FLOYD COUNTY BOARD OF EDUCATION
Danny Adkins, Superintendent
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Linda C. Gearheart, Board Chair - District 1
William Newsome, Jr., Vice-Chair - District 3
Dr. Chandra Varia, Member- District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item): First Reading for KSBA 2021 policy update (#44) and only reading for procedure update (#25).

Applicable State or Regulations: BOE Policy 0.11 Powers and Duties of the Local Board of Education.

Fiscal/Budgetary Impact: As noted on individual policies.

History/Background: As part of the policy service to districts, KSBA provides an annual update for policy and procedure to districts. All policies have been reviewed by appropriate staff.
*Additional policies procedures from chapter 3 included that need edits or deletions as they are obsolete due to online employee hiring and records programs..

Recommended Action: To review policy/procedure changes for first reading

Contact Person(s): Angela Duncan, Executive Officer of Operations
606.886.4525

N/A
Principal

Angela Duncan
Director

Danny Adkins Jr.
Superintendent

Date: June 11, 2021

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.

RECOMMENDED: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION OR GENDER IDENTITY. BOSTOCK DEALS WITH DISCRIMINATION (TERMINATION) IN EMPLOYMENT. ON JANUARY 20, 2021, THE PRESIDENT OF THE UNITED STATES INDICATED IN EXEC ORDER 1402, 86 FED.REG.13,803 (3/11/21) THAT THE REASONING OF BOSTOCK APPLIES TO OTHER LAWS THAT PROHIBIT SEX DISCRIMINATION, INCLUDING TITLE IX, "SO LONG AS THE LAWS DO NOT CONTAIN SUFFICIENT INDICATIONS TO THE CONTRARY." THE PRESIDENT DIRECTED OTHER FEDERAL AGENCIES TO REVIEW SUCH ISSUE. THE UNITED STATES DEPARTMENT OF JUSTICE HAS SINCE ISSUED A MEMORANDUM ADVISING OTHER FEDERAL AGENCIES THAT THE REASONING OF BOSTOCK APPLIES TO TITLE IX AND THE UNITED STATES DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS HAS STATED THAT ONE FOCUS IN IMPLEMENTING THE REFERENCED EXECUTIVE ORDER WILL BE ENSURING THAT STUDENTS WHO HAVE EXPERIENCED DISCRIMINATION BASED ON SEXUAL ORIENTATION OR GENDER IDENTITY WILL HAVE THEIR LEGAL RIGHTS "FULLY MET." WHILE THE INCLUSION OF THE SPECIFIC ADDITIONAL TERMINOLOGY IS NOT MANDATORY AT THIS TIME, IT IS RECOMMENDED BASED ON THE ABOVE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Legal Status of the Board

BUSINESS POWERS

1. The school district is under the management and control of the Board of Education consisting of five (5) members.
2. The Board is a body politic and corporate with perpetual succession.
3. The Board shall be known as the "Board of Education of Floyd County, Kentucky."
4. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in his official or individual capacity, or both, on account of an act made in the scope and course of his performance of legal duties as a Board member; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.[1]

NOTICE OF NONDISCRIMINATION

As required by law, the District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), genetic information, disability, age, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, employees, visitors, and members of the community with disabilities. All pages on the District's website shall conform to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 developed by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI), or updated equivalents of these guidelines.

Legal Status of the Board

WEBSITE ACCESSIBILITY (CONTINUED)

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

REFERENCES:

[1]KRS 160.160
KRS 160.370
KRS Chapter 344
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Web Content Accessibility Guidelines
Bostock v. Clayton County, Georgia 140 S. Ct. 1731 (2020)

RELATED POLICIES:

03.113; 03.212; 03.162; 03.262
05.3; 09.13; 09.3211; 09.42811
10.5

LEGAL: HB 331 REMOVES THE ABILITY OF THE COMMISSIONER OR THE STATE BOARD OF EDUCATION TO TAKE ACTION AGAINST A LOCAL SCHOOL BOARD MEMBER.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.21

Board Member Disqualifications

CONFLICT OF INTEREST

If, after the election of any member of the Board, s/he becomes interested in any contract with or claims against the Board, or if s/he moves his/her residence from the district for which s/he was chosen, or if s/he attempts to influence the hiring of any District employee except the Superintendent, Board Attorney, Board Secretary, or Board Treasurer, or if s/he does anything that would render one ineligible for re-election, s/he shall be subject to removal from office pursuant to KRS 415.050 and KRS 415.060.[1]

IRREGULAR ATTENDANCE

Any Board member failing to attend three (3) consecutive regular meetings, unless excused by the Board for reason satisfactory to it, shall be removed from office pursuant to KRS 415.050 and KRS 415.060.[2]

SOLICITATION OF SERVICE

No candidate for the Board shall solicit or accept any political assessment, subscription, contribution, or service of any District employee.[3]

RESIGNATIONS OR REMOVAL

A Board member who does not meet eligibility standards does not automatically lose his/her position on the Board and his/her acts are valid until s/he either resigns or is removed by action taken by the Attorney General.

