

16-May-14

## KSBA Policy Service 2014 Policy Update (#37) Checklist

**District: Spencer County Schools**

Please complete the checklist (date and order number to indicate your Board's decision on each proposed revision), and return it (signed and dated) to the KSBA Policy Service by September 1 or at your earliest opportunity. Please indicate below what action you have taken on the new/revised policies enclosed for your review.

| Policy Number | Adopt as Written                    | Adopt with Modification* | Adoption Date | Order Number | Keep Current Policy      | Rescind Policy           |
|---------------|-------------------------------------|--------------------------|---------------|--------------|--------------------------|--------------------------|
| 01.0          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 01.42         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 01.53         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 01.61         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 01.83         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 03.19         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 04.32         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 04.91         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 05.1          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 07.11         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 07.111        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 07.12         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 08.113        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 08.133        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 08.3          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 08.32         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.11         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____         | _____        | <input type="checkbox"/> | <input type="checkbox"/> |

| Policy Number          | Adopt as Written                    | Adopt with Modification*            | Adoption Date | Order Number | Keep Current Policy      | Rescind Policy           |
|------------------------|-------------------------------------|-------------------------------------|---------------|--------------|--------------------------|--------------------------|
| 09.12                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.121                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.1223                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.14                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.15                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.224                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.2241                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.31                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.4232                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.43                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| 09.438                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>03.121</u>          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>10.4</u>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |               |              | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>ADDITION</b> 09.123 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               |              | <input type="checkbox"/> | <input type="checkbox"/> |

\*Please attach a copy of the modified policy. DO NOT RETYPE A DRAFT - simply indicate the district-initiated changes by writing in colored ink, circling, highlighting, etc.

\_\_\_\_\_  
Superintendent's  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair's Signature

\_\_\_\_\_  
Date

**Please return this completed form to KSBA by September 1 or at your earliest opportunity.  
Please contact your KSBA Consultant if you need KSBA to completely reprint all policy pages or  
to order additional new manuals, instead of just getting copies of the updated policies.**

03.1232  
03.2232

Adopt  
✓ w/ modification  
✓

**2014-15**  
**POLICY REVIEW/UPDATE**

**09.15 – Student Fees – Board Approval Required - add** “Field trip fees are considered student fees and require Board approval. The amount collected from students for a field trip must only include the actual expenses for the trip. When calculating the per-student cost, the total cost of the trip is to be divided by the total number of participating students. The amount may be rounded to the nearest dollar. In-state, instructional day trips, with a per-student cost of \$15 or less, may be approved by the Principal without further Board approval. Any field trip with a per-student cost in excess of \$15 will require Board review and approval.

**03.121 – Certified Personnel – Salaries – Extra Services, Supplements and Supervision - add** “Teachers must be teaching **and/or mentoring** in the subject and age range of their NBPTS certification for fifty percent (50%) or more of their time to receive the supplement.”

**03.1232 – Certified Personnel – Sick Leave – Affidavit** – add “**Employees taking sick leave must record the absence in Aesop stating the reasons prior to the start of the absence.** Upon return to work, a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.”<sup>1</sup>

**03.2232 – Classified Personnel – Sick Leave – Affidavit** – add “**Employees taking sick leave must record the absence in Aesop stating the reasons prior to the start of the absence.** Upon return to work, a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.”<sup>1</sup>



**- CERTIFIED PERSONNEL -****Salaries****SINGLE-SALARY BASIS**

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

**EXTENDED EMPLOYMENT**

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

**EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION**

The Board shall annually establish a schedule of compensation for extra services, hazardous duty supplements and supervision. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate. Teachers must be teaching **and/or mentoring** in the subject and age range of their NBPTS certification for fifty percent (50%) or more of their time to receive the supplement.

**RANK AND EXPERIENCE**

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

Notice of a mid-year change in rank must be submitted by January 15 for purposes of salary adjustment.

Certified employee's with a Daily Wage Threshold exceeding Rank 1 with 27 years of experience daily rate shall be paid at the certified teacher's rank and 27 years of experience from the certified salary scale for the respective school year unless it's a critical shortage position as determined by the Superintendent.



## **Salaries**

### **MILITARY EXPERIENCE**

Employees shall be granted experience on the appropriate District salary schedule for military service at the rate of one (1) year of credit for each three (3) years of full-time military service. The maximum number of years that can be added for military service experience is three (3) years.

### **EXCEPTION**

The Superintendent's salary may be established without regard to the above-mentioned schedules.

### **PAYROLL DISTRIBUTION**

All District employees with the exception of students who work for the District, shall participate in direct deposit of payroll. Direct deposits will be made according to a schedule approved annually by the Board.

Payment of salary shall be paid based on contract days. Full-time, twelve (12)-month employees contracted at a minimum of 240 days will receive pay in the month of July. All other contracted certified employees with less than 240 days will receive pay beginning in the month of August. Paydates will be approved annually by the Board.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary on June 30.

### **QUALIFICATIONS**

Employees shall be responsible for providing the Superintendent with all required certificates, health examinations, and verifications of experience prior to beginning work.

### **NOTICE OF SALARY**

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

### **LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.120 to publish advertisements for the District.

### **PAYROLL DEDUCTIONS**

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.1211.

**Salaries**

**REFERENCES:**

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360  
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420  
KRS 160.290; KRS 160.291  
KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760  
KRS 424.120; KRS 424.220  
702 KAR 003:060; 702 KAR 003:070; 702 KAR 003:100; 702 KAR 003:310  
016 KAR 001:040; OAG 97-25  
29 C.F.R. Section 541.303, 29 C.F.R. section 541.602.29, C.F.R. section 541.710

**RELATED POLICIES:**

03.114, 03.1211, 03.4

Adopted/Amended: 08/26/2013  
Order #: 30



Formatted: Centered

Advertising in the Schools

Formatted: Font: Times New Roman

**PROHIBITION**

No commercial advertising nor distribution of advertising materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent or Principal.

**COMMERCIAL ADVERTISING**

Formatted: sideheading, Space After: 0 pt

Commercial advertising is defined as the display or distribution of information promoting the purchase or use of products or services of an entity in exchange for payment of fees or in-kind services benefiting a student activity, school, program and/or the District.

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

Examples of such advertising may include but are not limited to advertisements in student yearbooks, event programs, school newsletters, student newspapers, and athletic programs; display advertising on stadium fences or gymnasium walls; signage on District vehicles (other than school busses); advertising on electronic websites; and all other types of advertising in educational settings or on District property.

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

Any commercial advertising must be approved in advance by the Superintendent or Principal, and must meet the following criteria:

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

1. Advertising must be sold primarily to support student activities, schools, programs, and/or the District's educational mission, not primarily to benefit the advertiser.

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

2. Advertising shall not distract from or disrupt the educational purpose, instructional program, or daily operations of a school or support operation.

3. Advertising content must conform to community standards and be consistent with the educational objective of the District as determined by the Board, and shall not:

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

- Promote alcohol, tobacco, drugs, drug paraphernalia, weapons, firearms or illegal material;
- Promote illegal activity or antisocial behavior;
- Attack, demean, or discriminate against any person or group on the basis of race, color, national origin, religion, sex, disability, age, or sexual orientation;
- Invade the privacy of others, or
- Be false, misleading, deceptive, libelous, obscene, or profane.

Formatted: ksba normal, Font: (Default) Calibri, 11 pt, Font color: Auto

Formatted: ksba normal, Font: (Default) Calibri, 11 pt, Font color: Auto

Formatted: ksba normal, Font: (Default) Calibri, 11 pt, Font color: Auto

Formatted: ksba normal, Font: (Default) Calibri, 11 pt, Font color: Auto

4. Contracts for placement of commercial advertising shall be limited to no more than one (1) year in duration, conform to the fee schedule adopted by the Board, and adhere to all other applicable laws, jurisdictional code requirements, and District policies and procedures. Request for long-term advertising contracts shall require approval by the Board.

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto

Formatted: Space After: 0 pt, Line spacing: single



|                                                                                                                                               |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Formatted: polycytext, Right                                                                                                                  |          |
| Formatted: Font: Times New Roman                                                                                                              |          |
| Formatted: sideheading, Space After: 0 pt                                                                                                     |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt, Font color: Auto                                                              |          |
| Formatted: List123, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.4" + Indent at: 0.65" |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt                                                                                |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt                                                                                |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt                                                                                |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt                                                                                |          |
| Formatted: ksba normal, Font: (Default) Times New Roman, 12 pt                                                                                |          |
| Formatted                                                                                                                                     | ... [3]  |
| Formatted                                                                                                                                     | ... [2]  |
| Formatted                                                                                                                                     | ... [3]  |
| Formatted                                                                                                                                     | ... [4]  |
| Formatted                                                                                                                                     | ... [5]  |
| Formatted                                                                                                                                     | ... [6]  |
| Formatted                                                                                                                                     | ... [7]  |
| Formatted                                                                                                                                     | ... [8]  |
| Formatted                                                                                                                                     | ... [9]  |
| Formatted                                                                                                                                     | ... [10] |
| Formatted                                                                                                                                     | ... [11] |

5. Revenue from advertising must be deposited in the District's General Fund or District Activity Fund, as determined by the Business Office to comply with the 'Redbook' accounting regulations; it may be designated within the appropriate fund for the support of a particular activity, school or program, or it may be used for the general support of the District's educational mission.
- 2-6. The Board may approve advertising in District facilities or on District property. Any approval shall state precisely where such advertising may be placed. Advertising shall not be allowed outside the specific area approved by the Board. SBDM councils shall review and approve the placement of advertising devices that are maintained on school property within the confines established by the Board.
- 3-7. Advertising must be appropriate, as determined by the Superintendent or designee, for the age of the primary audience that will view the advertising.
- 4-8. No advertising shall be accepted that promotes or opposes religion in general or a specific religion, ballot measure, candidate for public office, a political position, or political party.
9. Advertising may be rejected if a cost/benefit analysis of a proposal by the Business Office determines the cost of reviewing and accepting an advertisement exceeds the revenue anticipated to be derived from that advertising.
10. Advertising on any school or District website must be display only, and not allow access to an external website through a 'hot' electronic link.
11. Donations which include or carry advertisement must be approved by the Board. The District or a school may acknowledge a donation it has received from an organization by displaying a 'donated by,' 'sponsored in part by,' or similar by-line with the organization's name and/or symbol on the item.
12. Contracts for equipment or services that require advertising to be disseminated to students shall not be entered into or permitted unless done pursuant to and in accordance with state law.
13. The inclusion of advertisements in District publications, in District facilities, or on District property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisement will not imply or declare such approval or endorsement.

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups.

Unless authorized by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

**Advertising in the Schools**

**REFERENCE:**

OAG 68-452

**RELATED POLICIES:**

03.1323

03.2323

DRAFT



**- CERTIFIED PERSONNEL -****Sick Leave****NUMBER OF DAYS**

Full-time certified employees shall be entitled to ten (10) days of sick leave with pay each school year.

Certified employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days of sick leave, respectively, with pay each school year.

A sick leave day is equal to the employee's regular work day.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

**ACCUMULATION**

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

**DEFINITION**

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

**FAMILY ILLNESS/MOURNING**

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

**TRANSFER OF SICK LEAVE**

Teachers coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

**SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another certified or classified employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.



**Sick Leave**

**AFFIDAVIT**

Employees taking sick leave must record the absence in Aesop stating the reasons prior to the start of the absence. Upon return to work, a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 161.155, Sec. 2, KRS 161.152, OAG 79-148  
OAG 93-39  
Family & Medical Leave Act of 1993

**RELATED POLICIES:**

03.12322, 03.1233, 03.124, 03.175 (Retirement Compensation)

**- CLASSIFIED PERSONNEL -****Sick Leave****NUMBER OF DAYS**

All full-time classified personnel shall be entitled to ten (10) days of sick leave with pay per year.

Classified employees who work twelve (12) months shall be entitled to twelve (12) days of sick leave with pay each school year.

A sick leave day is equal to the employee's regular work day.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

**ACCUMULATIVE**

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

**DEFINITION**

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

**FAMILY ILLNESS/MOURNING**

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

**TRANSFER OF SICK LEAVE**

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

**SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another classified employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Classified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

**Sick Leave**

**AFFIDAVIT**

Employees taking sick leave must record the absence in Aesop stating the reasons prior to the start of the absence. Upon return to work, an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent to attend a member of the immediate family who was ill.

**REFERENCES:**

KRS 161.155; OAG 79-148; OAG 93-39  
Family & Medical Leave Act of 1993

**RELATED POLICIES:**

03.12322, 03.22322, 03.273



RECOMMENDED: SB 176 ALLOWS "CAREGIVERS" TO MAKE DESIGNATED HEALTH CARE AND EDUCATIONAL DECISIONS UPON PRESENTATION OF AN APPROPRIATE AFFIDAVIT. THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING PARENT RIGHTS, RESPONSIBILITIES, AND NOTIFICATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: HB 211 AMENDED KRS 158.070 AND REPLACED THE TERM "INSTRUCTIONAL DAY" WITH "STUDENT ATTENDANCE DAY". THIS CHANGE IS RECOMMENDED SO THAT DISTRICTS WILL NOT HAVE TO REVISE ALL POLICIES ADDRESSING INSTRUCTIONAL DAYS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: SOME STATUTES AND REGULATIONS USE THE TERMS HEALTH CARE PROVIDER AND HEALTH CARE PRACTITIONER INTERCHANGEABLY. THIS IS TO CLARIFY THAT IN THIS MANUAL THE TWO TERMS HAVE THE SAME MEANING.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## POWERS AND DUTIES OF THE BOARD

01.0

### DEFINITIONS

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

#### **POLICIES**

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by KRS 160.290 and KRS 160.340. The scope of council policies is defined by KRS 160.345.

#### **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.

#### **FULL-TIME/PART-TIME STATUS**

Employment status shall be determined in compliance with statute and regulation and shall be defined in the employee's contract.<sup>1</sup>

#### **SUPERINTENDENT**

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

#### **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, ~~or~~ legal guardian, or other person authorized by law to act as a parent as the context requires.

Formatted: ksba normal

**DEFINITIONS****GENDER**

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

**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".

Formatted: policytext

Formatted: ksba normal

**HEALTH PROVIDER**

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

Formatted: ksba normal

Formatted: ksba normal

Formatted: policytext

**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:**

<sup>1</sup>KRS 157.320

<sup>1</sup>102 KAR 1:036

<sup>1</sup>702 KAR 1:035

KRS 158.144

KRS 160.290, KRS 160.340, KRS 160.345

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

Formatted: ksba normal

RECOMMENDED: KRS 160.270 REQUIRES THAT THE BOARD HOLD AT LEAST ONE REGULAR MEETING PER MONTH. KRS 61.820 REQUIRES ADOPTION OF A REGULAR MEETING SCHEDULE. RESCHEDULED REGULAR MEETINGS BECOME SPECIAL MEETINGS. HOWEVER, IN EXCEPTIONAL CIRCUMSTANCES, REASONABLE ADJUSTMENTS OF REGULAR MEETING START TIMES OR SITES DUE TO UNANTICIPATED CONDITIONS OR EMERGENCIES (SUCH AS UNEXPECTED OVERFLOW CROWDS, UNAVAILABILITY OF THE MEETING SITE, OR WEATHER RELATED EVENTS) MAY BE PERMISSIBLE.

THIS CHANGE IS NOT REQUIRED BY LAW BUT, ALLOWS FOR GREATER FLEXIBILITY IN THOSE EXCEPTIONAL CIRCUMSTANCES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.42

### Regular Meetings

#### TIME AND PLACE

~~The first regular meeting shall be held in January on the fourth Monday of the month at 7 P.M. at Spencer County Middle School.~~ At ~~this~~ a meeting in January, the Board shall adopt a schedule of regular meetings for the calendar year, identifying the date, time and place of each meeting. ~~Any change to this schedule~~ Rescheduled regular meetings shall be a-noticed and held as special-called meetings.<sup>1 & 4</sup>

#### PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.<sup>2</sup>

#### OPEN

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.<sup>3</sup>

#### VIDEO TELECONFERENCES

The Board may conduct its meeting by video teleconference. Notice of a video teleconference shall comply with the requirements of KRS 61.820. In addition, the notice shall clearly state that the meeting will be a video teleconference and precisely identify the locations involved, including the location, if any, that is primary.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference location.

