

RECOMMENDED: THIS ALL NEW POLICY HAS BEEN DESIGNED TO ADDRESS REQUESTS FROM SCHOOL DISTRICT AUDITORS FOR DISTRICTS TO PROVIDE AN ANTI-FRAUD POLICY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.
THIS CHANGE IS NOT REQUIRED BY LAW.

FISCAL MANAGEMENT

04.41

Fraud Prevention

All employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District 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 District assets, including theft of funds, securities, supplies, or other District 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 Board conflict of interests policies.
- Mishandling financial records or District assets (destroying, removing, or misusing).

STAFF RESPONSIBILITIES

Employees who have reason to believe that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate.

The Superintendent/designee shall inform employees with financial/accounting responsibilities of the following anti-fraud standards established by the Board:

1. The District 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, as well as Board policy addressing fiscal matters.
3. Employees shall practice good stewardship of District 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 District financial records;
 - b. Performing ones 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 District to unauthorized persons or agencies; and
- f. Resisting incentives, pressures, and negative attitudes that detract from performance of assigned responsibilities.

INTERNAL CONTROLS/INVESTIGATIONS

The Superintendent/designee shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the District. 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 Superintendent/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, as appropriate, to law enforcement and/or other 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
State Retention and Disposal Schedule for Boards of Education

RELATED POLICIES:

01.61
03.17/03.27
03.1721/03.2721
04.8
04.81

LEGAL: THE 2005 GENERAL ASSEMBLY HAS CREATED A NEW SECTION OF KRS CHAPTER 158 REQUIRING EACH DISTRICT (OR FOOD SERVICE AREA) TO APPOINT A FOOD SERVICE DIRECTOR WHO WILL ANNUALLY ASSESS THE DISTRICT'S/AREA'S SCHOOL NUTRITION PROGRAM AND ISSUE A WRITTEN REPORT.
FINANCIAL IMPLICATIONS: POSSIBLE SALARY CONSIDERATIONS

SUPPORT SERVICES

07.1

Food Services

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

BREAKFAST AND LUNCH

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

FOOD SERVICE DIRECTOR

The District (or food service area to which the District belongs) shall appoint/select a Food Service Director (FSD) to oversee and manage the school food service program.

ANNUAL REPORT/PUBLIC FORUM

Immediately following the release of the nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

MEAL CHARGES

Any person who participates in the breakfast and/or lunch program may charge meals up to six (6) days. After that time, all charges must be paid before additional charges can be made.

REFERENCES:

KRS 156.100

KRS 156.160

KRS 158.852; KRS 158.856

KRS 160.290

702 KAR 6:010; 702 KAR 6:020

702 KAR 6:030; 702 KAR 6:040

702 KAR 6:045; 702 KAR 6:050

702 KAR 6:060; 702 KAR 6:075

702 KAR 6:090

LEGAL: THE 2005 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS 158 TO SET STANDARDS FOR SALE OF FOODS AND BEVERAGES OF MINIMUM NUTRITIONAL VALUE. IN THE SECTION CONCERNING USING FOOD OR BEVERAGES AS REWARDS, PLEASE NOTE YOUR BOARD WILL NEED TO CHECK THE OPTION FOR YOUR DISTRICT, AND A COPY OF THIS DRAFT WILL NEED TO BE RETURNED WITH YOUR UPDATE CHECKLIST.

FINANCIAL IMPLICATIONS: POSSIBLE REDUCTION IN VENDING AND SCHOOL FUND-RAISING REVENUES.

SUPPORT SERVICES

07.111

Competitive Foods

MINIMAL NUTRITIONAL VALUE

~~No~~ The sales or service of competitive food or beverages to students during the school day shall be in compliance with current federal and state regulations ~~permitted by student or parent organizations or school personnel through food sales, snack bars, or vending machines from the beginning of the school day until 1/2 hour after the close of the last lunch serving period.~~

DEFINITIONS

"Competitive Food" shall mean any food or beverage item sold in competition with the National School Breakfast/Lunch program with the exception of foods or beverages sold a la carte in the cafeteria.

"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.

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

~~NONRESTRICTED FOODS~~ NUTRITIONAL STANDARDS

No middle or high school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from the time of arrival of the first student at the school building until thirty (30) minutes after the last school lunch period. At the elementary school level during the school day, only school-day approved beverages shall be available for competing sales 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.

Foods and beverages sold during the school day outside of the National School Breakfast/Lunch program shall, at minimum, 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).

