards for attendance and academic success.

REFERENCES:

KRS 156.488; KRS 157.072; KRS 158.440
KRS 158.810; KRS 158.812; KRS 158.814; KRS 158.816; KRS 158.818
KRS 159.040; KRS 159.150

RELATED POLICIES:

03.19
08.133; 08.14
09.123

Adopted/Amended:
Order #:

Homework**STANDARDS FOR ASSIGNMENTS**

Each school shall establish standards for out-of-school assignments. These standards shall encompass amounts and types of reasonable homework assignments by grade level.

PURPOSE OF ASSIGNMENTS

Homework shall be assigned for the improvement of learning. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time.

Adopted/Amended:

Order #:

Lesson Plans

PREPARATION

Each school shall develop standards for preparation and review of written lesson plans.

AVAILABILITY

Lesson plans shall be available for use by substitute teachers and other personnel.

Adopted/Amended:

Order #:

Promotion and Retention**CERTIFICATE AND TRANSFERS**

When a pupil in any public school completes the prescribed program of studies of the eighth grade, s/he is entitled to a certificate of completion signed by the teacher. The certificate shall entitle the pupil to admission into any public high school. Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a pupil transfers from the school of one district to the school of another district, 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 KSB/KSD requirements, the student shall receive a diploma indicating graduation from high school.

PROMOTION/RETENTION

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

A student may advance through the primary program without regard to age if the KSB/KSD 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.

No student may be retained without prior consultation with the parents and approval of the Principal.

The procedures mandated by federal and state law for students with disabilities shall be followed.

REFERENCES:

KRS 158.140; KRS 158.860

P. L. 105-17

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.031; KRS 160.345

703 KAR 4:040

OAG 82-473

RELATED POLICIES:

08.113, 08.222, 08.5, 09.121

Adopted/Amended:

Order #:

Grading

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

REFERENCES:

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

RELATED POLICIES:

08.113
08.22
08.222
08.5

Adopted/Amended:
Order #:

Assessment**CONTINUOUS ASSESSMENT**

The Principal shall recommend and the Kentucky Board of Education shall adopt and implement a continuous assessment program in accordance with applicable statutes and regulations.

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.6459

KRS 158.860; KRS 161.795

16 KAR 1:020; 703 KAR 4:040

703 KAR 5:010

RELATED POLICIES:

08.1213, 08.131, 08.221

09.2, 09.21

Adopted/Amended:

Order #:

Instructional Resources**SURVEY**

KSB/KSD shall survey teachers to determine their needs for instructional resources. The results of the survey shall be used to establish priorities for purchase.

ALLOCATION METHOD

Within budgetary limits, KSB/KSD shall establish an equitable method of allocating funds to purchase instructional resources.

INSTRUCTIONAL RESOURCE FUND

Schools with any grade from P-8 may purchase instructional resources using State funds in accordance with 704 KAR 3:455.

Each school allocated instructional resource funds shall complete an annual plan to identify purchases following guidelines of the Kentucky Board of Education.

All plans shall be approved by the Kentucky Board of Education as to sufficiency of funding to support the requested purchases.

FEES

If the KSB/KSD authorizes charging rental fees for students in grades nine through twelve (9-12), the Kentucky Board of Education shall establish those fees annually.

Instructional resources shall be made available to all students. No student shall be denied full participation in any educational program due to an inability to pay for, or rent, all necessary instructional resources.¹

Fee waivers shall be provided as required by applicable statutes and regulations.²

RESPONSIBILITY

Students or parents shall compensate the KSB/KSD for instructional resources that are lost, damaged, or destroyed while in the student's possession.

SECTARIAN TEXTS

No book or other publication of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.³

REFERENCES:

¹KRS 158.108

²KRS 160.330; 702 KAR 3:220

³KRS 158.190

KRS 156.433

KRS 156.439

KRS 157.110

702 KAR 3:246

704 KAR 3:455

Instructional Resources

RELATED POLICY:

09.15

Adopted/Amended:
Order #:

Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. The Principal shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

ELECTRONIC MATERIALS

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, video tapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form.

Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on KSB/KSD equipment.

Through appropriate professional development activities, the technology coordinator shall inform all employees of their compliance responsibilities with electronic materials licensing agreements and of the penalties for violating these agreements.

