

Analysis of Newport Independent Policies

CODE	DIFFERENCES
01.0	<p>Omits language regarding council policies.</p> <p>Omits section on Administrative Regulations: <i>References such as "State Board regulations", "state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.</i></p> <p>Adds section on Administrative Procedures.</p> <p>Omits section on Principal/Head Teacher: <i>In this manual the term principal refers to principal or head teacher as appropriate and includes any other employee to whom the principal or head teacher may delegate responsibility for a specific task.</i></p> <p>Adds section on Administrator.</p> <p>Changes "Children and Youth with Disabilities" to "Students with Disabilities".</p>
01.1	KSBA recommended version with "Newport Independent Schools, Newport, Kentucky".
01.111	<p>Omits council members from Planning Committee.</p> <p>Omits from section on Planning Committee: <i>The Superintendent shall present to the Board for review and approval the form and function of the District planning process, including format and timelines.</i></p> <p>Omits from section on Plan Requirements: <i>The primary purposes of the Comprehensive District Improvement Plan shall be:</i></p> <ul style="list-style-type: none"> • <i>To improve student achievement on state and federal mandated testing/accountability instruments;</i> • <i>To eliminate achievement gaps among groups of students; and</i> • <i>To develop District strategies and services to address deficiencies and/or sustain or strengthen current efforts.</i> <p>Omits from section on Plan Requirements: <i>Planning activities shall draw on information from a variety of sources that shall include an opportunity for parents and other citizens of the community to have input into the plan.</i></p> <p>Adds to section on Plan Requirements: <i>The Superintendent shall present to the Board for review and approval the form and function of the district planning process, including format and timelines.</i></p> <p>Changes Public Review Section: <i>The plan shall have public review prior to presentation to the Board for final adoption. Opportunity for public and school staff. Public review shall be provided for a period consist of, at a minimum, at least two (2) weeks and shall be hearings, advertised in the newspaper of the largest circulation in the District, at two (2) separate locations one (1) week apart or as an alternative, post the plan on the District web site and provide for electronic review and feedback.</i></p> <p>Omits from section on Implementation: <i>The plan shall serve as a resource for Board decision making.</i></p>
01.4	Adds section on Method of Voting.

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	<p>Adds section on Rules of Order.</p> <p>Adds section on Motions and Resolution.</p> <p>Omits reference OAG 92-136.</p>
01.41	<p>Changes all references of “chairman” or “vice-chairman” to “chair/chairperson” or “vice-chair/vice-chairperson”.</p> <p>Changes section on Election of Chair and Vice-Chair: <i>TheAt the first meeting in January following the election of Board members, the Board shall be an organizational meeting for the purpose of electingelect a chairmanchairperson and vice-chairmanchairperson.</i></p> <p>Changes the term of office for chair and vice chair from one (1) year to two (2) years.</p>
01.411	<p>Adds in #5: <i>No contract shall be binding upon the Board absent the approval of the Board, evidenced by execution by the Chairman. This shall apply to all contracts, whether contained in the budget or not. Any contract not executed by the Chairperson shall not be presented for payment by the Board Treasurer.</i></p>
01.42	<p>Adds section on Exception.</p>
01.421	<p>Adds to section on Public Participation: <i>Persons wishing to address the Board must register with the Board secretary prior to the meeting. At the time of registration, the subject of the presentation shall be stated.</i></p>
01.43	<p>Adds section on Lawful Matters for Discussion.</p>
01.45	<p>Adds “regular and special” to 1st paragraph of section on Preparation.</p> <p>Omits from section on Preparation: <i>Any member of the Board may submit items for the agenda for a regular meeting through the Chairperson or the Superintendent. The agenda shall be closed to Board members ten (10) calendar days preceding the scheduled regular meeting unless the addition of a late item is approved by the Chairperson or by a request of three (3) Board members.</i></p> <p>Changes section on Preparation: <i>To reflect the Board's focus on advancing student achievement, the agendaAgenda for regular Board meetings shall be developed in accordance with the following requirements:</i></p> <ol style="list-style-type: none"> <i>1. At least once each month when school is in session, the agenda shall include a student presentation, performance, or other demonstrationand a copy of student learning.</i> <i>2. At each regularthe unapproved minutes of the previous meeting, the Board shall recognize the achievements and contributions of students, staff, schools/councils, or community (s) shall be delivered to Board members.</i> <i>3. The Board shall receive communications from citizens and schools/councils as early as practical in the agenda.</i> <i>• Each not less than twenty-four (24) hours prior to the next regular meeting agenda shall contain opportunities for dialogue concerning student achievement issues, including the impact of student learning and support services and an analysis of progress indicators and data.</i> <i>4. The agenda shall reflect a regular schedule of reports to the Board on the status of District finances, programs, and services.</i> <p>Adds section on Exception.</p>

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	<p>Changes section on District Employees/Members of the Public to Additions to the Agenda and changes: <u>Interested parties may request business shall be organized under a consent provision considered for the agenda to placement on the agenda of the regular Board meeting provided such requests are received by the Superintendent ten (10) calendar no later than two (2) days prior to the date of the scheduled meeting by filing the appropriate form. Items may include a request that the Board consider adoption or amendment of a policy for future application.</u></p> <p><u>District employees and any member of the public may submit items to be considered for the agenda to placement on the agenda of the regular Board meeting provided such requests are received by the Superintendent ten (10) calendar no later than two (2) days prior to the date of the scheduled meeting by filing the appropriate form. Items may include a request that the Board consider adoption or amendment of a policy for future application.</u></p> <p><u>Emergency Policy: All Board members shall be notified by the Superintendent or Board Chairperson of any emergency item that shall be added to the Board meeting agenda, and approved by the Superintendent or Board Chairperson as an item requiring immediate action by the Board, shall be printed as an addendum and considered part of the agenda. The necessity for immediate action shall be listed on the addendum.</u></p> <p><u>Employees' concerns dealing with a grievance/communication issue must first be addressed in keeping with the Board's established policy/procedures.</u></p> <p>Omits section on Exceptions: Any item submitted after the printing of a regular Board meeting agenda, and approved by the Superintendent or Board Chairperson as an item requiring immediate action by the Board, shall be printed as an addendum and considered part of the agenda. The necessity for immediate action shall be listed on the addendum.</p>
01.5	Adds to section on Enactment of Policy: <u>All policies that require two (2) readings before final approval/adoption by the Board shall be spread upon the minutes by motion, a second of the motion, and a vote by the Board on that motion for both the first and second reading of such policies. A vote in the form of the motion at the first reading does not require the Board minutes to note it the same way at the second reading.</u>
01.6	Changes: <u>Records of the Board shall be maintained in the Central Office and shall be under the custody of the The Secretary to the Board.† shall be the custodian of all Board records.</u>
01.61	Adds section on Data Management.
01.7	Adds section title Employment and changes: <u>The Board may employ an attorney for a period of one (1), two (2), three (3), or four (4) years. The attorney may attend each meeting of the Board, advise and represent it only in legal matters authorized by the Superintendent and Board, and communicate through the Superintendent.</u>
01.81	There is no KSBA model of this policy.
01.82	There is no KSBA model of this policy.

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02.1	Adds in Board Responsibilities #1: the word "timely". Adds section on Consultants.
02.11	Adds in section on Certification: <i>In addition to the qualifications set forth by the statutes and the Kentucky Board of Education, the Superintendent shall possess the following additional qualifications:</i> <ol style="list-style-type: none"> <i>1. The ability to make decisions;</i> <i>2. The knowledge, skills and understanding of the purposes and processes of education;</i> <i>3. The capacity to take the initiative and to stimulate others to drive toward educational goals;</i> <i>4. The expertise to select and to improve personnel;</i> <i>5. A disposition that lends itself to cooperation with diverse interest groups;</i> <i>6. Good health and the ability to actively and vigorously pursue the duties of the position;</i> <i>7. The capacity to demonstrate effective leadership; and</i> <i>8. Impeccable character traits of the higher order.</i>
02.413	Changes title: <u>Exemption (SBDM)</u> Changes under section on Meetings: <i>The Principal shall forward results of the faculty and parent elections to the Superintendent and for submission to the Board.</i> <i>A vote to apply for an exemption shall be held not more than once every sixty <u>(60)ninety (90)</u> calendar days.</i> Changes under section on Vote to Return: <i>A vote to enter into SBDM shall be held no more than once every sixty <u>(60)ninety (90)</u> calendar days.</i>
02.414	Changes title: <u>Alternative Models (SBDM)</u> Changes: <i>A school may develop an alternate form of SBDM, underusing the following process guidelines:</i> Adds: <i>The composition of the committee shall be three (3) parents, three (3) teachers, one (1) <u>junior high or high school</u> student and one (1) administrator who shall be the Principal of the school.</i> Adds under section on Approval: <i><u>Voting procedures for determining whether an alternative model is to be approved shall be the same as those used to implement policy 02.412.</u></i> Changes under section on Review: <i>On recommendation of the Principal or on a two-thirds (2/3) vote of the certified staff school faculty, the alternate model may be reviewed by the establishment of a review committee whose membership. <u>Membership of the review committee shall be as described above.</u></i>