Fund-raising activities held off of school property are not subject to regulatory requirements of 702 KAR 6:090.

Competitive Foods

~~Proceeds from the sale of any nonrestricted competitive foods (those not included in the four categories of minimal nutritional value as defined by federal regulation) must be credited to the school's nonprofit meal program or to the school or to the student organizations approved by the school.~~

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 CFR 210.11b

7 CFR 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: BEGINNING WITH THE 2005 – 2006 SCHOOL YEAR, A NEW SECTION OF KRS CHAPTER 158 RESTRICTS SALE OF CERTAIN ITEMS DURING THE SCHOOL DAY TO STUDENTS THROUGH VENDING MACHINES.

FINANCIAL IMPLICATIONS: POSSIBLE DECREASE IN VENDING REVENUES

SUPPORT SERVICES

07.12

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal and/or site-based council.

BIDDING

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

SALES

Any sales to students from vending machines shall be in compliance with applicable state and federal law and regulations.

At the elementary school level during the school day, only school-day approved beverages shall be sold in vending machines (water, one hundred percent (100%) fruit juice, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving).

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 thirty (30) minutes after the last school lunch period.

REFERENCES:

KRS 156.160
KRS 158.854
KRS 160.290
702 KAR 6:070
7 CFR 210.1b
702 KAR 6:090

RELATED POLICY:

07.111

LEGAL: THE 2005 GENERAL ASSEMBLY CREATED A NEW SECTION OF KRS CHAPTER 158 TO SET REQUIREMENTS FOR A FOOD SERVICE DIRECTOR IN EACH DISTRICT OR FOOD SERVICE AREA AND TRAINING AND CERTIFICATION REQUIREMENTS FOR SCHOOL FOOD SERVICE EMPLOYEES, INCLUDING THE SFS DIRECTOR AND CAFETERIA MANAGERS.
FINANCIAL IMPLICATIONS: POTENTIAL SALARIES AND TRAINING COSTS

SUPPORT SERVICES

07.16

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

RELATED POLICIES:

See Section 03.2

LEGAL: KRS 158.140 REQUIRES BOARDS TO GRANT AUTHENTIC DIPLOMAS TO WORLD WAR II, KOREAN CONFLICT, AND VIETNAM VETERANS, AS DEFINED BY KRS 40.010 AND KRS 158.140 AND UNDER GUIDELINES SET OUT IN KENTUCKY ADMINISTRATIVE REGULATION.
FINANCIAL IMPLICATIONS: MINIMAL

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

Each student shall complete an individual graduation plan that incorporates emphasis on career development, to include Academic Expectations 2.36, 2.37, and 2.38, and shall have a total of at least twenty-two (22) credits for high school graduation. Those credits shall include the following minimum requirements:

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

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

Mathematics – three (3) credits (including Algebra I, Geometry, and one [1] elective as provided in the *Program of Studies*, 704 KAR 3:303)

Science – three (3) credits (including life science, physical science, and earth and space science as provided in the *Program of Studies*, 704 KAR 3:303)

Health – one-half ($\frac{1}{2}$) credit

Physical education – one-half ($\frac{1}{2}$) credit

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

Electives – seven (7) credits

~~Beginning with the graduating class of 2004,~~ The individual graduation plan shall be developed from District-developed academic and/or career clusters, implemented, and monitored annually.

Schools may substitute, with Board approval, an integrated, applied, interdisciplinary or higher level course for a required course if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. If a substitution is granted by the Board, a rationale and course description shall be filed with the Board and the Kentucky Department of Education.

ADDITIONAL REQUIREMENTS

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

Provided all requirements for graduation are met and the Principal determines it is in the best interest of the student, the Principal may recommend an exception for a particular student(s) to the Board.

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

Fractional credit may be granted for one-credit courses.

Graduation Requirements**ADDITIONAL REQUIREMENTS (CONTINUED)**

High school credit will be conferred upon a middle school course under the following conditions:

1. The course is a high school course taught by a teacher holding the appropriate certification for the teaching of that course; and
2. The course meets the seat time requirements of a Carnegie unit (120 hours).

Middle and high school teachers and administrators are encouraged to collaborate to ensure that course content, instructional resources (e.g., textbooks), and student performance expectations are the same, regardless of whether the credit is earned at the middle or high school.

