

## Policy and Procedure Updates for 2019-2020 School Year

- **Policy 1.1 Legal Status of the Board**  
Added "limitations due to pregnancy, childbirth, or related medical conditions"
- **Policy 1.11 General Powers and Duties of the Board**  
"may be granted waivers of", replaced "as persistently low-achieving" with "for comprehensive support and improvement", and added National Motto (Board shall require each school to display the national motto) Per KRS 158.195, the display may take the form of, but is not limited to, a plaque or student artwork.
- **Policy 1.3 Board Vacancy**  
Eliminates the Commissioner and only includes remaining board members for a majority vote within 60 days after vacancy occurs. Superintendent shall provide written notice within the 60 day timeline. If vacancy isn't filled in 60 days, the Commissioner shall fill the vacancy within 60 days of the Board's failure. Any vacancy having an unexpired term of one year or more on August 1 shall be filled for the unexpired term by an election to be held at the next regular election after the vacancy occurs. If no candidate files a petition of nomination to fill this unexpired term, then a new vacancy shall exist on November 1.
  - **01.3 AP.2 Board Vacancy Forms**  
New Procedure (Form is attached)
  - **01.3 AP.21 Application for Board Vacancy**  
New Procedure (Form is attached)
- **Policy 1.821 Reimbursement**  
Board members shall receive a per diem of \$150 for each day a regular or special Board meeting is attended or for each day a training session required by law is attended, not to exceed \$6,000 per calendar year per member.
- **Policy 2.421 Election of School Council Members for Initial Councils**  
Required Child Abuse and Neglect background check
- **Policy 2.4241 School Council Policies (SBDM)**  
The school council shall vote and be responsible for conducting a vote to determine if the school shall be an applicant as a School of Innovation in the District's application for District of Innovation status and to approve the school's plan of innovation before it is submitted to the District.
- **Policy 3.11 Hiring (certified personnel)**  
Required Child Abuse and Neglect background check
  - **03.11 AP.21 Job Vacancy Notice**  
Added "limitations due to pregnancy, childbirth, or related medical conditions"
  - **03.11 AP.25 Recommendation for Employment**  
Added "limitations due to pregnancy, childbirth, or related medical conditions"
- **Policy 3.113 Equal Employment Opportunity (certified personnel)**

Added "limitations due to pregnancy, childbirth, or related medical conditions"

- **Policy 3.123 Leaves and Absences**

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law

- **03.123 AP.2 Leave Request Form and Affidavit**

Added "Request Form and", included a new section regarding specifics regarding sick leave, and added a "Leave Affidavit" section (Form is attached)

- **03.1232 AP.2 Sick Leave Request Form and Affidavit**

Includes reasons of choice for sick leave as the following: employee's illness, illness of an immediate family member, and mourning death of immediate family member. Affidavit must be signed in front of notary. (Form is attached)

- **Policy 3.1233 Maternity Leave (certified personnel)**

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law

- **Policy 3.1234 Extended Disability Leave (certified personnel)**

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law

- **Policy 3.1327 Use of Tobacco, Alternative Nicotine, or Vapor Products (certified personnel)**

Added "Alternative Nicotine, or Vapor Products", KRS 438.305 compliant and includes school property, board owned vehicles, school-related trips or student activity

- **Policy 3.133 Duties (certified personnel)**

Added "limitations due to pregnancy, childbirth, or related medical conditions"

- **Policy 3.162 Harassment/Discrimination (certified personnel)**

Added "limitations due to pregnancy, childbirth, or related medical conditions"

- **03.162 AP.2 Harassment/Discrimination Reporting Form**

Added "limitations due to pregnancy, childbirth, or related medical conditions"

- **Policy 3.21 Hiring (classified personnel)**

Required Child Abuse and Neglect background check

- **03.21 AP.21 Job Vacancy Notice**

Added "limitations due to pregnancy, childbirth, or related medical conditions"

- **03.21 AP.25 Recommendation for Employment**

Added "limitations due to pregnancy, childbirth, or related medical conditions"