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	<p>Changes under section on Review: <i>Approved models or amendments then shall be presented to the Board for review and transmitted to the Commissioner of Education and the Kentucky Board of Education for approval.</i></p> <p>Removes reference OAG 93-52.</p>	<p>Formatted: Font: Italic, Not Expanded by / Condensed by</p> <p>Formatted: Font: Italic, Not Expanded by / Condensed by</p>
02.421	<p>Changes under section on Election of Teacher Members: <i>The teachers attending the meeting Teachers shall choose elect a chairperson to chair oversee the meeting to elect teacher members to the council.</i></p> <p>Omits under section on Election of Teacher Members: <i>Teachers elected to a council shall not be involuntarily transferred during their term of office.</i></p> <p>Changes under section on Election of Parent Members:</p> <p><i>The Notice of the election of parent council members shall be provided by the Principal to parents and to the president of the school's parent-teacher organization shall organize and oversee the election of parent council members. The notice shall state that any parent of a student pre-registered to attend the school during the term of office may vote to elect the parent council members. The date of the election shall be set in cooperation with the president of the parent-teacher organization. If the school does not have a parent-teacher organization, then the parents shall set the date and time for parents to elect parent council members and. The Principal shall provide notice of the election to parents.</i></p> <p><i>The election of parent council members shall be held after normal working hours at a time and place convenient for parents to attend. The Principal shall notify the local newspaper of the date, time and place of the election in a manner that gives sufficient time for the newspaper to provide notification to the community.</i></p> <p><i>Election of parent members to the council shall be by a majority of the voting parents. Parents may nominate themselves or another parent. Nominations shall be made in writing and submitted to the Principal at least five (5) school days prior to the date scheduled for the election.</i></p> <p><i>The Principal shall prepare a ballot containing the names of all qualified parents nominated. Voting shall continue until two (2) representatives are elected.</i></p> <p><i>A parent council member shall be a parent, stepparent, or foster parent of a student to be enrolled in the school during the parent's term of council service. Parent shall also mean a person who has legal custody of a student pursuant to a court order and with whom the student resides. A parent council member shall not be an employee of that school or the District Central Office, the relative of an employee of the school in which that parent serves, nor shall the parent representative be at that school or of a District Central Office employee or a relative of an employee in the District administrative offices. A parent representative shall not be, a local Board member or spouse of a local Board member's spouse member. Relative shall mean father, mother, brother, sister, husband, wife, son, and daughter.</i></p> <p>Changes under section on Terms: <i>A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected, but the terms shall not exceed two (2) years nor may two (2) year terms be consecutive. Term limitations shall not apply for a minority teacher member who is the only minority on faculty. Annual elections for the following year's terms should shall be held no later than during the preceding May, but the specific on a date shall be set by the council.</i></p>	<p>Formatted: Font: Italic, Not Expanded by / Condensed by</p> <p>Formatted: Font: Italic, Not Expanded by / Condensed by</p> <p>Formatted: Not Expanded by / Condensed by</p> <p>Formatted: Font: Italic</p> <p>Formatted: Font: Italic</p> <p>Formatted: Font: Italic</p> <p>Formatted: Font: Italic</p> <p>Formatted: Justified, Space After: 4 pt</p>

02.422	<p>Changes title: School Council Authority (SBDM)</p> <p>Adds under section on Authority: <i>Authority extended to individual schools through School Based Decision Making does not supersede the traditional statutory decision making authority of the Board.</i></p>
02.4241	<p>Changes under section on Adoption of Policy: <i>As an alternative to adopting separate policies, school councils may adopt. It is permissible for a council policy to be a statement of acceptance of an existing school or Board policy or standards established by the Board as council policy in the above areas, or they may to delegate the responsibility for developing to the administration.</i></p> <p><i>It is recommended that councils do not adopt a policy to the Principal at the meeting in which the policy is first introduced.</i></p> <p>Adds section on Manual.</p>
02.4242	<p>Changes under section on Board Allocations: <i>The Board shall appropriate to each school an amount of funds equal to or greater than that specified by the formula prescribed in 702 KAR 3:246 to purchase instructional materials, supplies, and equipment.</i></p> <p>Changes under School Responsibility:</p> <p><i>Expenditure of these funds, with the exception of personnel salaries, shall be accomplished only by completing a school or central office purchase order.</i></p> <p><i>The Board allocation for instructional materials, supplies, and equipment is the total financial resource available to that school in those budget categories of purchase for the fiscal year. The council may reassign these funds to alternate budget categories for purposes consistent with its responsibilities. The school shall not expend or commit to expend any funds in excess of those funds allocated to the school. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.</i></p> <p><i>All state allocated funds managed by the school but not expended by the end of the fiscal year, shall revert to the District general fund, unless the school council has received Board approval to esrow the funds to be used at a future date for an approved project accumulate in the account of the school and be available to the school for future expenditure.</i></p> <p>Adds section on Principal's Responsibility.</p> <p>Omits section on Superintendent's Responsibility moves the following to section on Principal's Responsibility: <i>This statement shall include the beginning unencumbered balance for each category of authorized expenditure, an itemized listing of purchase orders paid, an itemized listing of purchase orders authorized but not paid, and the end-of-the-month unencumbered balance of funds allocated.</i></p> <p>Changes under section on Expenditure of Funds: <i>In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In schools not operating under SBDM, the District administration shall determine the expenditure of these funds for purchasing instructional materials, supplies and equipment.</i></p>
02.431	<p>Changes title: Training of School Council Members (SBDM)</p>

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	<p>Changes:</p> <p>Training Designated by Council</p> <p>The For initial training, the Board shall provide a budget allocation approve areas of training programs to be required for training all school council members. Councils The Superintendent shall designate have the authority to assign personnel to training areas and programs for.</p> <p>Once council members within the budget allocation have been elected, the Superintendent shall collaborate with the council to arrange on-going training or retraining in the process of SBDM and the function of shared decision making.</p> <p>Training Provided by Board</p> <p>The Board shall offer annual training to council members in various areas of common concern. Such training shall be optional for council members and shall be paid for with Board funds.</p>
02.432	<p>Adds under section on Process: <i>The Principal may submit to the Superintendent <u>on approved forms</u>, a written request to waive Board policy for areas outside the authority of the council.</i></p> <p>Adds under section on Process: <i><u>Such requests shall include a rationale for the request.</u></i></p> <p>Adds under section on Process: <i><u>The Board shall grant waivers on a year-to-year basis and shall evaluate the effectiveness of each waiver at the end of the school year during which it was in effect.</u></i></p>
02.433	<p>Adds section title Superintendent and Board and changes:</p> <p>The Superintendent and Board shall be reviewed and amended, as necessary, to conform to the requirements initiate a study of SBDM.</p> <p>It is the intention of the Board for all current Board policies to be implemented utilizing procedures policy and recommend necessary amendments to allow professional staff members of the schools to be involved in the decision making process as they work to meet the educational goals established by statute. All Board policies shall be reviewed and amended, as necessary, to conform to the requirements of SBDM.</p> <p>Adds section on School Councils.</p>
02.4331	<p>Changes title: School Staffing (SBDM)</p> <p>Adds section on Councils to Choose.</p> <p>Changes under section on Board Allocation Notices: <i>In accordance with 702 KAR 3:246, Provided the council has chosen to perform the staffing function, the Board shall provide each council in accordance with 702 KAR 3:246, with both a tentative and a final/updated allocation for school staffing for the next fiscal year.</i></p> <p>Changes under Certified Staff:</p> <p><i>Statutory class size caps based on projected student enrollment to the nearest one-tenth position minus all state enrollment deductions;</i></p> <p>Changes under Certified Staff:</p> <p><i>All other certified staff positions generated by District guidelines approved annually by the Board, excluding fringe benefits, categorical programs,</i></p>

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	<i>exceptional children services, itinerant, extra duty and extended employment positions, and including positions allocated that are not required by statutory cap size requirements.</i>	Formatted: Default Paragraph Font, Font: Italic
02.44	<p>Changes title: Accountability (SBDM)</p> <p>Adds under section on Annual Report: <i><u>This report shall include, but not be limited to, a three (3) year comparison of dropout, retention and attendance rates, achievement scores, percentages of free and reduced lunches, outcomes and task accomplishments. A written copy of this report shall be on file at the District office,</u></i></p> <p>Adds section on Other.</p> <p>Adds section on External Audit.</p> <p>Adds reference 703 KAR 4:040.</p>	<p>Formatted: Space After: 4 pt</p> <p>Formatted: ksba normal</p>