The Principal or designee shall sign all KSB/KSD software license agreements. Each school using licensed software shall have on file a copy of the executed agreement, the original disk or the original documentation.

REFERENCES:

Kentucky Educational Technology System (KETS)
17 U.S.C. §107

RELATED POLICY:

08.2323

Adopted/Amended:
Order #:

Review of Instructional Materials

A review of instructional materials on the basis of citizen concerns shall be conducted in response to a properly filed written request under procedures developed by the Principal. These procedures for review shall include consideration of the written concerns regarding instructional materials. Instructional materials shall include textbooks, supplementary materials, and library books. Forms for such requests may be obtained from the KSB/KSD. The request shall include a written reason for objection and a statement of the desired action regarding the material under consideration.

Employees receiving a written request for review of instructional materials shall notify the Principal of the complaint, who shall then notify the State Supervisor. The State Supervisor shall notify the Kentucky Board of Education of all complaints filed and the KSB/KSD's response.

Individuals may appeal a council's decision concerning challenged materials under the Board's policy on appeal of SBDM decisions.

REFERENCE:

Board of Educ., Island Trees v. Pico, 102 S.Ct. 2799 (1982)

Adopted/Amended:
Order #:

Access to Electronic Media**(Acceptable Use Policy)**

The Kentucky Board of Education 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 KSB/KSD technology.

SAFETY PROCEDURES AND GUIDELINES

The Principal shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other KSB/KSD 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 KSB/KSD-owned devices with Internet access or personal devices that are permitted to access the KSB/KSD'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 KSB/KSD's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The KSB/KSD 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 KSB/KSD's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

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

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

Access to Electronic Media

(Acceptable Use Policy)

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 KSB/KSD 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.

KSB/KSD employees and activity sponsors may set up blogs and other social networking accounts using KSB/KSD resources and following KSB/KSD 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 KSB/KSD 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 Principal/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Principal's designee.
3. Guidelines may specify whether access to the site must be given to school technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the KSB/KSD, 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.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - 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.

Access to Electronic Media

(Acceptable Use Policy)

EMPLOYEE USE (CONTINUED)

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 Principal/designee, the Kentucky Board of Education 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 KSB/KSD'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 KSB/KSD's rules governing the use of KSB/KSD technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the KSB/KSD.

RESPONSIBILITY FOR DAMAGES

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

RESPONDING TO CONCERNS

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

AUDIT OF USE

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

The Principal/designee shall establish a process to determine whether the KSB/KSD'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:

Access to Electronic Media

(Acceptable Use Policy)

AUDIT OF USE (CONTINUED)

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; KRS 365.732; KRS 365.734
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:

08.1353; 08.2322
09.14; 09.421; 09.422; 09.425

Adopted/Amended:
Order #:

Previewing Materials

All materials presented for student use or viewing shall be reviewed by the teacher before use.

Exceptions shall be current events programs and programs provided by Kentucky Educational Television.

Adopted/Amended:

Order #:

Student Attendance Day**STUDENT ATTENDANCE DAY**

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

EXCEPTIONS

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

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

REFERENCES:

¹KRS 158.060
KRS 157.320
KRS 157.360
KRS 158.030; KRS 158.070
702 KAR 7:125

Adopted/Amended:
Order #:

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

REFERENCES:

¹KRS 158.070
KRS 2.110; KRS 156.095
702 KAR 7:125; 704 KAR 3:035
OAG 97-25

Adopted/Amended:
Order #:

Emergency Closings

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

REFERENCE:

702 KAR 7:125

Adopted/Amended:

Order #:

Program Evaluation**IMPLEMENTATION OF PLAN**

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

Based on the timeline, criteria and procedures developed by the Kentucky Department of Education, the KSB/KSD's program evaluation plan shall include audits and reviews in the areas designated by regulation.

CALENDAR FOR REVIEW OF EXISTING PROGRAMS

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

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

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

REVIEW OF NEW PROGRAMS

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

REFERENCES:

703 KAR 5:230
KRS 158.645; KRS 158.6451; KRS 158.6453

RELATED POLICY:

08.222

Adopted/Amended:
Order #: