

Public Information Program**RIGHT TO BE INFORMED**

The Board recognizes the rights of the public to be fully and accurately informed about its schools. The Board shall, through the Superintendent and the Superintendent's designees:

1. Communicate regularly with the public through available media such as District web sites, newsletters, bulletins, newspapers, and radio and television releases;
2. Provide speakers for PTA/PTO, church, civic, and other community groups who have an interest in the schools;
3. Work cooperatively with the news media in their efforts to inform the public; and
4. Conduct Board business in an atmosphere that lets the public know that their attendance at Board meetings is welcome and appreciated.

RELEASE OF INFORMATION

Public statements concerning controversial or potentially disruptive matters shall be issued only by the Superintendent or the Superintendent's designee.

REFERENCES:

[KRS 61.805](#)

[KRS 61.850](#)

RELATED POLICIES:

01.4

01.44

Adopted/Amended: 7/24/2006

Order #: 2

Access to Public Records

PUBLIC INFORMATION

In accordance with the Kentucky Open Records Law, it shall be the policy of the Board to make accessible to the public those public records identified in [KRS 61.872](#) as available for public inspection. Inspection may be made during the regular office hours of the custodian of the records and/or under the conditions and restrictions specified in [KRS 61.872](#). Citizens may, upon proper application and as specified in [KRS 61.872](#) – [KRS 61.884](#), make abstracts, memoranda, and obtain copies of records which are available to the public. Fees shall be charged to cover the cost of making copies and postage, if any; such fees will not exceed the actual copying and mailing costs. Staff costs shall not be included in the fee. Inspection of records shall be made under the supervision of the custodian of the records or the custodian's designee, and copies shall be made only by properly authorized District employees.

OFFICE OF EDUCATIONAL ACCOUNTABILITY

The Office of Educational Accountability shall have access to all public records and information on oath as provided in [KRS 7.110](#). The Office shall also have access to otherwise confidential records, meetings, and hearings regarding District personnel matters, including files maintained in electronic format. The Office shall not disclose any information contained in or derived from the records, meetings, and hearings that would enable the discovery of the specific identification of any individual.

EXCEPTIONS

Records protected by [KRS 61.878](#) shall not be made available to the public, except under court order as provided by [KRS 61.878](#), [KRS 61.880](#), and [KRS 61.882](#).

The Board will not release information from educational records except in conformity with the provisions of the Family Educational Rights and Privacy Act, as amended.

REFERENCES:

[KRS 7.110](#); [KRS 7.410](#); [KRS 61.870](#)
[KRS 61.872](#); [KRS 61.874](#); [KRS 61.876](#)
[KRS 61.878](#); [KRS 61.880](#); [KRS 61.882](#), [KRS 61.884](#)
Art. 6252-17A, Sec. 14(e), V.A.T.S.
[OAG 76-375](#); [OAG 80-207](#); [OAG 85-109](#); [OAG 89-90](#)
1996 Open Records Decision 159
Kentucky Family Educational Rights and Privacy Act
Kentucky Education Technology System (KETS)

RELATED POLICIES:

01.6; 03.15; 03.25; 09.14

Adopted/Amended: 6/22/1994
Order #: 269

Request to Access Public Records

To request access to District records, other than student records not subject to release, use Procedure 01.6 AP.2/Request to Examine and/or Request Board Records.

Refer to Policy 09.14 and related procedures to determine access to student records.

Review/Revised:7/15/2002

Public Records Notice

To be posted at the main entrance of the Central Office and of each school building, as appropriate.

RULES/REGULATIONS FOR INSPECTION

Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Henderson County Board of Education are open for inspection.

Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the Central Office and of each school building. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form.

Completed application forms should be submitted to the Superintendent, the Board's official custodian of public records, at the following address:

Henderson County Board of Education
1805 Second Street
Henderson, KY 42420

An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.

Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.

Persons who live outside the area and who wish to request copies of public records should contact the person listed above.

Designated Representative

Date

Review/Revised:8/21/00

Public Statements

Press releases and other publicity concerning the school system shall be accurate and in keeping with Board policies. Public statements concerning controversial or potentially disruptive matters shall be issued by the Superintendent or his designee. When time permits, the Superintendent shall consult the appropriate staff and Board Chairman prior to the issuance of a public statement regarding such matters.

Administrative staff shall approve all publicity concerning their areas of responsibility.

Adopted/Amended: 7/24/1989

Order #: 8

Citizen Suggestions and Complaints**SUGGESTIONS**

The Board believes that a continuing two-way dialogue between the schools and the public is necessary. The Board shall give consideration to suggestions posed to by citizens of the district. Citizens wishing to make suggestions should submit them in writing to the appropriate school administrator or the Superintendent or Chairperson of the Board.

COMMITTEES

From time to time, the Board may appoint committees composed of citizens to advise the Board on specific matters. The Superintendent shall appoint District employees to serve on these committees as necessary. Such committees shall be ad hoc in nature and will serve at the pleasure of the Board and/or school.

Committees appointed by the Board shall comply with requirements of the Open Meetings Law.

PUBLIC HEARINGS

The Board will arrange for public hearings when the consideration of important issues requires a public forum. These shall be for the dual purpose of informing the public about the issue(s) and for receiving information from the public about the issues(s). The Board shall give prior notice for public hearings.

COMPLAINTS

The Board welcomes constructive criticism when such is motivated by a sincere desire to improve the effectiveness of the schools. Complaints regarding Board actions and policy matters should be directed to the Board. All other complaints should be directed to the administrative unit in which the problem arises. The proper channel for complaints is as follows:

1. Teacher,
2. Principal,
3. School Council, (where operational),
4. Superintendent, and
5. Board of Education.

The complainant should initially address the problem at the lowest level of involvement and may appeal to higher levels if satisfaction is not achieved.

APPEALS

Complaints appealed to the Board must be in writing and must contain a detailed description of the problem and the redress desired. The Board reserves the right to defer and redirect complaints that have not been explored to the appropriate administrative level.

REFERENCES:

[KRS 61.800](#); [KRS 61.805](#); [KRS 61.810](#)
[KRS 61.815](#); [KRS 61.820](#); [KRS 61.823](#)
[KRS 61.826](#); [KRS 61.835](#); [KRS 61.840](#)
[KRS 61.846](#); [KRS 61.848](#); [KRS 61.850](#)
[OAG 75-3](#)

RELATED POLICY:

01.421

Adopted/Amended: 8/19/1996

Order #: 17

Civility

BOARD INTENT

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

BEHAVIOR STANDARDS

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

EMPLOYEE OPTIONS

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

Civility**EMPLOYEE OPTIONS (CONTINUED)**

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

REFERENCES:

[KRS 161.190](#), [KRS 503.110](#), [KRS 518.090](#)

RELATED POLICIES:

03.1325, 03.2325, 09.425, 10.2, 10.5

Adopted/Amended: 8/15/2005
Order #: 15

Incident Report**(Inappropriate Behavior toward Employees by Visitors)****Complete and submit this report to your immediate supervisor as soon as possible after the incident.**

DATE OF INCIDENT _____

EMPLOYEE'S NAME _____

POSITION/TITLE _____

WHERE DID INCIDENT OCCUR? (*Check*)☐ School site ☐ School grounds ☐ School-sponsored event ☐ Central Office ☐ Private residence☐ Public site (*specify*) _____☐ Other (*specify*) _____

DESCRIBE/IDENTIFY INDIVIDUAL: _____

DESCRIBE INDIVIDUAL'S ACTIONS. (*Check the boxes that best categorize the actions and then describe those actions with specifics. Attach a separate sheet if necessary.*)

- ☐ Cursing/using obscenities
- ☐ Disrupting or threatening to disrupt school or office operations
- ☐ Acting in an unsafe manner (a manner that could have threatened the health and safety of others)
- ☐ Making a verbal statement, a phone call, or a gesture indicating intent to harm you or to damage school property
- ☐ Sending a written statement indicating intent to harm you or to damage school property
- ☐ Physically attacking you with the intent to harm you or to damage school property
- ☐ Other (*specify*) _____

Specifics: _____

DESCRIBE YOUR RESPONSE. (*Check the boxes that best categorize your response and then describe that response with specifics. Attach a separate sheet if necessary.*)

- ☐ Informed person(s) of provisions of and/or gave person(s) a copy of Policy 10.21
- ☐ Hung up the phone on the person(s)
- ☐ Asked person(s) to leave office/school/event
- ☐ Called site administrator/designee for assistance
- ☐ Called law enforcement officials
- ☐ Other (*specify*) _____

Specifics: _____

*Employee's Signature*_____
*Date*_____
*Immediate Supervisor's Signature*_____
Date

DATE REPORT SUBMITTED TO SUPERINTENDENT/DESIGNEE: _____

Review/Revised:8/21/2000

Relationships with Community Organizations**COMMON GOALS**

Although the Board has primary responsibility for the management of the public schools, the Board recognizes that other community organizations and other governmental agencies share common goals with the schools. It shall be the policy of the Board to work cooperatively with other community organizations in matters that promote the well-being of the schools and the community as a whole.

School groups may participate in the activities of civic groups upon the approval of the Principal. Such participation may be to honor the position of high public officers or visiting dignitaries but may not be to enhance the public relations of commercial institutions.

RELATED POLICIES:

02.4231

05.3

05.31

Adopted/Amended: 8/9/1988

Order #: 34

Advertising and Distribution of Materials in the Schools**PROHIBITION**

No advertising or distribution of materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Board's designee.

EXCEPTION

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

SOLICITATIONS

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.

REFERENCE:

[OAG 68-452](#)

RELATED POLICIES:

03.1323

03.2323

Adopted/Amended: 8/15/2005

Order #: 15

Visitors to the Schools

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office and obtain permission to visit upon entering the school and identify themselves as well as declare their purposes for visiting.

REGISTRANTS

No registrant, as defined in [KRS 17.500](#), nor any person residing outside of Kentucky who would be required to register under [KRS 17.510](#) if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under [KRS 17.510](#) as a registrant or sex offender from another state and all registrant information as required in [KRS 17.500](#).

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in [KRS 600.020](#), who has committed:
 - a. A sex crime; or
 - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under [KRS 17.510](#); or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to [KRS 533.250](#), until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;

Visitors to the Schools**REGISTRANTS (CONTINUED)**

- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

USE OF TOBACCO PROHIBITED

Tobacco use, including alternative nicotine products and vapor products as defined by [KRS 438.305](#), is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property including stadiums/athletic facilities, and during school-related student trips.

ACCOMMODATION

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

Visitors to the Schools

REFERENCES:

[KRS 17.545](#); [KRS 17.500](#); [KRS 17.510](#)
[KRS 160.380](#); [KRS 211.394](#), [KRS 211.395](#); [KRS 438.305](#); [KRS 600.020](#)
[OAG 91-13](#)
P. L. 114-95, (Every Student Succeeds Act of 2015)
Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

05.3; 09.227; 09.3211; 09.426

Adopted/Amended: 7/18/2016
Order #: 7

Visitors to the Schools**CLASSROOM VISITATION**

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.
4. For the safety and confidentiality of all students, parents, guardians and private service providers are not allowed access to classrooms during classroom instruction.
5. Unless an outside provider has been sought out and contracted for a needed service by the District, no private therapy or service shall be provided to a student during the school day, within the District.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

OBSERVATION BY OUTSIDE AGENCIES

These procedures are established for the purposes of observation only.

NOTE: Unless an outside provider has been sought out and contracted for a needed service by the District, no private therapy or service shall be provided to a student during the school day, within a District School.