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CODE	DIFFERENCES
03.1	Adds section on Full-Time Status.
03.11	<p>Omits under section on Superintendent's Responsibilities: <i>All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same.</i></p> <p>Omits section title Effective Date and changes: <i>Personnel actions shall not be effective until the employee receives written notice of such action. The Superintendent shall make all appointments, promotions, and transfers of certified personnel for positions authorized by the Board and, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.</i></p> <p>Changes under section on Qualifications: <i>The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.</i></p> <p>Omits under section on Vacancies Posted: <i>Postings of vacancies may be made with other agencies, as appropriate.</i></p> <p>Adds under section on Review of Applications: <i>The application of any candidate who provides false information shall be invalidated. When information on the application is found to be false after an applicant has been hired, the employee shall be subject to termination.</i></p> <p>Omits section on Contract: <i>Except for noncontracted substitute teachers, all certified personnel shall enter into written contracts with the District.</i></p> <p>Omits section on Intent: <i>Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.</i></p>
03.121	<p>Omits: Extra Services, Supplements and Supervision</p> <p><i>The Board shall annually establish a schedule of compensation for extra services, hazardous duty supplements and supervision.</i></p> <p>Adds under section on Rank and Experience: <i>The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District and to follow the salary schedule and/or extra service salary schedule developed by the District. If the Superintendent feels the applicant should receive pay other than what the salary schedule and/or extra service salary schedule indicates for his/her current rank, the Superintendent shall obtain prior approval from the Board for the proposed pay.</i></p> <p>Adds under section on Exceptions: <i>The Board may establish separate salary schedules for substitute teachers, teachers teaching for less than half a day, and nursery school teachers.</i></p>

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	<p>Changes under section on Payroll Distribution: At the close<u>The Board shall write all deferred salary checks on or before June 30 of the school year, employees who have completed all responsibilities current fiscal year, and duties may request to these deferred checks shall then, be paid their remaining salary prior to the end delivered at the regular pay periods in July and August of the following fiscal year.</u></p>
03.1211	<p>Omits under section on Optional Deductions: <u>United Way</u></p> <p>Changes under section on Optional Deductions: <u>Additional payroll deductions requested by employees shall be made by only with the Board Superintendent's approval. Administrative procedures may limit the number of participants required before additional programs are approved.</u></p> <p>Adds reference 702 KAR 1:035.</p>
03.122	<p>Changes title: Holidays and Annual Leave Vacation</p> <p>Adds section on Contracted Days.</p> <p>Changes section title from Annual Leave to Vacations and adds: <u>Certified employees under contract to work 240 days or more during a school year, July 1 through June 30, will be granted ten (10) days of vacation leave. A beginning employee contracted to work in a 240 day or more position, but works fewer days during that year, shall be granted vacation leave prorated based on actual number of days to be worked.</u></p> <p><u>Vacations shall be scheduled in advance with approval from the employee's immediate supervisor. Complete form 03.122 AP.2 "Vacation Request Form" prior to taking vacation days.</u></p> <p>Changes under section on Vacations: <u>Certified personnel who are employed for 240 or more than _____ days annually shall be entitled to accumulate carry over to the next school year a maximum of sixty (60) (forty (40) days of annual leave (vacation), effective July 1 of each school year.</u></p> <p>Changes under section on Vacations: At the event<u>time of separation from District employment (retirement, resignation, or termination, annual leave), employees shall be prorated and accrue on a monthly basis at the rate of 1/10 of the eligible annual leave per month, not to exceed total leave time available compensated for accumulated, unused vacation days.</u></p> <p>Adds under section on Vacations: <u>Employees changing from a 240-day or more contract to a contract less than 240 days shall be compensated for accumulated, unused vacation days not to exceed the daily salary rate calculated from the employee's current rate.</u></p>
03.123	<p>Adds under section on Notification: <u>In all cases of absence, teachers shall notify the Principal before the opening of school or the night before, if possible, and the Principal or the Principal's designee shall call substitute teachers from the official substitute list as approved by the Superintendent.</u></p> <p>Adds section on Leave Without Pay.</p>
03.1231	<p>Changes under section on Number of Days: <u>Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest 1/2 day as follows:</u></p> <ul style="list-style-type: none"> <u>Persons employed on a full hired before January 1 but after October 1 of the current school year contract but scheduled for less than a full work day</u>

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	<p>shall receive the authorized<u>two (2) days of personal leave days equivalent to their normal working day.</u></p> <ul style="list-style-type: none"> <u>Persons hired after January 1 of the current school year shall receive one (1) day of personal leave.</u> <u>Persons hired after March 1 of the current school year shall not receive personal leave days for the balance of the year.</u> <p>Adds under section on Approval: <u>Except for situations in which prior notice is impossible, the employee shall notify the immediate supervisor at least seventy-two (72) hours prior to the anticipated absence.</u></p> <p>Adds section title Limited Number and changes: <u>No more than two (2) teachers from a school may take personal leave on a given day. If requests exceed this limitation, those making earliest application shall will be given preference.</u></p> <p>Adds section on Prohibition.</p> <p>Changes title from Accumulation to Unused Days and changes: <u>On June 30, all personal leave days not taken used during the current school year shall not accumulate be transferred and credited to the certified employee's accumulated sick leave account.</u></p>
03.1232	<p>Adds under section on Number of Days: <u>Full-time certified employees shall be entitled to at least ten (10) days of sick leave with pay each school year. Personnel employed for more than 205 days shall be entitled to eleven (11) sick leave days per year.</u></p> <p>Adds under section on Accumulation: <u>Teachers shall be notified annually as to their amount of unused sick leave.</u></p> <p>Omits section on Sick Leave Bank: <u>The Board may adopt a plan for a sick leave bank. Such a plan may include limitations upon the number of days an employee may annually contribute to and draw from the bank. Only those employees who contribute to the bank may draw upon the bank. Days contributed will be deducted from the days available to the contributing employee. The sick leave bank shall be administered according to the policy adopted by the Board.</u></p> <p>Changes under section on Affidavit: <u>Upon return Within ten (10) school days of returning to work, a certified employee claiming sick leave must file a personal affidavit...</u></p>
03.1234	<p>Adds under section on Verification: <u>When disability leave extends for a period of twenty (20) or more consecutive school days, the employee shall submit to the Superintendent a physician's certificate indicating the employee is medically able to perform essential job duties before being permitted to return to service.</u></p>
03.1235	<p>Adds under section on Educational/Professional Purpose: <u>Upon written request of a teacher or the Superintendent, the Board may grant to certified personnel who have one (1) year of satisfactory service a leave (without pay) not to exceed two (2) consecutive years for educational or professional purposes.</u></p> <p>Adds under section on Limitations: <u>When requests exceed two percent (2%), those submitting the earliest requests will be given first consideration. Only employees who have completed one (1) year of satisfactory service in the District are eligible for educational/professional leave.</u></p>

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	<p>Changes under section on Time of Application: <i>Written application for educational/professional leave must be made at least sixty (60) days before the leave is to beginbeginning of the school term.</i></p> <p>Adds under section on Notification of Return: <i>Upon return to duty from leave for educational purposes, an employee shall present evidence of credits earned during the period of leave.</i></p>
03.1236	<p>Changes under section on Number of Days: <i>Persons employed for less than a full-year contract shall receive a prorata part of the authorized emergency leave days. calculated to the nearest 1/2 day as follows:</i></p> <ul style="list-style-type: none"> <i>Persons employed on a fullhired before January 1 but after October*1 of the current school year contract but scheduled for less than a full work day shall receive the authorizedtwo (2) days of emergency leave days equivalent to their normal working day.</i> <i>Consistent withPersons hired after January 1 of the following provisions, certified personnel may use (0, 1, 2 or 3) sick leave days per current school year forshall receive one (1) day of emergency leave.</i> <i>Persons hired after March 1 of the current school year shall not receive emergency leave days for the balance of the year.</i> <p>Changes under section on Bereavement: <i>Death of a relative or personal friend.</i></p> <p><i>Death of the following relatives: the employee's spouse, children (including stepchildren), parents, grandparents, grandchildren, brother, sister, and corresponding in-laws, and any other blood relative who resides in the employee's home.</i></p> <p>Adds under section on Other: <i>Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.</i></p>
03.1237	<p>Changes under section on Salary: <i>Any employee who serves on a jury in a duly constituted local, state, or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his actual jury service.</i></p> <p><i>Following leave for jury service, the employee must attach to the leave affidavit:</i></p> <ol style="list-style-type: none"> <i>Documentation of jury duty and</i> <i>Payment to the District the amount equal to jury pay received (less expense monies).</i>
03.124	<p>Changes title from Insurance to Insurance Provided and changes:</p> <p><i>The Board shall provide unemployment insurance¹, liability insurance and workers' compensation² and liability insurance for all certified personnel. In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.³</i></p> <p><i>Each employee also shall be covered by a \$15,000 life insurance policy provided by the Board. Employees working a minimum of twenty (20) hours per week shall be covered by the Dental Plan provided by the Board.</i></p>
03.125	<p>Adds under section on Reimbursement Form: <i>Receipts shall be required for all expenditures except for food per diems.</i></p>

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	<p>Adds under section on Reimbursement Form: <u>Food is based on per diem.</u></p> <p>Changes under section on Mileage: <u>Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate of twenty-two (22) cents per mile approved for state employees when the employee uses his/her own vehicle. (State travel and reimbursement)</u></p> <p>Omits under section on Tolls and Fees: <u>(Tolls are not to be charged for District vehicles being operated in state in an official capacity.)</u></p> <p>Adds under section on Common Carriers: <u>Any common carrier travel promotions and/or benefits may accrue, at no cost to the Board, to the employee to whom they were granted.</u></p> <p>Changes under section on Food: <u>Actual monies spent As established in administrative procedure, employees shall be eligible for fooda per diem reimbursement for meal expense while on out-of-District trips, when traveling, if the employee's travel requires an overnight stay and the employee is in travel status during specific time period.</u></p> <p><u>Receipts will not be required. Any meal exceeding \$5 must be substantiated by an to claim reimbursement for meals under the per diem method. The only authorized exception shall be for special meals prearranged as a part of a conference or meeting. The cost of such meals in "high cost" areas will be reimbursed in full based on itemized receipt. Maximum allowable food expenditure per day shall be \$20 unless an exception is approved by the Board receipts.</u></p> <p>Omits under section on Lodging: <u>Hotel or motel charges (not including food or other charges)</u></p> <p>Adds section on Use of Personally Owned Telecommunication Devices for District Business (I OWN Plan)</p>
03.127	There is no KSBA model of this policy.
03.1321	Changes under section on Driving Record: <u>Employees who have occasion to drive any Board-owned vehicle and/or transport students shall annually provide, and/or allow, the Superintendent withor his designee to obtain a copy of their driving record from the Kentucky Department of Transportation.</u>
03.13215	There is no KSBA model of this policy.
03.1322	There is no KSBA model of this policy.
03.1323	There is no KSBA model of this policy.
03.1326	There is no KSBA model of this policy.
03.1333	There is no KSBA model of this policy.
03.171	<p>Adds section title Statutory Basis and adds: <u>The Superintendent shall give preference to teachers on continuing contract with the greatest seniority. When teaching positions become vacant or are created for which teachers are qualified, teachers whose continuing contracts were suspended shall have the right of restoration in continuing service status in the order of seniority of service in the District.</u></p> <p>Adds section on Determination of Seniority.</p>

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	<p>Adds section on Order of Reduction.</p> <p>Adds section on Recall of Teachers.</p> <p>Adds section on Restoration of Benefits.</p> <p>Adds section on Employment.</p>
03.175	<p>Change under section on Unused Sick Days: <i>The Board may shall compensate certified employees only upon initial at the time of retirement, or their estate, for each unused sick day at the rate not to exceed of 30% of the daily salary.</i></p> <p>Adds under section on Unused Sick Days: <i>Employees retiring from the District may be compensated for unused sick days only once, even if they are subsequently rehired.</i></p> <p>Omits under section on Escrow Account: <i>The Board shall create an escrow account to maintain the funds necessary to reimburse teachers or employees who qualify for the retirement benefit.</i></p>
03.18	<p>Changes under section on Appeal Panel: <i>The Under procedures developed by the Superintendent, the District shall establish a panel to hear appeals from summative evaluations as required by law.¹</i></p> <p>Changes under section on Chairperson: <i>The chairperson of the panel shall be the certified employee appointed elected by members of the Board panel.</i></p> <p>Changes under section on Panel Decision: <i>The panel shall deliver its decision to the District Superintendent, who shall take whatever action is appropriate or necessary as permitted by law.</i></p>
03.1911	<p>Adds under section on Authorization to Attend: <i>Applications for leave to attend other professional meetings without pay and reimbursement may be made to the Superintendent who shall consider the request on an individual basis.</i></p> <p><i>Those who attend professional meetings at District expense shall be expected to disseminate information gained among their colleagues.</i></p>
03.193	There is no KSBA model of this policy.
03.2	Adds section on Full-Time Personnel.
03.21	Adds under section on Review of Applications: <i>The application of any candidate who provides false information shall be invalidated. When information on the application is found to be false after an applicant has been hired, the employee shall be subject to termination.</i>
03.211	<p>Adds under section on Medical Examination: <i>The cost of the examination shall be paid by the District only if provided by a licensed physician, physician assistant (PA), or Advanced Practice Registered Nurse designated by the Board.</i></p> <p>Adds section on Food Service Employees.</p> <p>Omits under section on Tuberculosis Screening/Testing: <i>Individuals identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 1:160.</i></p>
03.221	Adds under section on Hourly or Salary Basis: <i>All regular and substitute classified personnel shall be <u>employed and</u> paid on an hourly or salary basis as established by the Board.</i>

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03.2211	<p>Omits under section on Optional Deductions: <i>United Way</i></p> <p>Adds under section on Optional Deductions: <i>Additional payroll deductions requested by employees shall be made only with the Superintendent's approval. Administrative procedures may limit the number of participants required before additional programs are approved.</i></p>
03.222	<p>Changes title: Holidays and Vacation</p> <p>Changes: <i>Classified All classified personnel who qualify shall be eligible paid for the four (4) paid holidays which shall be designated in the official school calendar. These are part of the school Employees who work at least 240 days per year required by state law, shall receive six (6) additional paid holidays a year for a total of ten (10) paid holidays. The Superintendent shall designate the additional six (6) holidays.</i></p> <p>Adds section on Vacations.</p> <p>Adds section on Classified Administrators.</p>
03.223	<p>Adds under section on Approval: <i>In all cases of absence, employees shall, if possible, notify their immediate supervisors the night before or no later than one (1) hour prior to the beginning of the normal work day.</i></p> <p>Changes section title: Notification of Return</p> <p>Adds section on Leave Without Pay.</p> <p>Adds reference KRS 161.770.</p>
03.2231	<p>Changes under section on Number of Days:</p> <p><i>Persons employed for less than a full year contract shall receive a prorata part of the authorized personal leave days calculated to the nearest 1/2 day as follows:</i></p> <ul style="list-style-type: none"> <i>Persons employed on a fulltime before January 1 but after October 1 of the current school year contract but scheduled for less than a full work day shall receive the authorized two (2) days of personal leave days equivalent to their normal working day.</i> <i>Persons hired after January 1 of the current school year shall receive one (1) day of personal leave.</i> <i>Persons hired after March 1 of the current school year shall not receive personal leave days for the balance of the year.</i> <p>Changes under section on Approval:</p> <p><i>The Superintendent or designee employee's immediate supervisor must approve the leave date, but no reasons shall be required for the leave.</i></p> <p><i>Approval Except for situations in which prior notice is impossible, the employee shall be contingent upon the availability of qualified substitute notify the immediate supervisor at least seventy-two (72) hours prior to the anticipated absence.</i></p> <p>Adds section title Limited Number and changes: <i>No more than two (2) classified employees from a school may take personal leave on a given day. If requests exceed this limitation, those making earliest application shall will be given preference.</i></p> <p>Adds section on Prohibition.</p>