#### REFERENCES:

<sup>1</sup>KRS 160.270

<sup>2</sup>KRS 61.820; OAG 78-274; OAG 78-614

<sup>3</sup>KRS 61.810

<sup>4</sup>92-OMD-1677; 04-OMD-056

KRS 61.826

#### RELATED POLICIES:

01.421; 01.43; 01.44



RECOMMENDED: THE KSBA BOARD OF DIRECTORS APPROVED A CODE OF ETHICS FOR SCHOOL BOARD MEMBERS. THIS LANGUAGE IS BASED ON THAT CODE.  
THIS CHANGE IS NOT REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.53

**Code of Ethics**

As members of a Kentucky Board of Education and mindful of the pledges made in their oath of office, Board members shall accept the duty to represent their community and their District's students, parents and staff and to improve public education by putting "students first" in their decisions. To that end they will:

1. Govern effectively and with integrity, emphasize student achievement and practice good stewardship of the District's human, financial and property resources;
2. Participate in all Board meetings, insofar as possible, having studied advance materials and, having given careful consideration to input from individuals and/or interested community groups, ready to base decisions on independent judgment;
3. Act as a staunch advocate for high quality schools, instructional curricula and professional staff dedicated to the educational welfare of all children, regardless of their ability, race, creed, sex or social standing and maintain knowledge about educational advances as they evolve;
4. Obey and uphold all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, reserving the right to bring about needed changes through legal and ethical procedures;
5. Help their constituents to understand the importance of broad community support and involvement in the public schools, especially by encouraging citizen participation in Board meetings, and in turn, serve their constituents by helping ensure accountability of the schools to the community;
6. Recognize their duty to listen as well as to lead, respect opinions which differ from their own, reflect that no one member acts or speaks for the Board, and remember that final actions, made by majority vote in an official meeting, should be supported by all members;
7. Provide community insight to the Superintendent and evaluate the administration's responses to community expectations, work to adopt effective policies which give the administration authority commensurate to its responsibilities, demonstrate the support and respect due the District's skilled, professional employees and shun actions which could be interpreted as an attempt to run the schools through the administration;
8. Avoid even the appearance of conflicts of interest by never performing official acts or otherwise engaging in financial transactions with the school system which could benefit them, accepting gifts of substantial economic value which could be viewed as improper influence, or disclosing or using confidential information acquired in the course of official duties for personal gain.

LEGAL: PER HB 5, A NEW SECTION OF KRS 61 HAS BEEN CREATED ADDRESSING SAFETY AND SECURITY OF PERSONAL INFORMATION AND PROCESSES FOR DEALING WITH INFORMATION BREACHES.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF NOTIFICATION OF INDIVIDUALS IF A SECURITY BREACH OCCURS

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61

### Records Management

#### RECORDS OFFICER

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.<sup>1</sup>

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in KRS 171.410 and in the Records Retention Schedule, Public School District.

#### SUPERINTENDENT'S RESPONSIBILITIES

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.<sup>2</sup> The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.<sup>3</sup>

#### RETENTION AND DISPOSAL OF RECORDS

The District shall follow the Records Retention Schedule, Public School District in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.<sup>4</sup>

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.<sup>5</sup>

#### LITIGATION

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

#### INFORMATION SECURITY BREACH

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.

**Records Management**

**RETENTION OF RECORDINGS**

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.<sup>6</sup>

If an incident is being investigated, retain recordings until investigation and legal activity are completed.

**REFERENCES:**

<sup>1</sup>725 KAR 1:010

<sup>2</sup>KRS 171.710

<sup>3</sup>KRS 171.720

<sup>4</sup>725 KAR 1:030; KRS 171.420; KRS 171.570

<sup>5</sup>KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020

<sup>6</sup>KRS 160.705

[KRS 61.931; KRS 61.932; KRS 61.933](#)

702 KAR 1:025; 725 KAR 1:025

Records Retention Schedule, Public School District

**RELATED POLICIES:**

01.5; 04.81



LEGAL: 702 KAR 1:115 HAS BEEN AMENDED TO REVISE THE ANNUAL TRAINING REQUIREMENTS FOR BOARD MEMBERS. HB 154 REVISES KRS 160.180 TO MAKE ADDITIONAL CHANGES TO ANNUAL TRAINING REQUIREMENTS BEGINNING JANUARY OF 2015.  
FINANCIAL IMPLICATIONS: POSSIBLE INCREASED COST OF PROVIDING TRAINING ON SPECIFIC TOPICS (SCHOOL FINANCE, ETHICS AND SUPERINTENDENT EVALUATION)