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

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

ALIGNMENT OF GRADUATION REQUIREMENTS WITH GOALS AND EXPECTATIONS

The high school council shall provide the Board by July 15 of each year a written description/matrix of how each course addresses goals set out in KRS 158.6451 (1) and the academic expectations incorporated by reference in 703 KAR 4:060. The council shall determine the process for developing the descriptions, which shall be presented for Board review and comment.

COMMONWEALTH DIPLOMA

A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program, as specified in 704 KAR 3:340. (*See Commonwealth Diploma—HCAR 08.113.*)

OTHER PROVISIONS

The Board may authorize different diploma programs. (*See Academic Studies Program—HCAR 08.113.*)

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

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

~~Effective with the 2002-2003 school year,~~ When a student successfully completes a KVHS course, the credit shall apply toward graduation requirements; and the grade received shall be used in calculating the student's grade point average. Students in Grades 5, 6, 7, or 8 who score a "3" or higher on an advanced placement examination or earn a grade of "B" or better in a high school equivalent or a KVHS course shall receive credit toward graduation. (Please refer to Policy 08.1131 concerning prior approval for KVHS courses.)

Graduation Requirements**STUDENTS WITH DISABILITIES**

The student with disabilities who completes an alternative program specified in an individual educational plan is entitled to recognition for achievement.

DIPLOMAS FOR VETERANS

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

REFERENCES:

¹KRS 40.010

KRS 156.160

KRS 158.140

KRS 158.622

KRS 158.645

KRS 158.6451

13 KAR 2:020

702 KAR 7:125

703 KAR 4:060

704 KAR 3:303

704 KAR 3:305

704 KAR 3:340

704 KAR 7:140

OAG 78-348

OAG 82-386

Program of Studies for Kentucky Schools

Lee v. Weisman, 505 U.S. _____, 112 S. Ct. 2649, 120 L.Ed.2d 467 (1992)

RELATED POLICIES:

08.1131

08.2211

LEGAL: HOMEBOUND PLACEMENT FOR SPECIAL EDUCATION STUDENTS WILL BE MADE BY THE ADMISSIONS AND RELEASE COMMITTEE (ARC). A STUDENT'S ARC OR 504 TEAM SHALL DETERMINE THE EXTENT OF HOMEBOUND SERVICES AND, FOR A STUDENT AT THE SECONDARY LEVEL, THE NUMBER OF CREDITS THE STUDENT WILL BE PERMITTED TO EARN WHILE ON HOME/HOSPITAL INSTRUCTION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

CURRICULUM AND INSTRUCTION

08.1312

Home/Hospital Instruction

HOME/HOSPITAL INSTRUCTION

~~Children not able to come or be transported to school for physical, health, or mental conditions shall be provided instruction at home or at the hospital or sanitarium. The Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is This may be counted as equivalent to the one (1) child's attendance in school of one (1) child for five (5) days in school. If approved by the Board as a mechanism for the students to continue course credit during extended placement in home/hospital instruction may receive virtual/online instruction, which shall would be in addition to the minimum of 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

In accordance with KRS 159.030(2), the Board 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 instruction review committee may schedule a review of the student's continued student-eligibility for home/hospital instruction based on changes in the student's condition.

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.

SECONDARY STUDENTS

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the *Program of Studies*.
4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

Home/Hospital Instruction**STUDENTS WITH DISABILITIES**

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities 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 District Director of Pupil Personnel 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:

¹KRS 157.270

²704 KAR 7:120; KRS 159.030

707 KAR 1:055; KRS 157.360

RELATED POLICYIES:

09.122; 09.123

LEGAL: THE 2005 GENERAL ASSEMBLY AMENDED KRS 158.070 TO REQUIRE THAT SCHOOLS CLOSE ON PRIMARY ELECTION DAYS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

CURRICULUM AND INSTRUCTION

08.3

School Calendar

DEVELOPMENT OF CALENDAR

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

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

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

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

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

REFERENCES:

702 KAR 7:125
KRS 2.190
KRS 158.070

LEGAL: PROPOSED CHANGES REFLECT COUNCIL ON POSTSECONDARY EDUCATION REGULATIONS THAT HAVE BEEN REVISED AND A NEW REG, 704 KAR 7:150, WHICH ADDRESSES SECONDARY GED PROGRAMS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

CURRICULUM AND INSTRUCTION

08.4

Adult/Community Education

PURPOSE OF PROGRAM

The Board authorizes the Superintendent or designee to plan and operate an educational program based on the needs and interests of adults and youth of the community.