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	<p>Changes section title from Accumulation to Unused Days and changes: <u>On June 30, all personal leave days not taken used during the current school year shall not accumulate be transferred and credited to the classified employee's accumulated sick leave account.</u></p> <p>Adds reference KRS 161.154.</p>
03.2232	<p>Omits section title Number of Days and changes: <u>All full-time classified personnel shall be entitled to ten (10) days of sick leave with pay per year. Personnel employed for more than 205 days shall be entitled to eleven (11) sick leave days per year.</u></p> <p>Omits reference 03.224.</p>
03.2236	<p>Changes under section on Number of Days:</p> <p><u>Persons employed for less than a full year contract shall receive a prorata part of the authorized emergency leave days calculated to the nearest 1/2 day as follows:</u></p> <ul style="list-style-type: none"> <u>Persons employed on a fulltime before January 1 but after October 1 of the current school year contract but scheduled for less than a full work day shall receive the authorized two (2) days of emergency leave days equivalent to their normal working day.</u> <u>Consistent with Persons hired after January 1 of the following provisions, classified personnel may use (1,2,3) sick leave days per current school year for shall receive one (1) day of emergency leave.</u> <u>Persons hired after March 1 of the current school year shall not receive emergency leave days for the balance of the year.</u> <p>Changes under section on Bereavement: <u>Death of a relative or personal friend. Death of the following relatives: the employee's spouse, children (including stepchildren), parents, grandparents, grandchildren, brother, sister, and corresponding in-laws, and any other blood relative who resides in the employee's home.</u></p> <p>Omits reference KRS 161.155(3).</p> <p>Adds reference OAG 74-770.</p>
03.2237	<p>Changes under section on Salary: <u>Any employee who serves on a jury in a duly constituted local, state, or federal court shall be granted leave with full compensation, less any compensation received as jury pay (except expense monies), for the period of his actual jury service.</u></p> <p><u>Following leave for jury service, the employee must attach to the leave affidavit:</u></p> <ol style="list-style-type: none"> <u>Documentation of jury duty and</u> <u>Payment to the District the amount equal to jury pay received (less expense monies).</u>
03.224	<p>Changes section title Insurance Provided and changes: <u>The Board shall provide unemployment insurance, workers' compensation, and liability insurance and workers' compensation for all classified personnel.</u></p> <p><u>Each employee also shall be covered by a \$15,000 life insurance policy provided by the Board. Employees working a minimum of twenty (20) hours per week shall be covered by the Dental Plan provided by the Board.</u></p> <p>Adds reference OAG 83-151.</p>

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03.225

Changes: Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse ~~classified employees~~ school personnel for ~~job~~ school-related travel when such travel is a required part of the duties of the employee or for ~~job~~ school-related activities approved by the Superintendent ~~or the Board~~ and, when appropriate, the School Council.

Adds section title Reimbursement Form and adds: Travel vouchers shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. Receipts shall be required for all expenditures except for food per diem.

Changes under section on Reimbursement Form: The Board will ~~reimburse~~ be responsible only for actual expenses. Food is based on per diem. Allowable expenses are:

Changes under section on Mileage: Actual mileage between official work stations within the ~~District~~ school system and actual mileage for trips outside the ~~District~~ school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate ~~of twenty-two (22) cents per mile~~ approved for state employees when the employee uses his/her own vehicle. (State travel and reimbursement)

Changes under section on Gasoline: Actual ~~cost~~ cost of gasoline and oil purchased and placed in a Board--owned vehicle by an employee while engaged in ~~job~~ school-related travel.

Omits under section on Tolls and Fees: (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

Adds: Any common carrier travel promotions and/or benefits, may accrue, at no cost to the Board, to the employee to whom they were granted.

Changes under section on Out-of-State Travel:

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

Reimbursement for out-of-state travel by car shall be made on the basis of air fare or mileage rate, whichever is the lesser amount.

Changes under section on Food:

Any monies spent for food while on out-of-District trips, when an overnight stay is required. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$20 unless an exception is approved by the Board.

As established in administrative procedure, employees shall be eligible for a per diem reimbursement for meal expense while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during specific time period.

Receipts will not be required to claim reimbursement for meals under the per diem method. The only authorized exception shall be for special meals prearranged as a part of a conference or meeting. The cost of such meals in "high cost" areas will be reimbursed in full based on itemized receipts.

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	<p>Omits under section on Lodging: <i>Hotel or motel charges (not including food or other charges) incurred in school--related travel. Charges must be substantiated by a receipt.</i></p> <p>Adds section on Use of Personally Owned Telecommunication Devices for District Business (I OWN Plan).</p>
03.226	There is no KSBA model of this policy.
03.2321	Changes under section on Driving Record: <i>Employees who have occasion to drive a Board-owned vehicle and/or to transport students, shall annually provide, <u>and/or allow</u>, the Superintendent with <u>his designee to obtain</u> a copy of their driving records from the Kentucky Department of Transportation.</i>
03.2322	There is no KSBA model of this policy.
03.2323	There is no KSBA model of this policy.
03.27	<p>Adds under section on Temporary Suspension with Pay Pending Investigation: <i>An employee may be relieved from duty for the remainder of the work day (without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health, <u>safety</u> or welfare of students or staff or to prevent disruption of the educational process.</i></p> <p>Omits under section on Causes for Action: <i>Any classified employee may be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:</i></p> <p><i>1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.</i></p> <p>Changes section title Due Process Provisions (Suspension Without Pay/Termination)</p> <p>Omits reference OAG 05.006.</p>
03.273	<p>Changes section title from Retirement to Eligibility and changes: <i>Retirement means retirement from <u>All full-time classified personnel shall be declared eligible for entry into the County Employees' Retirement System.</u></i></p> <p>Adds section on Responsibility.</p> <p>Adds section on Unused Sick Days.</p> <p>Adds section on Escrow Account.</p> <p>Adds reference KRS 157.420.</p> <p>Omits reference OAG 81-72.</p>
03.4	<p>Changes under section on Length of Duty: <i>The substitute will continue to report for duty until relieved by the Superintendent or <u>Superintendent's</u> designee.</i></p> <p>Adds under section on Substitute Salary and Payment Schedule: <i><u>Any substitute who teaches for twenty (20) or more consecutive days for an individual teacher shall be paid on the regular teachers' salary schedule, based on the teacher's rank and zero (0) year's experience. The District allows a one (1) day interruption in the consecutive service period without affecting the employees' eligibility for the increased rate.</u></i></p>

Analysis of Newport Independent Policies

CODE	DIFFERENCES
04.2	<p>Changes under section on Selection:</p> <p><i>The <u>local depository(ies)</u> for all school funds, including internal accounts of schools, shall be determined annually by the Board by bid every two (2) years with <u>an option to negotiate for two (2) additional years</u>. The depository(ies) so selected shall be accessible, capable of handling short-term investments, capable of providing those services necessary for the efficient operation of the schools, and subject to the requirements of KRS 160.570.</i></p> <p><i>The Board shall issue an invitation to bid banking services prior to selection of depositories.</i></p> <p><i>Written agreement(s) with the depository(ies) shall designate types of interest bearing accounts available and how the rate(s) of interest on deposits will be determined.</i></p>
04.312	<p>Adds under section on Two Signatures Required: <i>Any check exceeding \$1,000 drawn on a school or District-wide activity fund shall be submitted to the Superintendent for approval before the purchase is made.</i></p> <p>Adds section on Donations.</p> <p>Omits under section on Definition of School Activity Funds: <i>School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school.</i></p> <p>Changes under section on Support/Booster Clubs: <i>However, each year the Principal shall be provided the following from all support/booster club organizations as required by state activity fund accounting procedures: Names of club officers;</i></p> <p>Adds section on Handling of Cash.</p>
04.3123	There is no KSBA model of this policy.
04.33	<p>Changes under section on Exemptions: <i>Boards Insurance may exempt insurance if they choose to bid or negotiated by the Board.</i></p> <p>Changes under section on Presentation: <i>Principals desiring purchases which must be bid must present the following to the Superintendent or designee Central Office: items desired, specifications, and names and addresses of potential vendors. Items will then be advertised according to law.</i></p>
04.8	<p>Changes under section Bids or Auction: <i>Upon receiving this report, the Board may, at such time as it deems proper and after compliance with applicable state or federal regulations, authorize the disposal of school properties through closed sealed bids, or public auction, or sale for at least the fair market value established by certified appraisal. The Board reserves the right to reject any and all bids.</i></p> <p><i>When staff members deem items including, but not limited to, plaques, pictures, trophies, books, and furniture, to no longer be of use to the District, they shall notify in writing, the Superintendent and the Board of the wish to dispose of said items.</i></p>
04.9	Adds: <i>The Board shall change auditors a minimum of every three (3) years.</i>

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04.91	Omits reference to KRS 424.230.
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Analysis of Newport Independent Policies

