

Student Attendance Day

The length of the student attendance day designated by the Board shall provide students with no less than the minimum number of student attendance days/hours required by law. The Board may request approval of an alternative school calendar based on procedures set out in Kentucky Administrative Regulation.

EXCEPTIONS

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. An exception also may be made for preschool classes and classes for students with disabilities, or alternatives approved by the Board and Kentucky Department of Education.¹

MASTER SCHEDULE

An up-to-date master (bell) schedule shall be on file in each school and up-to-date master (bell) schedules for each school shall be on file in the District's central office.

REFERENCES:

¹[KRS 158.060](#)
[KRS 157.320](#)
[KRS 157.360](#)
[KRS 158.030](#); [KRS 158.070](#)
[702 KAR 007:125](#)
[702 KAR 007:140](#)

RELATED POLICIES:

01.42; 08.3

Adopted/Amended: 1/10/2017

Order #: 2017-012

School Term

The school term shall include at least four (4) days to be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy. Additional days permitted by statute and authorized by the Board may be used for professional development and planning activities for the professional staff. Four (4) days may be used for holidays, and two (2) days may be used for planning activities.

If schools are scheduled to operate during days designated for statewide professional meetings, the District shall permit employees who are delegates to attend in keeping with statutory requirements.¹

REFERENCES:

¹[KRS 158.070](#)
[KRS 2.110](#); [KRS 156.095](#)
[702 KAR 007:125](#); [702 KAR 007:140](#); [704 KAR 003:035](#)
[OAG 97-25](#)

Adopted/Amended: 8/11/2014
Order #: 2014-125

Emergency Closings

When, in the judgment of the Superintendent, an emergency exists, ~~the Superintendent s/he~~ shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the students.

INCLEMENT WEATHER~~/~~

The Superintendent or designee has the authority to close schools when weather or other emergency conditions would make operating the school bus fleet unsafe.

SYSTEM OF NOTIFICATION

The Superintendent or designee shall devise a system for notifying parents, students, teachers, and other employees when it becomes necessary to close schools because of emergency conditions.

REFERENCES:

[702 KAR 007:125](#)

[KRS 158.110](#)

[KRS 160.310](#)

[702 KAR 005:030](#)

Adopted/Amended: 1/13/2014

Order #: 2014-004

Access to Public Records

PUBLIC INFORMATION

In accordance with the Kentucky Open Records Law, it shall be the policy of the Board to make accessible to the public those public records identified in [KRS 61.872](#) as available for public inspection. The Superintendent as official custodian of Board public records shall administratively adopt rules and regulations to implement this policy.

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

OFFICE OF EDUCATIONAL ACCOUNTABILITY

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

EXCEPTIONS

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

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

REFERENCES:

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

RELATED POLICIES:

01.6; 03.15; 03.25; 09.14

Adopted/Amended: 7/8/2013
Order #: 2013-124

Civility

BOARD INTENT

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

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

PREPARATION OF EMPLOYEES

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

BEHAVIOR STANDARDS

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

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

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

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

EMPLOYEE OPTIONS

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In the absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy ~~and/or~~ provide the individual ~~him/her~~ with a copy.

However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. End a telephone call;
2. End a meeting;

Civility**EMPLOYEE OPTIONS (CONTINUED)**

3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

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

REFERENCES:

[KRS 161.190](#)

[KRS 503.110](#)

[KRS 518.090](#)

RELATED POLICIES:

03.1325, 03.2325

09.425

10.2

10.5

Adopted/Amended: 7/8/2013

Order #: 2013-124

Relationships with Community Organizations**COMMON GOALS**

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

RELATED POLICIES:

02.4231

05.3

05.31

Adopted/Amended: 7/8/2013

Order #: 2013-124