The Board may establish an adult education program to provide basic skills, vocational training and/or to prepare for meeting equivalency requirements. The Board also may enter into an agreement with the Council on Postsecondary Education ~~Kentucky Adult Education~~ to establish an external diploma program.

The conduct of the above adult/community education programs and determination of eligibility for participation in the GED program shall be consistent with requirements established by applicable statutes and administrative regulations, including, but not limited to, those addressing minimum age requirements, enrollment status and GED test readiness.

SECONDARY GED PROGRAM

Provided prior approval has been secured from the Kentucky Department of Education, the District may establish a Secondary GED Program. Implementation of the program shall comply with Kentucky Administrative Regulation.¹

SCHOOL FACILITIES AND RESOURCES

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

REFERENCES:

¹704 KAR 7:150

KRS 151B.125

KRS 160.155; KRS 160.156; KRS 160.157

785 KAR 1:010, 785 KAR 1:130

- General Administrative -

Admissions and Attendance**Definition of Legal Residence**

The legal residence of a pupil is determined by the address at which the child resides with their parent or legal guardian, unless otherwise approved by the superintendent. ~~the legal residence of the parent or guardian who has custody of the student as evidenced by legal documents or as otherwise provided by state or federal law and not by the address at which the pupil is living, except for emancipated pupils.~~

All other pupils shall be classified as nonresidents for school purposes.¹

Homeless Children and Youth

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize the students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that school have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth.

Nonresidents

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.²

Fort Knox Community Schools

Students whose guardian/s are active duty military or US Government employees and reside on post must attend Ft. Knox Community Schools. If the parents of a student(s) residing in the Hardin County School district subsequently move on post prior to the beginning of the second semester, the student(s) will be disenrolled from the Hardin County Schools. Students whose parents move on post after the beginning of the second semester may be permitted to attend Hardin County Schools for the remainder of that school year with the principal's approval.

- General Administrative -

Admissions and Attendance**Transfer of ADA**

Nonresident pupils may be admitted to the District schools upon transfer of the pupil's average daily attendance as defined under public school fund.^{3&4}

All costs for any special services offered to the child shall be paid by the resident district. The resident district shall be permitted to count the student for IDEA-B funding purposes.

Survey

Each year a survey shall be conducted to determine the number of students whose parents are civilians employed on Federal property or in active military service. The purpose of such survey shall be to determine how much Federal Impact Aid the District is eligible to receive.

Teachers shall assist in the distribution and collection of forms for such survey.

Foreign Exchange Students

The Hardin County Schools will accept high school students participating in international exchange programs recognized by the United States Department of Education or the Kentucky State Department of Education.

Non-Immigrant Foreign Students

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

Expelled/Convicted Students

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

- General Administrative -

Admissions and Attendance

1. If a student has been expelled from school; or in or outside Kentucky for, or has been adjudicated guilty/convicted outside Kentucky of homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs, the parent, guardian or other person or agency responsible for the student shall provide to the school, prior to admission, a sworn statement or affirmation that the student has been expelled or has been adjudicated guilty. (Assault shall mean any physical assault, including sexual assault.) The sworn statement shall be on a form provided by the appropriate state agency.⁵
2. If a student has been adjudicated guilty/convicted of homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.⁵

Any student currently serving an expulsion from any other public or private school system may not enroll in the Hardin County school system until the expulsion period has expired.

References:

- ¹ OAG 78-64; ² KRS 158.120; OAG 80-47; OAG 79-327;
OAG 75-602; ³ KRS 157.320; ⁴ 702 KAR 7:125;
⁵ KRS 158.155; 704 KAR 7:090; Public Law 104-208
42 U.S.C. 11421 to 11435 (Stewart B. McKinney Homeless
Assistance Act); P. L. 107-110 (No Child Left Behind Act of
2001)

Related Policies:

09.123; ²09.124; ²09.125; 09.211; ²03.127; 03.226

Adopted/Amended: 06/17/04

Order #: 9260

LEGAL: CHANGES REFLECT THE 2005 GENERAL ASSEMBLY AMENDED KRS 159.150 TO DECREASE FROM THREE (3) TO TWO (2) THE NUMBER OF TIMES A STUDENT MUST BE REPORTED TRUANT IN ORDER TO BE DESIGNATED AS AN HABITUAL TRUANT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

STUDENTS

09.123

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. This requirement applies regardless of the number of Carnegie units of instruction necessary for graduation.