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83

### In-Service Training

The annual in-service training requirements for all school board members in office as of December 31, 2014 shall include training on topics required by regulation that meet the minimum number of total training hours as follows:<sup>1</sup>

Formatted: ksba normal

Formatted: ksba normal

Formatted: Superscript

1. Twelve (12) hours for school board members with zero (0) to three (3) years of experience (to include five hours on the following: three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation);
2. Eight (8) hours for school board members with four (4) to seven (7) years of experience (to include four hours on the following: two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation); and
3. Four (4) hours for school board members with eight (8) or more years of experience (to include three hours on the following: one (1) hour of finance and one (1) hour of ethics annually and, one (1) hour of superintendent evaluation biennially).

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event and send a copy of the record (Board minutes) to KSBA.

For Board members who begin initial service on or after January 1, 2015, annual in-service training requirements shall be twelve (12) hours for Board members with zero to eight (0-8) years of experience and eight (8) hours for Board members with more than eight (8) years of experience. Required annual training hours shall include:

Formatted: ksba normal, Not Highlight

1. Three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with zero (0) to three (3) years experience;
2. Two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with four (4) to seven (7) years experience; and
3. One (1) hour of finance, one (1) hour of ethics annually, and one (1) hour of superintendent evaluation biennially for members with eight (8) or more years experience.

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

### ORIENTATION OF NEW BOARD MEMBERS

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board's policy manual and/or access to the District's online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83  
(CONTINUED)

**In-Service Training**

**REFERENCES:**

1. KRS 160.180  
2. 702 KAR 1:115  
3. OAG 85-53; OAG 85-145

LEGAL: THESE CHANGES ARE NEEDED TO REFLECT REVISIONS TO 704 KAR 3:035 ADDRESSING PROFESSIONAL DEVELOPMENT REQUIREMENTS.  
FINANCIAL IMPACT: NONE ANTICIPATED

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

### **Professional Development**

#### **PROGRAM TO BE PROVIDED**

The Board shall provide ~~an efficient, systematic and high-quality~~ professional development (PD) program that meets the goals established in KRS 158.6451 and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the school/District improvement plans which are then posted on school/District web sites.

#### **DISTRICT-WIDE PLAN**

The program shall be based on a Board-approved PD plan for the District, which is designed:

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD shall reflect individual needs of schools and be aligned with the school/District improvement plan and teacher growth plans.

#### **SCHOOL RESPONSIBILITIES**

Each school shall plan ~~high-quality~~ professional development ~~experiences~~ with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

#### **FLEXIBLE CREDIT OPTION**

Each school may devise a flexible professional development plan to enable its certified personnel to earn credit outside the regular PD schedule.

Flexible credit may be earned on non-duty time during the school calendar or prior to the first day, or after the last day, of school for students. In addition, credit for the upcoming school year may be earned at any time following the last day of school for students, provided all employees of the school have completed the professional development cycle for the current school year.

Flexible schedule options shall be reflected in (1) the school or District improvement plan or (2) in the employee's individual growth plan.



PERSONNEL

03.19  
(CONTINUED)

### **Professional Development**

#### **DOCUMENTATION**

The school/District PD shall include a method for evaluating ~~each professional development experience for its~~ impact on student learning and using evaluation results to ~~for improving~~ professional ~~development initiatives~~ learning.

Documentation of completed professional development ~~experiences~~ shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of PD during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

#### **REFERENCES:**

KRS 156.095; KRS 156.553  
KRS 158.645; KRS 158.6451  
KRS 160.345; KRS 158.070  
704 KAR 3:035; 704 KAR 3:325

#### **RELATED POLICIES:**

03.1911  
09.22

LEGAL: EMPLOYEES IN DISTRICTS THAT HAVE ADOPTED THE MODEL PROCUREMENT CODE ARE ACCOUNTABLE FOR COMPLYING WITH THE ETHICAL STANDARDS SET OUT IN KRS 45A.455.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## FISCAL MANAGEMENT

04.32

### Bidding

#### AUTHORITY

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460.<sup>1</sup> All contracts or purchases shall be awarded by competitive sealed bidding or competitive negotiation, both of which may include the use of a reverse auction, except as otherwise provided by law.<sup>2</sup>

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

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

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

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

#### ETHICAL STANDARDS

To avoid conflicts that may arise during the decision-making process for procurement of services and products for the District, employees shall adhere to the ethical standards set out in KRS 45A.455.