- **Policy 3.212 Equal Employment Opportunity (classified personnel)**  
Added "limitations due to pregnancy, childbirth, or related medical conditions"
- **Policy 3.2327 Use of Tobacco, Alternative Nicotine, or Vapor Products (classified personnel)**  
Added "Alternative Nicotine, or Vapor Products", KRS 438.305 compliant and includes school property, board owned vehicles, school-related trips or student activity
- **Policy 3.233 Duties (classified personnel)**  
Added "limitations due to pregnancy, childbirth, or related medical conditions"
- **Policy 3.262 Harassment/Discrimination (classified personnel)**  
Added "limitations due to pregnancy, childbirth, or related medical conditions"
- **Policy 3.29 Staff Development (classified personnel)**  
Active Shooter Situations (By November 1, annually, a minimum of one hour training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. May be included in the 4 days of professional development under KRS 158.070.)
  - **03.29 AP.23 District Training Requirements (classified personnel)**  
Effective January 1, 2020, 40 hours of annual training for SROs and training must be certified or recognized by the Kentucky Law Enforcement Council for SROs, School Principal training on procedures for completion of required school security risk assessment (New Section of KRS 158), Active Shooter Situations (KRS 156.095), suicide prevention 1 hour minimum training (grades 6-12 employees)
- **Policy 3.6 Volunteers**  
Required Child Abuse and Neglect background check
- **Policy 4.32 Model Procurement Code Purchasing**  
Revised the word bidding to purchasing, revised purchases of \$20,000 to \$30,000 or less, purchases from \$5001 to \$30,000 requires five written quotes, purchases \$30,000 or higher requires bid by District and Board approved
- **Policy 4.6 Investments**  
Added "having a physical presence in Kentucky", "competent" rating agency, and "and exchange traded funds" (additional additions to Excess Funds)
- **Policy 4.61 Gifts and Donations**  
The Board may directly accept gifts or donations that are restricted by the grantor to be used in furtherance of lawful school safety, security, and student health purposes to the extent allowed by applicable laws and shall use any accepted gift or donation for the purpose for which it was granted. The District may accept monetary donations for the operation and maintenance of FRYSCs, which will be used for those purposes only.

- **Policy 5.23 Energy Management**  
Added "the Board may participate in energy-saving measures to implement an effective energy management program.
- **Policy 5.31 Application and Contract**  
Any tobacco product, alternative nicotine product, or vapor product shall not occur on or in all property
- **Policy 5.48 Weapons**  
Weapons stored in a locked vehicle on school property does not apply to the 12 month expulsion penalty mandated by the Federal Gun-Free Schools Act
- **Policy 6.221 Bus Drivers' Use**  
Added "Alternative Nicotine, or Vapor Products", KRS 438.305 compliant and includes school property, board owned vehicles, school-related trips or student activity. Signage shall be posted on or in all property, including any Board vehicles. School employees shall enforce the policy.
- **Policy 9.126 Students of Military Families**  
Electronic application for enrollment and course registration will be accepted, proof of residence shall be provided within 10 days after the arrival date provided on official documentation
- **Policy 9.22 Student Health and Safety**  
Employees with direct student contact for grades 6-12 will complete a minimum of one hour suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Each public school shall provide suicide prevention awareness information to students in grades 6-12, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.
- **Policy 9.224 Emergency Medical Treatment**  
Including seizure action plans
  - **09.224 AP.1 Emergency Medical Care Products**  
Included seizure action plans
- **Policy 9.4232 Tobacco, Alternative Nicotine, or Vapor Products**  
Added "Alternative Nicotine, or Vapor Products", KRS 438.305 compliant and includes school property, board owned vehicles, school-related trips or student activity. Signage shall be posted on or in all property, including any Board vehicles. School employees shall enforce the policy.
- **Policy 10.5 Visitors to the Schools**  
Added "Alternative Nicotine, or Vapor Products", KRS 438.305 compliant and includes school property, board owned vehicles, school-related trips or student activity. Signage shall be posted on or in all property, including any Board vehicles. School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law, are subject to verbal warnings to refrain from use of the subject product. Refusal or repeated instances may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.

- **10.5 AP.1 Visitors to the Schools**

No later than July 1, 2022, all visitors are to report in at the front office, provide valid identification, and state the purpose of the visit. Visitor's badges will be provided and displayed on the visitor's outer garment.

**Additional Procedures:**

- **01.6 AP.2 Request to Examine and/or Copy District Records**

Requests may be attached via email, certified statement shall be provided with commercial purpose regarding use and entered into a contract with the District, and fee will be stated in the contract

- **03.223 AP.2 Leave Request Form and Affidavit**

Added "Request Form and"

- **06.34 AP.2 Bus Referral to Parents**

Added "Tobacco/Alternative Nicotine/Vapor Products"

- **07.11 AP.1 Meal Programs**

Cost of adult meal price must be determined annually by the Board according to the current federal requirements for establishing adult meal pricing. (\$2.35 adult breakfast and \$3.75 for adult lunch)

- **07.13 AP.1 Bidding of School Food Service Supplies**

\$30,000 or more, formal bid procedures will be utilized.

- **08.13451 AP.1 Federal Programs/Title I Violation Complaint Procedure**

Added "Federal Programs", "and the Elementary and Secondary Education Act (ESEA) as amended by ESSA"

- **10.11 AP.21 Public Records Notice**

Official custodian may require written application, fax, or email. Applicants requesting copies of public records for a commercial purpose shall provide a certified statement with commercial purpose regarding use and entered into a contract with the District, and fee will be stated in the contract.