Teachers are required to keep an accurate attendance record for each of their classroom assignments.

TRUANCY DEFINED

Any pupil-student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

~~A pupil~~ Any student who has been reported as a truant ~~three-two (32)~~ or more times is an habitual truant.

Absence for less than a half day shall be considered tardiness.

Full-day absence is defined as a pupil who is absent for at least five (5) consecutive instructional periods in a regularly scheduled day. **Half-day absence** is defined as a pupil who is absent for at least two (2) but no more than four (4) instructional periods in any regularly scheduled day.

Once a student under eighteen (18) years of age is absent or tardy ~~nine (9)~~ six (6) or more days without valid excuse, this student's name shall be forwarded to the Division of Student Services as a habitual truant for possible court action. Furthermore, a school hearing shall be conducted concerning the student's attendance record.

DEFINITIONS

Definitions of terms used in this section:

Full credit: A Carnegie unit of instruction that a student earns by successfully maintaining a passing grade (70) without being absent more than twelve (12) regularly scheduled class periods per school year in that class.

HIGH SCHOOL (GRADES 9-12)

Half-credit: One-half (½) of a Carnegie unit of instruction that a student earns by successfully maintaining a passing grade (70) without being absent more than six (6) regularly scheduled class periods per semester in that class.

Semester: That period of the adopted school calendar determined on an annual basis by the Board. This amount of time is generally one-half (½) of the school year, but the ending may change due to unforeseen circumstances.

Absences and Excuses**VALID EXCUSES**

1. Illness that is verified by a doctor or medical agency;
2. Orders of the court (this applies to summonses and subpoenas);
3. Death or severe illness in the immediate family verified by a written statement ("immediate family" shall mean: father; mother; brother; sister; grandfather; grandmother; blood-related aunt, uncle, niece, nephew; or anyone living under the same household roof with the student);
4. Religious holidays and practices; and
5. Circumstances if approved by the Principal or his/her designee, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

The Principal/designee shall determine the validity of each excuse presented.

Any excuse must be presented within five (5) days after the student returns to school. If the excuse is not presented in that time, the absence will remain unexcused. It is the student's responsibility to provide documentation to the appropriate school administrator in a timely manner.

STATEMENT OF POLICY—GRADES 9-12

In order to be eligible to receive class credit(s) in Grades 9–12, a student shall not be absent without a valid excuse more than six (6) regularly scheduled class periods per class each semester while maintaining a passing grade. Any additional invalid absence(s) may be made up at a rate of one (1) hour make-up for each hour of class missed. It shall be the student's responsibility to schedule make-up time with the school administration. Make-up time should be scheduled two (2) days prior to the Saturday that the student wishes to attend.

Absences and Excuses**For Schools without SBDM Councils****PROCEDURES ADMINISTERING ATTENDANCE POLICY (GRADES 9-12)**

1. The classroom teacher will keep an accurate daily attendance record for each of his/her classroom assignments. All absences shall be recorded daily by the classroom teacher. All reports concerning attendance will be completed and forwarded to the proper persons as indicated and required by the attendance policy and the administering procedures.
2. When a student has been absent five (5) times per semester in a class period, notification will be sent to the parent/guardian. It will be the parent's/guardian's and student's responsibility to monitor additional absences.
3. Students may make up time by attending Saturday School and/or detention.
 - a. Should a student need additional make-up time to complete the first semester's attendance requirement, the school administration will schedule a maximum of thirty (30) additional hours of make-up time. Make-up time must be completed within three (3) weeks beyond the end of the first semester.
 - b. Should a student need additional make-up time to complete the second semester's attendance requirement, the school administration will schedule a maximum of thirty (30) additional hours of make-up time. Make-up time must be completed within one (1) week beyond the end of the second semester.
4. At the end of each quarter, attendance will be monitored. Any student who has exceeded six (6) invalid absences will have his/her school privileges (i.e., driving privileges, extracurricular activities, field trips, etc.) suspended until his/her make-up time is completed. In addition, a referral shall be made to the court system instituting proceedings for habitual truancy.
5. Failure to comply with the attendance policy will result in the loss of class credit(s) for students in Grades 9-12. The school administration will confer with the parent/guardian of any student not complying with the attendance policy.