#### PREFERENCE FOR RESIDENT BIDDERS

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

#### EXEMPTIONS

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

#### PRICE REDUCTIONS

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

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal

Formatted: ksba normal

**Bidding****SMALL PURCHASES**

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00.<sup>5</sup>

**BACKGROUND CHECK FOR CONTRACTORS**

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

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

**REFERENCES:**

<sup>1</sup>KRS 45A.343

<sup>2</sup>KRS 45A.070; KRS 160.290; KRS 45A.380

<sup>3</sup>KRS 160.303; 200 KAR 5:400; KRS 45A.494

<sup>4</sup>KRS 156.076

<sup>5</sup>KRS 45A.385

<sup>6</sup>KRS 160.380

<sup>7</sup>7 CFR 210.21 and 7 CFR 3016.36

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

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

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

Kentucky Educational Technology Systems (KETS)

**RELATED POLICIES:**

05.6; 06.4; 07.13



LEGAL: HB 154 REQUIRES THAT THE FINANCE OFFICER PRESENT DETAILED FINANCIAL REPORTS TO THE BOARD AND THAT SUCH REPORTS BE POSTED ON THE DISTRICT WEBSITE FOR SPECIFIED PERIODS OF TIME AS REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.91

**Financial Statements**

The Superintendent shall cause financial statements to be produced and reported in accordance with KRS 424.220 or applicable State provisions.

The finance officer shall present a detailed monthly financial report for Board approval to include the previous month's revenues and expenditures of the District. Financial reports shall be posted on the District website as required by law.

**REFERENCES:**

KRS 160.431

KRS 160.463

KRS 424.220

KRS 424.230

Governmental Accounting Standards Board

Formatted: ksba normal, Font color: Auto

Formatted: ksba normal, Font color: Auto

Formatted: Normal, Justified, Space After: 6 pt

Formatted: ksba normal, Font color: Auto

Formatted: ksba normal

Formatted: ksba normal, Font color: Auto

Formatted: ksba normal

Formatted: ksba normal, Font color: Auto

LEGAL: 702 KAR 4:160 HAS BEEN REVISED TO DETAIL THE CAPITAL CONSTRUCTION PROCESS. THIS POLICY LETS THE USER KNOW THAT CHANGES HAVE BEEN MADE AND THAT THEY MUST BE FOLLOWED.

FINANCIAL IMPLICATION: NONE ANTICIPATED

## SCHOOL FACILITIES

05.1

### Construction

#### ADVICE SOUGHT

When the Board engages in a major construction project, it will seek the advice of employees and citizens of the school district, as appropriate, in determining the scope and educational specifications of the construction project.<sup>1</sup>

#### FACILITIES PLAN

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a school facilities plan for approval by the Board.<sup>1,2</sup>

#### CONSTRUCTION OVERSIGHT

Construction projects shall be undertaken and conducted in compliance with standards set forth in applicable statutes and regulations, including, but not limited to, rules covering the capital construction process.<sup>2</sup>

#### REFERENCES:

<sup>1</sup>Kentucky School Facilities Planning Manual, ~~702 KAR 4:180~~

<sup>2</sup>~~702 KAR 4:160~~

KRS 157.615; KRS 157.620; KRS 157.622; KRS 158.447

KRS 162.060; KRS 162.070; KRS 162.080; KRS 162.090

KRS 162.100; KRS 162.120; KRS 162.160

KRS 162.290; KRS 162.300; KRS 322.360

KRS 424.260; KRS Chapter 45A

702 KAR 4:005; 702 KAR 4:050; 702 KAR 4:100

~~702 KAR 4:160; 702 KAR 4:170; 702 KAR 4:180;~~ 750 KAR 1:010

Formatted: ksba normal

Formatted: Normal, Space After: 6 pt

Formatted: ksba normal

Formatted: ksba normal

RECOMMENDED: THIS CHANGE WILL CLARIFY THAT MEAL PRICES AND CONFIDENTIALITY APPLY WHETHER THE DISTRICT IS USING THE COMMUNITY ELIGIBILITY PROVISION (CEP) OR THE FREE AND REDUCED PRICE MEAL PROGRAM.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11

**Free and Reduced Price Meals Meal Pricing**

The Superintendent/designee shall annually submit, for Board review, administrative regulations 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 ~~eligibility for free and reduced-price meals as required by law.~~

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

**ADULT MEALS**

All adults, including District employees, State employees, Federal employees, visitors, parents, etc., eating in a District school lunchroom must pay the full adult meal price as set forth by the Board at the beginning of each school year.