CODE	DIFFERENCES
05.21	<p>Adds under section on Buildings and Grounds: <i>The Principal/designee, under the direction of the Superintendent, shall have charge of and be responsible for the assigned school buildings <u>and grounds</u>, the furniture, books, equipment, apparatus, and supplies belonging thereto. Inspection of playgrounds and equipment shall be performed by the Superintendent's designee.</i></p> <p>Adds section Personal Property.</p>
05.3	<p>Changes under section on Who May Use: <i>School facilities shall not be used for personal or commercial activities. For the purposes of this policy, "community" shall be defined as the geographic area within the boundaries of the District. Use of school facilities shall not be granted when such use interferes with educational purposes.</i></p> <p>Adds under section on Availability: <i>Under procedures developed by the Superintendent, use of facilities shall be scheduled by the Director of Buildings and Grounds who shall report this information to the Superintendent and the Principal of the facility to be used.</i></p> <p>Adds under section on Application and Contract: <i>Persons authorized to represent officially the renting organization must sign the application and contract, and submit them to the Director of Buildings and Grounds at least three (3) weeks prior to the intended date of use.</i></p> <p>Changes under section on Insurance: <i>If the non-school related activity sponsored by the community group involves admission or is designated as a high-risk activity by the Superintendent or designee, the community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity they sponsor.</i></p> <p>Adds under section on Exceptions: <i>City, county and state governmental agencies also may use facilities at no charge. Other schools located within District boundaries and the City Recreation Department may use school facilities. Such agencies may be required to pay overtime wages for custodial services if the custodian works beyond the normal work week for the Board.</i></p> <p><i>Non-profit community groups whose majority membership is composed of District citizens may use facilities, provided they pay the specified utility and custodial fees.</i></p> <p>Adds section Restitution for Damages.</p> <p>Adds section Disapproval of Use.</p>
05.31	<p>Changes under section on Conditions of Rental:</p> <p><i>1-a. Observance that no games of chance or otherwise immoral or illegal activity shall be allowed on the premises;</i></p> <p><i>2-b. The presence of a school custodian/employee, at all times. The hourly wage of the custodian(s) must/employee may be included in the contract along with the social security and retirement payments required by law. If the employee is employed beyond the normal</i></p>

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	<p>4035-hour week that s/he works for the Board, overtime wages must be paid.</p> <p>a-c. <u>The presence of a food-service employee if the kitchen facilities are used. The hourly wage of the employee must be included in the contract along with social security and retirement payments required by law.</u></p>
05.43	Adds section Guidelines to Be Followed.

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Analysis of Newport Independent Policies

CODE	DIFFERENCES
06.0	Adds under section on Implementation of System: <i>When a student is disabled as recognized by categories set forth in statute and must attend an out-of-District school to participate in an appropriate education program, the Superintendent or designee shall procure transportation for the student. Transportation services shall be paid for from local District funds.</i>
06.1	Omits under section on Public School Students: <i>The Board owns and operates the bus fleet exclusively for the transportation of public school pupils to and from the public schools or such other state institutions that may be required and for such other educational purposes as the Board may deem advisable.</i>
06.2	Omits under section on Booster Seats: <i>When students who are under eight (8)-years old and between forty (40) and fifty-seven (57) inches in height are transported in District-owned or leased vehicles designed for nine (9) or fewer passengers, they shall be properly secured in a child booster seat. Per KRS 189.125, a child of any age who is greater than fifty-seven (57) inches in height is not required to be secured in a booster seat.</i> Omits reference 702 KARA 5:060.
06.221	Changes under section on Testing Costs: <i>Pre-employment drug testing costs shall may be paid for by the District.</i>
06.31	Adds under section on Responsibility: <i>Provisions are to be made by the schools for adequate breakfast supervision in the event that students need to be dropped off prior to 7:30 a.m.</i>
06.33	Adds under section on Discharge of Pupils: <i>The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Principal/designee or Superintendent to discharge a pupil at another location.¹</i> Adds under section on Discharge of Pupils: <i>The Principal/designee shall have written authorization from a child's parents before permitting discharge at a location other than the regular stop.</i> Omits section on Exception: <i>The driver may discharge a pupil for disciplinary reasons in accordance with Policy 06.34 of this manual and with 702 KAR 5:080.⁴</i>
06.34	Changes under section on Discharge of Pupils from Bus: <i>Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. Unless the situation is life-threatening for either the driver or the passengers, a threatening or violent student should not be confronted, if at all possible. The driver needs to use the cellular phone and dial 911 for assistance and call the Director of Transportation. Confronting the offending student could possibly lead to putting the lives of the other bus riders in further danger.¹ If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary</i>

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	<p><i>reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.</i></p>
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Analysis of Newport Independent Policies

CODE	DIFFERENCES
07.1	Changes section title Meals Breakfast and Lunch and changes: <i>Lunchrooms shall serve <u>complete hot or cold meals that meet or exceed the requirements specified as defined by state and federal regulations.</u></i>
07.11	Changes: <i>The <u>Superintendent</u>School Nutrition Director/designee shall annually submit, for Board approval, a fee schedule review, administrative procedures governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning students as required by law.</i> Also removes “and contractors” from after District employees in both instances in 2 nd paragraph.
07.13	Adds section on Perishable Commodities.
07.14	Changes section title Principal's Food Service Director's Responsibility and changes: <i>Financial reports of the school lunch program shall be made monthly, by the <u>Principal</u>Food Service Director to the Superintendent's office, and periodically as required by state and federal agencies.</i>

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Analysis of Newport Independent Policies

CODE	DIFFERENCES
08.1	<p>Adds: <i>In addition, each school shall maintain accreditation with the Southern Association of Colleges and Schools.</i></p> <p>Adds section on Goals.</p> <p>Adds under section on Council Responsibility: <i>The council of each school operating under School Based Decision Making shall adopt school policy to be implemented by the principal in each of the areas specified in policy 02.4241.</i></p> <p>Changes under section on Students with Disabilities: <i>The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the District's Board approved policy and procedures manual relating to such programs.</i></p>
08.11	<p>Changes under section on Development: <i>The Superintendent shall develop and disseminate to the schools a course of study for primary schoolpreschool through twelfth grade thatwhich will include minimum statutory and regulatory requirements¹ and additional requirements as specified by the Board.</i></p> <p>Omits section on Syllabus:</p> <p><i>Teachers at all levels (preschool through adult education) shall develop a syllabus for each course, grade/level or subject (single and/or interdisciplinary area) they teach to communicate to students and parents the following information:</i></p> <ol style="list-style-type: none"> <i>1. Prerequisites for the course</i> <i>2. Topics to be covered</i> <i>3. Order of material to be covered</i> <i>4. Resources to be used</i> <i>5. Planned testing points</i> <i>6. Performance standards and expectations</i> <p><i>Each year teachers shall distribute a current syllabus to their students and the students' parents/guardians as directed by the Superintendent/designee.</i></p> <p><i>The Principal/designee shall make pertinent student achievement data available to each teacher and, in keeping with policies set by the council, monitor the process of reviewing and updating syllabi in response to such data.</i></p>
08.1114	<p>Omits: <i>The Board shall provide a developmentally appropriate preschool education program in compliance with applicable statutes and administrative regulations.</i></p> <p>Adds section title Availability and adds: <i>Preschool education shall be provided for all at-risk four-year olds and all three-and four-year-old students with disabilities, according to state guidelines. Other four-year-old students may be served in accordance with District procedures. The student to adult ratio for the preschool classroom shall be ten to one (10:1).</i></p>
08.113	<p>Changes:</p> <p><i>In addition to the content requirements established*Students must meet college or career readiness standards as adopted by the Kentucky Academic Standards Board.</i></p>

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	<p>of Education and the credits required by Newport Independent Board of Education in order to graduate. Principals will disseminate these readiness standards to students through the guidance program, inclusion in student handbooks, and in the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school. Students ILP.</p> <p><u>Academic</u> <u>Ready</u> <u>ACT or other adopted readiness indicators established by the Council on Postsecondary Education</u></p> <p><u>Career Ready Benchmarks:</u> <u>CTE end of course program or valid industry certification as established by KDE</u></p> <p><u>Exceptions to this requirement shall be made for students with identified learning disabilities as determined in the IEP by the Admissions and Release committee. Eligible students who complete an Individual approved Service Learning Plan (ILP) Project based upon good faith effort in meeting one of the credentialing benchmarks outlined above.</u></p> <p><u>Students shall complete an individual learning plan that focuses on career exploration and related postsecondary education and training needs.</u></p> <p>Adds section on Good Faith Effort.</p> <p>Adds section title Middle School Courses for High School Credit and adds:</p> <p><u>Middle school students may take designated courses that will count toward graduation requirements. However, the following requirement shall apply:</u></p> <ol style="list-style-type: none"> <u>1. Middle school student taking such courses must earn at least a C average and pass the final exam in the class for the course to count toward graduation.</u> <u>2. Grades earned in those courses shall not be used to calculate a student's high school grade point average (GPA).</u> <p>Adds section on Alignment of Graduation Requirements with Goals and Expectations.</p> <p>Changes under section on Other Provisions: <u>The Board may grant authorize different diplomas to those students who complete credits above the minimum number as established by the Kentucky Board of Education diploma programs. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.</u></p> <p>Adds under section on Other Provisions: <u>No pupil shall be permitted to participate in graduation exercises until all specified graduation requirements have been fulfilled, as determined by the Principal and staff.</u></p>
08.1131	<p>Changes: <u>In addition to regular classroom-based instruction, students may earn credit through the following means:</u></p> <p><u>Students may enroll in and receive credit for successfully completed online courses offered by agencies and institutions recognized by the Board or summer school courses offered by an accredited summer school.</u></p> <p>Adds section on Approval.</p> <p>Adds section on PLATO Credit Recovery.</p>
08.12	<p>Changes under section on Physical Organization: <u>Schools may be physically organized as follows: the primary Primary school consists of preschool (P) through</u></p>