STATEMENT OF POLICY—MIDDLE SCHOOL

In order to be eligible for promotion, a student shall not be absent without a valid excuse for more than fourteen (14) days each school year while maintaining a passing grade. Any additional invalid absence may be made up at a rate of one (1) day make-up for each day of class missed. It shall be the student's responsibility to schedule make-up time with the school administration. Make-up time should be scheduled two (2) days prior to the Saturday that the student wishes to attend.

Absences and Excuses**For Schools without SBDM Councils****PROCEDURES FOR ADMINISTERING ATTENDANCE POLICY (MIDDLE SCHOOL)**

1. The classroom teacher will keep an accurate daily attendance record for each of his/her classroom assignments. All absences shall be recorded daily by the classroom teacher. All reports concerning attendance will be completed and forwarded to the proper persons as indicated and required by the attendance policy and the administering procedures.
2. When a student has been absent ten (10) days, notification will be sent to the parent/guardian. It will be the parent's/guardian's and student's responsibility to monitor additional absences.
3. Should a student need make-up time to complete the year's attendance requirement, the school administration will schedule a maximum of ten (10) additional days' make-up time. This make-up time must be completed within two (2) weeks beyond the end of the regular school term.
4. Any student who exceeds ~~seven (7)~~ six (6) invalid absences in a semester will have his/her school privileges (i.e., extracurricular activities, field trips, etc.) suspended until make-up time is completed. In addition, a referral shall be made to the court system instituting proceedings for habitual truancy.
5. Middle school students who fail to comply with the attendance policy will be denied promotion. The school administration will confer with the parent/guardian of any student not complying with the attendance policy.

For Schools without SBDM Councils**STATEMENT OF POLICY—ELEMENTARY SCHOOL (GRADES K-5)**

When a student has been absent without valid excuse for ~~six (6)~~ three (3) days, notification will be sent to the parent/guardian. After a student has been absent ~~eight (8)~~ five (5) times without valid excuse, the parent/guardian will be notified that any additional absence without valid excuse will be forwarded to the Director of Student Services. Valid excuses will include:

1. Illness that is verified by a doctor or medical agency;
2. Orders of the court (this applies to summonses and subpoenas);
3. Death or severe illness in the immediate family verified by a written statement ("immediate family" shall mean: father; mother; brother; sister; grandfather; grandmother; blood-related aunt, uncle, niece, nephew; or anyone living under the same household roof with the student;
4. Religious holidays and practices; and
5. School activities or circumstances if approved by the Principal or his/her designee.

MAKE-UP WORK

Students having absences must make up work. It is the student's and/or parent's/guardian's responsibility to contact the teachers concerning make-up work during the teacher's planning periods or before or after school hours. For every day the student misses, the student will receive the same amount of days to complete the make-up work. The counting of days for make-up work starts the second day after the student has returned following the period of absence.

Absences and Excuses

STUDENTS WITH DISABILITIES

In cases that involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.⁺

REFERENCES:

KRS 36.396, KRS 40.366, KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294
KRS 159.035, KRS 159.150, KRS 159.180
702 KAR 7:125, 704 KAR 7:100
OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

RELATED POLICIES:

09.111, 09.122, 09.1231, 09.4281, 09.4341

LEGAL: THESE REVISIONS ARE BASED ON CHANGES TO THE FEDERAL PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA).
FINANCIAL IMPLICATIONS: COSTS OF PROVIDING DIRECT PPRA NOTIFICATION

STUDENTS

09.14

Student Records

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

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Education Rights and Privacy Act and to ensure District compliance with applicable state and federal student record requirements.

INFORMATION AVAILABLE

Student information shall be made available to the parent of a dependent student¹ or eligible student on request. Eligible students include those eighteen (18) years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students.

DIRECTORY/PROTECTED INFORMATION

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

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

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt out of participation in surveys, analyses, ~~invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information~~ the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Student Records**DIRECTORY/PROTECTED INFORMATION (CONTINUED)**

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

~~This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes.~~

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

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

AGENCIES THAT MAY HAVE ACCESS

No individual or agency may have access to the record without the written consent of the parent or eligible student except the following as provided by law:

1. Other school officials within the District who have been determined by the Superintendent or the Superintendent's designee to have a legitimate educational interest
2. Officials of another school or school district in which the student enrolls or plans to enroll
3. Authorized representatives of specified federal and state officials authorized by law
4. State and local officials to whom reports are mandated by statute
5. Organizations conducting educational studies for a legitimate purpose, provided that confidentiality will be assured
6. Accrediting organizations in carrying out their functions
7. Compliance with a judicial order or lawfully issued subpoena
8. Appropriate parties in a health or safety emergency as determined by the Superintendent

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator.