The following information/documentation is required by the District before a private, outside therapist/service provider can observe its private client within a District School. Information must be sent to the Director of Special Education (special education students) or to the Director of Health and Family Resource Youth Service Center (FRYSC) Services (regular education students):

Visitors to the Schools

OBSERVATION BY OUTSIDE AGENCIES (CONTINUED)

- Background check clearance on file with District Schools Central Office;
- Individual liability insurance certificate or worker's compensation insurance certificate;
- A copy of credentials in the form of certification/license for the purpose of the observation; and
- A signed release (form can be requested from the school) by the parent/guardian noting that the therapist/outside service provider has been given permission to observe their child during the school day.

Once this information is received, the therapist/service provider may be allowed to come and observe the identified student as follows:

- At a time/day designated and assigned by the Principal/designee (to cause as little disruption to the class or school/learning environment as possible);
- The therapist is to observe only during these designated times, in an education setting (or activity such as lunch or social gathering) and only if confidentiality of other students/parents and disruption of the educational process in these settings can be adequately addressed by the Principal/designee;
- At any time the school or District needs to cancel an appointment or not allow an outside agency/therapist/service provider to return to the school setting, the outside agency will be notified; and
- The outside service providers MUST provide a photo I.D. as well as sign in and out at the school office any time they are on school property during a school day.

Review/Revised:6/20/2016

Registrant Offender Request

- This form shall be used to document the Principal's response to a registrant offender request to come onto school grounds.
- If a registrant's child becomes ill or injured during the school day, the registrant shall arrange to pick up the child with the Principal prior to coming to the school. For all other situations, requests shall be made to the Principal prior to the date of an authorized visit.
- Requests will be considered only from registrants who are the parent/legal guardian of a student or the person designated by the parent/legal guardian to have access to the student.
- Individuals whose request is granted shall keep a copy of this completed form with them each time they come onto school grounds.

TO BE COMPLETED BY REGISTRANT

Full Name (first, middle, last)

Phone Number

Address

eMail Address

Date of Request

Requested Visit Date

Reason for request (check at least one):

- ☐ Confer with school staff concerning my child's academic, disciplinary or placement, including matters required by federal or state law
- ☐ Attend a school activity in which my child is participating
- ☐ Vote in a designated polling place on school grounds

PRINCIPAL'S RESPONSE

- ☐ Registrant is required to provide additional information as follows:
- ☐ Registrant must follow check-in and check-out requirements as follows:
- ☐ Registrant must be directly supervised while on school grounds by the following individual(s) designated by the Principal:
- ☐ Registrant is restricted to the following designated location(s) on schools grounds:
- ☐ Registrant may only be on school grounds during the following time period:
- ☐ Request by registrant to be on school grounds is denied.

Principal's Signature

Date

The completed form shall be kept on file at school. A copy of this completed form shall be provided to the Superintendent/designee and to the registrant.

Review/Revised:7/20/09

Request for Activity/Program Accommodation**TO BE COMPLETED BY REQUESTING INDIVIDUAL**_____
*Print Full Name (first, middle initial, last)*_____
*Phone Number*_____
*Address*_____
*eMail Address*I am a ☐ student ☐ employee ☐ visitorIf you marked "student," does this request also apply to programs provided within the academic school day? ☐ Yes ☐ No

I request the following accommodation(s):

☐ Effective communication Type requested: __________
*Activity*_____
*Location*_____
Date☐ Event ticket sales/accessible seating_____
*Activity*_____
*Location*_____
Date☐ Companion seating requested_____
*Activity*_____
*Location*_____
Date☐ Use of power driven mobility device_____
*Activity*_____
*Location*_____
Date☐ Use of service animal* Check one: ☐ Service dog ☐ Miniature horse_____
*Activity*_____
*Location*_____
Date

*For animals accompanying students on the bus, during school, and/or on school trips, proof of vaccination(s) is required per KRS 258.015.

*Signature*_____
*Date***Please attach other information explaining the reason for this request, and submit this form to the school/Central Office as soon as possible and, except for service dogs, at least ten (10) days prior to the date of the activity.****FOR SCHOOL/DISTRICT USE**

Date Received: _____

Date of Response: _____

Response: _____

District/school employee who contacted applicant: _____

Review/Revised:6/18/12