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	<p>grade eight (P-8) or any appropriate combination two (2). Intermediate school consists of grades within this range as determined by the Board's plan of organization shall be considered elementary, and grades seven three (3) through ten (10) appropriate combination of elementary, middle, junior high, or senior high schools. Middle schools organized separately grades five (5) through eight (8) or any appropriate combination of grades within this range as determined by the Board's plan of organization shall be considered as separate elementary schools. Junior high schools organized separately seven (7) through nine (9) or ten (10) or senior high schools organized separately ten (10) through twelve (12) shall be considered as separate secondary schools twelve (12).</p>
08.1211	<p>Adds section on Responsibility.</p> <p>Adds section on Elective Classes.</p>
08.122	There is no KSBA model of this policy.
08.131	Omits under section on Legal Obligations: <i>In situations involving students with disabilities, the Board shall determine whether to file for due process hearings, or appeals there from, on behalf of the District, except in the following situations:</i>
08.132	Omits under section on Services: <i>Provides flexible curricular grouping and differentiated curriculum experiences commensurate with the student's interests, needs, and abilities; and</i>
08.133	<p>Omits under section on Plan for Diagnosing: <i>The Superintendent/designee shall develop a plan for diagnosing and addressing student academic deficiencies by providing extended school services (ESS) as required by state law.</i></p> <p>Changes under section on Extended School Services: <i>The Board shall provide extended school services consistent (ESS) as required by and in compliance with state law, students' intervention plans and goals included as part of individual learning plans, requirements of 704 KAR 3:390, and local plans and procedures.</i></p> <p>Adds reference KRS 158.6451.</p>
08.13452	<p>Adds in 1st Paragraph: <i>The District shall provide an English language program to assist English learners, including immigrant children and youth, to attain English language proficiency</i></p> <p>Omits under Annual Assessment of Proficiency: <i>Students whose primary or home language is other than English shall be administered an initial English language proficiency assessment to determine whether they are English learners according to the federal definition in ESSA, Title III</i></p> <p>Omits Individual Program Services Plan</p> <p>Adds under Parental Notification: <i>Parents also shall be informed how they can be involved, including how to help the student attain English proficiency, achieve at high levels in core academic subjects...</i></p> <p>Changes under Evaluation of Progress: <i>English language instructional instruction educational programs shall be evaluated on a regularly scheduled basis...</i></p>
08.14	<p>Changes under section on Individual Learning Plans:</p> <p><i>In keeping with Kentucky Administrative Regulation, the District shall implement and follow the advising and guidance process below to support development and implementation of an Individual Learning Plan (ILP) for each student that includes career development and awareness. The ILP shall specifically address the content as provided in the Kentucky Academic Standards for career studies.</i></p>

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	<ul style="list-style-type: none"> <u>The ILP shall be readily available to the student and parent, and the student, parent, school officials shall review and approve it at least annually.</u> <u>The school shall dispense parent ILP access information at least annually.</u> <u>The school shall provide the opportunity for parents to view their child's ILP during Parent Teacher Conferences.</u> <u>The District shall add a link to the ILP on their website and provide parent orientation presentation on the website.</u> <u>The District shall follow the timeline for completing the ILP that was provided by the Kentucky Department of Education.</u>
08.22	<p>Changes section title Certificate and Transfers and omits: When a pupil in any public school completes the prescribed program of studies of the eighth grade, s/he is entitled to a certificate of completion signed by the teacher. The certificate shall entitle the pupil to admission into any public high school.</p> <p>Adds under section on Transfers: <u>Pupils who transfer from a non-accredited school may be required to take tests from the previous grade to determine grade placement or course credit.</u>²</p> <p>Adds section titles Vocational Certificate and Student Progress and changes: No Board-approved student may handbook(s) shall contain complete details. Parents shall be retained without prior consultation with the parents notified when their child is performing below expectations and approval of the Principal or achieving below expected outcomes.</p> <p>Adds reference 704 KAR 3:307.</p>
08.221	There is no KSBA model of this policy.
08.222	<p>Adds under section on Continuous Assessment: <u>In addition, the Northwest Evaluation Association's MAP program shall be administered a minimum of three (3) times annually at all schools. Results of the MAP program shall be used for development and implementation of appropriate academic responses to individual student needs.</u></p> <p>Adds section on Basic Testing Program.</p>
08.2323	<p>Changes: <u>The Board supports reasonable access to various information formats for students, employees and the community volunteers and believes...</u></p> <p>Adds section on Personally-Owned Devices.</p> <p>Changes under section on Employee Use: <u>Employees shall be encouraged to use electronic mail only and other District technology resources to promote student learning and communication with the home and education-related entities.</u> (NOTE: You may want to consider changing this as it is grammatically incorrect.)</p> <p>Adds section on Web Pages.</p> <p>Adds under section on Disregard of Rules: <u>Employees, volunteers, and students shall be subject...</u></p> <p>Adds under section on Responsibility for Damages: <u>Students, volunteers, or staff members who deface a District web site...</u></p>

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08.31	<p>Adds under section on Student Attendance Day: <i>The student attendance day for kindergarten students shall be a full day, five (5) days a week for a full school year for each kindergarten student.</i></p> <p>Omits under section on Exceptions: <i>Kindergarten (entry level of the primary program) shall be provided no less than the equivalent of one-half (1/2) day, five (5) days a week for a full school year for each kindergarten student.</i></p> <p>Adds reference KRS 175.320.</p>
08.4	<p>Adds section title Purpose of Program and changes: <i>The Board authorizesmay authorize the Superintendent or designee to plan and operate an educational program based on the needs and interests of adults and youth of the community.</i></p> <p>Adds under section Purpose of Program: <i>The conduct of the above adult/community education programs...</i></p>
08.5	<p>Omits under section on Implementation of Plan: <i>The Superintendent shall develop and implement a plan for the evaluation of educational programs focused primarily on measurable student achievement data.</i></p> <p>Omits section on Review of New Programs:</p> <p><i>Prior to implementation, the Board shall review proposals to offer new school and District programs not addressed by the Kentucky Academic Standards. The Board shall require proposals to provide data supporting the need for the program, an explanation of how the program is expected to improve student achievement, and a schedule for updating the Board on student progress resulting from the new program.</i></p>

Analysis of Newport Independent Policies

CODE	DIFFERENCES
09.121	<p>Changes section title Petition Process<u>Early Entrance Primary One (P1) Program (Kindergarten)</u> and adds:</p> <p><u>Students will be eligible to enroll in the Early Entrance Primary One (P1) program, provided (1) cost, which is borne by the District, is paid; and (2) criteria established by the Board are met. Requests for testing must be made, in writing, prior to the first (1st) day of school.</u></p> <p><u>Successful completion of Early Entrance Primary One (P1) is the prerequisite into Primary Two (P2).</u></p> <p>Adds section title Criteria for Early Entrance and changes:</p> <p><u>The process shall be established in accordance with the following Criteria for early entrance include:</u></p> <ul style="list-style-type: none"> <u>0. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.</u> <u>0. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.</u> <u>0. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.</u> <u>1. Student must score at a level that is considered Kindergarten ready on the Brigance Assessment.</u> <u>2. Students must also exhibit the following behaviors based on data from prior settings and from administrator/designee observation(s):</u> <ul style="list-style-type: none"> <u>• appropriately follows group instructions;</u> <u>• regulates his/her attention;</u> <u>• able to stay focused for extended periods; and</u> <u>• interacts appropriately with peers/adults.</u> <p>Adds under section on Criteria for Early Entrance: <u>Final determination of placement will rest with the Principal after input has been received from a team approach. The team may include teachers, parents, psychologist, and District specialists, such as the District gifted coordinator and District gifted teacher.</u></p> <p>Adds section on Early Entrance Primary Two (P2) Program (First Grade).</p> <p>Adds section on Criteria for Early Entrance (P2).</p> <p>Adds section on Health Records.</p>
09.1221	<p>Changes: <u>The Board will consider a shortened school day for students, only for preschool and kindergarten in the following instances:</u></p> <ul style="list-style-type: none"> <u>1. Preschool students and for students with an individual education plan or 504 plan that supports a shortened day.</u>