Student Records**JUVENILE COURT RECORDS (CONTINUED)**

Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to local counsel for advice.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²KRS 158.153, KRS 610.320, KRS 610.340, KRS 610.345

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

KRS 161.200, KRS 161.210, 702 KAR 3:220

20 U.S.C. 1232g, 34 C.F.R. 99.1 - 99.67

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

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

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

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

Kentucky Education Technology System (KETS)

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

RELATED POLICIES:

09.111

09.12311

09.43

LEGAL: THE 2005 GENERAL ASSEMBLY CREATED A NEW SECTION OF KRS 158 REQUIRING AT LEAST ONE (1) EMPLOYEE AT EACH SCHOOL TO BE TRAINED TO ADMINISTER SPECIFIED MEDICATIONS TO STUDENTS WITH DIABETES OR SEIZURE DISORDERS.

FINANCIAL IMPLICATIONS: COST OF TRAINING AND POSSIBLY NEW PERSONNEL

STUDENTS

09.224

Emergency Medical Treatment

FIRST AID TO BE PROVIDED

First aid shall be provided all pupils in case of an accident or sudden illness until the services of a health-care professional become available. Transportation shall be provided if required.

FIRST-AID AREA

A first-aid area with appropriate equipment, supplies, and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course that includes CPR for infants and children.

In accordance with KRS 158.850, the District shall train and have available employees to administer glucagon or diazepam rectal gel to students as required by law.

INFORMATION NEEDED

Parents' telephone numbers or a number at which parents can be reached, the name of the family physician, and means of transportation (i.e., parent, staff member, ambulance, etc.) shall be maintained at each school for all its pupils.¹ A reasonable attempt will be made to contact the student's parent/guardian in the event of an accident.

EMERGENCY PROCEDURES

Each Principal shall develop a procedure for handling medical emergencies, including emergencies involving employees or visitors.

All such emergencies shall be reported immediately to the office of the Superintendent.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

RECORDS

All school accident forms shall be turned in to the Central Office by June 30 of each year.

An annual evaluation of accident reports shall be made, and a formal report shall be presented to the Board.

REFERENCES:

¹704 KAR 4:020

KRS 156.160

KRS 156.502

KRS 158.850

RELATED POLICIES:

09.22; 09.2241

STUDENTS

9.311

-Student Activities-

Safety (Athletics)

The Superintendent shall develop procedures to insure that the safety of the student shall be the first consideration in all athletic practices and events.

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. At every athletic contest between two (2) Hardin County Schools, the principal of each school or the principal's designee shall be present. When specifically assigned, the coach/sponsor may serve as the principal's designee.

Volunteers working in the athletic programs must be supervised by a Level 1 or Level 2 coach as defined in the Kentucky High School Athletic Association regulations.
Activities that volunteers may perform should be limited to those that will ensure the safety of all students. Coaches and principals will be responsible for supervising volunteer duties to ensure student safety.

Each student must pass an annual medical examination performed and signed by a medical practitioner as required by law as a prerequisite to eligibility for high school interscholastic athletics.¹

Reference: ¹704 KAR 4:020
 KRS 205.510

Adopted:

Order No:

Amended: 10-17-02

8887

RECOMMENDED: THE SUGGESTED CHANGES WILL PERMIT BUS DRIVERS AND OTHER NON-CERTIFIED PERSONNEL TO CONDUCT STUDENT SEARCHES IN LIMITED CIRCUMSTANCES.
THIS CHANGE IS NOT REQUIRED BY LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

STUDENTS

09.436

Search and Seizure

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) or vehicle shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal or designee.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects or vehicle shall be conducted only by a school employee at the direction and control of the Principal/designee. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

WITNESS/PERSONAL SEARCHES

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. In addition, No search of a pupil shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such as lockers and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Search and Seizure**USE OF TRAINED DOGS**

Subject to the following conditions, the Principal may authorize the use of trained dogs to locate contraband (prohibited items) on school grounds:

1. The Principal or the Principal's designee shall be present.
2. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe area; no student shall be in the vicinity of the site being searched.

All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

OTHER DISRUPTIVE ITEMS

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

REFERENCES:

KRS 161.180

¹New Jersey vs. T.L.O., 105 S.Ct. 733 (1985)