**REFERENCES:**

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

**RELATED POLICY:**

09.14



LEGAL: CHANGES TO 7 CFR PARTS 210 AND 220 HAVE REDEFINED "COMPETITIVE FOOD", "SCHOOL DAY", "SCHOOL CAMPUS", AND WHAT QUALIFIES AS A "SCHOOL-DAY-APPROVED BEVERAGE". THESE POLICY REVISIONS REFLECT THOSE CHANGES MADE TO THE INTERIM FINAL RULE AND WHICH GO INTO EFFECT JULY 1, 2014.

FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM SALE OF COMPETITIVE FOODS

SUPPORT SERVICES

07.111

### 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 any-all food or-and beverages-item sold in-competition-with-to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Breakfast/Lunch program-with the exception of foods or beverages sold a-la-carte in the cafeteria-Act and the Child Nutrition Act.

"School-day" means the period of time between the arrival of the first student at the school building and the end of the last instructional period-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.

"School-day-approved beverage" means water, one hundred percent (100%) fruit/vegetable juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving-(unflavored), non-fat milk (unflavored or flavored) and nutritionally equivalent milk alternatives.

#### NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups that fail to conform with nutritional standards specified by federal and state regulations, from the time of arrival of the first student at the school building-midnight before until thirty (30) minutes after the last school lunch period-end of the school day. At the elementary and middle school levels-during the school day, only school-day-approved beverages shall be available in vending machines, school stores, or canteens or as fundraisers that involve sale of beverages by students, teachers, or groups.

Beginning with the 2006-2007 school year, each school shall limit access to no more than one (1) day each week to retail fast foods in the cafeteria, whether sold by contract, commercial vendor, or otherwise.

No Ffoods and-or beverages may be sold during the school day outside of the National School Breakfast/Lunch program-shall, aAt minimum, food and beverages sold during the school day shall comply with local standards and minimum nutritional standards specified by Kentucky Administrative Regulation, unless the District requests, and is granted, an annual waiver from the Kentucky Board of Education (KBE)-federal and state regulations.

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

SUPPORT SERVICES

07.111  
(CONTINUED)

**Competitive Foods**

**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

LEGAL: NUTRITION STANDARDS FOR ALL FOODS SOLD IN SCHOOL AS REQUIRED BY THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010 HAVE REVISED ALLOWABLE BEVERAGES THAT CAN BE SOLD IN VENDING MACHINES ACCESSIBLE TO STUDENTS. ALSO, COMPETITIVE FOODS AND BEVERAGES MAY NOT BE SOLD FROM VENDING MACHINES FROM MIDNIGHT BEFORE UNTIL THIRTY (30) MINUTES AFTER THE SCHOOL DAY.  
FINANCIAL IMPLICATIONS: POSSIBLE LOSS OF REVENUE FROM VENDING MACHINE SALES

## SUPPORT SERVICES

07.12

### Vending Machines

#### REQUEST

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

#### BIDDING

The Board may bid the installation of vending machines, using specifications established by the Superintendent/designee.

#### 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 (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk, ~~and any beverage that contains no more than ten (10) grams of sugar per serving~~ (unflavored), non-fat milk (unflavored or flavored) and nutritionally equivalent milk alternatives 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 (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored), and nutritionally equivalent milk alternatives 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, may be available in vending machines outside the school day.

Formatted: ksba normal

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.

Formatted: Space After: 4 pt

#### 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 vending machines from ~~the time of the arrival of the first student at the school building until midnight~~ before until thirty (30) minutes after the ~~last school lunch period~~ end of the school day.

#### REFERENCES:

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

#### RELATED POLICY:

07.111



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

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 District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

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

The school's student handbook contains complete details.

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

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.<sup>2</sup>

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