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	<u>4.2. Nonpublic school students who attend District schools for less than a full school day.</u>
09.1222	There is no KSBA model of this policy.
09.1223	District does not have this policy. Sent model policy.
09.123	Adds section on School Handbooks. Adds section on Suspension.
09.124	Changes under section Fee to be Charged: <i>The Board mayshall charge atthe fee, according to a schedule adopted by the Board, for each student attending its schools, whose parent is not a bona fide resident of the District.¹ <u>Unless arrangements are made with the out-of-district's home school district for transfer of Average Daily Attendance revenue, the cost of admission for an out-of-district pupil shall be the sum of four thousand dollars (\$4,000.00) per year. For families with more than one student, this cost shall be reduced by one thousand dollars (\$1,000.00) for each additional student down to a minimum of four hundred dollars (\$400.00) per year.</u></i> Removes reference KRS 157.350.
09.125	Adds: <i><u>The District shall release ADA funds to another district only when the Superintendent determines it would be in the best interests of a student.</u></i>
09.14	Adds “/guardians” to every reference to “parents”. Adds under section on Disclosure of Records: <i><u>A reasonable fee may be charged for copies of student records.</u></i> Changes section title Student Directory Information and changes: <i><u>The Superintendent or the Superintendent's designee is authorized to release Board-approved student directory information.</u></i> <i><u>Approved “directory information” shall be: name, address, phone numberstudent names and addresses, telephone numbers, date and place of birth, student's school email address, 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, honors 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. by student.</u></i> <i><u>Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within thirty (30) calendar days after receiving notification of FERPA rights.</u></i>
09.15	Changes under section on Board Approval Required: <i><u>Fees for rental or purchase of instructional resources may be charged. The Board shall annually adopt and publish a fee schedule for elementary and secondary schools.</u></i> Adds reference OAG 82-464.
09.16	There is no KSBA model of this policy.
09.2	Changes: <i><u>The Board is committed to providing school environments that promote and protect student health, well-being, and ability to learn by supporting healthy</u></i>

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	eating and physical activity; enhance learning and development of lifelong wellness practices.
09.212	There is no KSBA model of this policy.
09.22	<p>Omits under section on Health Services to be Provided: Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹</p> <p>Omits under section on Health Services to be Provided: Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.</p> <p>Omits reference KRS 156.501.</p>
09.224	Changes under section on First Aid to be Provided: First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health-care professional physician become available.
09.2241	<p>Changes: Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. The Board authorizes the administration to students of over-the-counter medications, including, but no limited to, acetaminophen, ibuprofen, stomach, cold and allergy meds, etc., by school nurses in the absence of the School-Based Health Center staff.</p> <p>This authorization is pursuant to written orders of the Medical Director of the District School-Based Health Centers and a completed registration form and consent form signed by the student's parent or guardian in accordance with District School-Based Health Centers' policies and procedures.</p> <p>All over-the-counter medications will be supplied by the District School-Based Health Centers under the leadership of St. Luke Pediatric Centers.</p>
09.227	Omit section on Written Report: The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.
09.23	<p>Changes section title Insurance Program to be Provided Offered and changes: The Board may shall designate an insurance company to provide a group accident insurance program for pupils.</p> <p><u>Individual students shall be responsible for the cost of purchasing such insurance.</u></p>
09.313	<p>Adds: Determination of athletic eligibility <u>by school and District personnel</u> shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements.</p> <p>Adds section on Criteria for Eligibility.</p>

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	Adds section title Sports in Upper Level and adds: <u>Any middle school student athlete regularly enrolled in the middle school whose athletic abilities are such that s/he has qualified to play, and is participating in, a sport at an upper level of play in any high school athletic program waives his/her right to participate/play on the middle school team in the same sport.</u>
09.32	Adds section on Exception. Adds reference KRS 160.290.
09.322	Adds: <u>Each student government organization shall have a certified faculty advisor.</u>
09.33	Adds under section on Approval Required: <u>All other fund- raising activities, including the proposed use of the funds, shall be approved by require the written approval of the Principal or a designee.</u> Omits section on Door to Door Sales: <u>The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:</u> <ol style="list-style-type: none"> <u>1. Students shall be permitted to participate only when mature enough to benefit safely from the experience;</u> <u>2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and</u> <u>3. Community members and businesses shall not be overburdened by continual appeals.</u> Adds section on Solicitation of Businesses/General Public.
09.36	Adds section title Extension of Classroom and adds: <u>The Board encourages school-related trips that are of significant educational value. Such trips are to be an extension of the regular classroom work and an integral part of the educational program.</u> Changes under section on Principal to Approve: <u>Prior approval of the Principal is required for all trips. The school Principal shall have the authority to approve school-related trips which fall into the following categories:</u> <ol style="list-style-type: none"> <u>A. 1. All regularly scheduled athletic competitive events;</u> <u>B. 2. All athletic trips which are part of a tournament or play-off in which the school is a participant; and</u> <u>C. 3. All school-related trips made within a 50 mile radius of the school.</u> Changes section on Prior Approval: <u>Prior approval of the Principal is required for each of the above trips. Any school-related trips not falling within the guidelines above shall require prior Board approval.</u> Adds under section on Other Trips: <u>The Superintendent must approve all overnight trips and any trip made outside a fifty (50) mile radius of the District.</u> Adds under section on Supervision: <u>Consistent with the requirements of the trip, an adequate number of chaperones, as determined by the Principal, shall be provided.</u>

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	<p>Changes under section on Transportation: Board insured vehicles or appropriately certificated common carriers <u>or private vehicles</u> shall be used for transporting students.³</p> <p><u>Prior Approval Arrangements for the use of any school-related buses to transport students on field trips not falling within the guidelines above shall require prior Board approval be made by the Principal or designee and must be approved by the Director of Transportation.</u></p> <p>Adds section on Private Vehicles.</p>
09.371	There is no KSBA model of this policy.
09.423	All drug testing language comes from District and is not part of the KSBA model of this policy.
09.425	<p>Omits under section on Removal of Students: The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.</p> <p>Omits under section on Notifications: Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior, prior to the assignment or contact.</p>
09.4261	Omits under section on Possession and Use (#2): Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
09.427	There is no KSBA model of this policy.
09.42811	<p>Changes under section on Disciplinary Action: Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion as directed by the Superintendent.</p> <p>Changes under section on Guidelines:</p> <ol style="list-style-type: none"> 1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. 1. The Superintendent/designee may take interim measures to protect complainants during the investigation. <u>2. Correction of the conditions causing such harassment/discrimination;</u> <u>3. Identification and enactment of the methods to prevent reoccurrence of the harassment/discrimination;</u> 0. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and

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	<p>prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.</p> <p>1.4.A process to be developed and implemented to communicate requirements of this policy <u>A process where the provisions of this policy are disseminated in writing to all students, which may include, but not be limited to, the following:</u></p> <p>Omits under section on Appeal: Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.</p> <p>Adds section on Failure to Act.</p>
09.4294	<p>Adds under section on Reinstatement of Driving Privilege: <u>Within fifteen (15) days of receiving notice that the student's license has been revoked or suspended, parents/guardians may request the reinstatement of the driver's license if they can prove one of the following:</u></p> <ol style="list-style-type: none"> <u>1. The license is needed to meet family obligations or family economic considerations which, if unsatisfied, would create an undue hardship; or</u> <u>2. The student is the only licensed driver in the household; or</u> <u>3. The student is not considered academically deficient pursuant to this section.¹</u>
09.432	<p>Adds section on Hour Limit.</p> <p>Adds section on Saturday School.</p>
09.436	<p>Adds section on Use of Trained Dogs. You may want to discuss this section with your board counsel to determine if this language is still something the district wants to keep in policy.</p>
09.4361	<p>Adds section on Exception for Resource Officers.</p>

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Analysis of Newport Independent Policies

CODE	DIFFERENCES
10.12	There is no KSBA model of this policy.
10.2	<p>Adds under section on Committees:</p> <p><u>Ad hoc citizens advisory committees shall be appointed and shall function as follows:</u></p> <ol style="list-style-type: none"> <u>1. The Superintendent shall recommend membership broadly representative of the community.</u> <u>2. The Superintendent shall be an ex-officio member of all committees.</u> <u>3. At least one (1) Board member shall be a member of all committees.</u> <u>4. Duties and operational guidelines will be outlined at the time of committee formation.</u> <u>5. The Board shall appoint the chairman or co-chairmen.</u> <u>6. Committee recommendations will be based on appropriate research.</u> <u>7. Recommendations shall be submitted to the Board for its consideration.</u> <u>1.8. When its final report has been made or when the Board otherwise chooses, the committee shall automatically dissolve.</u>
10.3	Adds section on Poster and Essay Contests.
10.4	Changes under section on Prohibition: No <u>commercial</u> advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Board <u>Superintendent</u> .
10.5	Newport version changes order of sections, but there is no difference between the language in it and the KSBA model policy.