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REFERENCES:

[1]KRS 160.180
[2]KRS 160.270
[3]KRS 161.164
KRS 61.080; KRS 62.010
KRS 161.990; KRS 415.050; KRS 415.060
OAG 65-211; OAG 83-369; OAG 85-145; OAG 88-35; OAG 90-141; OAG 92-145

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LEGAL: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. AGENCIES CANNOT REQUIRE A PARTICULAR REQUEST FORM ALTHOUGH THEY MUST ACCEPT THE RECORDS REQUEST FORM CREATED FOR USE BY THE OFFICE OF THE ATTORNEY GENERAL. THIS POLICY AND RELATED PROCEDURE 01.6 AP.2 REPLACE ADMINISTRATIVE PROCEDURE 10.11 AP.21/PUBLIC RECORDS NOTICE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Board Records

Records of the Board are subject to inspection as provided in the Kentucky Open Records Act.

Records of the Board shall be maintained in the Central Office and shall be under the custody of the Secretary to the Board.[1]

The Secretary shall develop and submit for Board review procedures as noted in KRS 61.876 to provide public access to public records and to ensure the security and orderly maintenance of the records. The procedures shall be displayed in a prominent location accessible to the public and posted on the District's website. In addition to the procedures, the web posting shall include the phone number of the District records custodian/designee and the Open Records Request Form issued by the Kentucky Attorney General.

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REFERENCES:

[1]KRS 160.440
KRS 61.870
KRS 61.872
KRS 61.874
KRS 61.876
KRS 61.878
KRS 61.884
OAG 92-59
OAG 92-131
15-ORD-190
19-ORD-174
~~96-ORD-159~~

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RELATED POLICY:

10.11

LEGAL: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS SEXUAL ORIENTATION OR GENDER IDENTITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.113

- CERTIFIED PERSONNEL -

Equal Employment Opportunity

NONDISCRIMINATION

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.[1]

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.[2]

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.[3]

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined in KRS 207.135.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. Medical information obtained as part of an employee request shall be confidential.[4]

If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion.

The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.[1]

Equal Employment Opportunity

REFERENCES:

[1]34 C.F.R. § 106.8
[2]KRS 161.164; KRS Chapter 344; 42 U.S.C. 2000e, Civil Rights Act of 1964, Title VII
[3]29 U.S.C.A. 794
[4]29 U.S.C. section 1630.14
KRS 207.135
34 C.F.R. 104.3 - 104.14
42 C.F.R. 2000e-2; 42 C.F.R. 2000(k)
Americans with Disabilities Act
Kentucky Education Technology System (KETS)
Section 504 of the Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972
Genetic Information Nondiscrimination Act of 2008
Bostock v. Clayton County, Georgia ~~140 S.Ct. 1731 (2020)~~

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RELATED POLICIES:

03.133; 03.1621; 03.212; 03.2621; 05.11

LEGAL: OSHA REGULATIONS REQUIRE DISTRICTS TO REPORT CERTAIN INJURIES AND DEATHS.
FINANCIAL IMPLICATIONS: POTENTIAL FINES FOR NOT REPORTING

- CERTIFIED PERSONNEL -

Health and Safety

SAFETY

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION PLAN

The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communication Plan;
2. The inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Safety Data Sheet (SDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;

Health and Safety

BLOODBORNE PATHOGEN CONTROL (CONTINUED)

8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent/designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

LOCKOUT/TAGOUT

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each year, the Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment.

Health and Safety

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

The District shall, within eight (8) hours, make an oral report to the Kentucky Labor Cabinet of the death of any employee, including any death resulting from a heart attack; or the hospitalization of three (3) or more employees, including any hospitalization resulting from a heart attack, which occurs in the work environment or is caused or contributed to by an event in the work environment.

The District shall, within seventy-two (72) hours, make an oral report to the Kentucky Labor Cabinet of an amputation suffered by an employee, an employee's loss of an eye or the hospitalization of fewer than three (3) employees, which occurs in the work environment or is caused or contributed to by an event in the work environment.[3]

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ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law[1] to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

REFERENCES:

[1]401 KAR 58:010; 40 C.F.R. Part 763
[2]~~803 KAR 2:180~~
Kentucky Department for Public Health
Centers for Disease Control and Prevention
Kentucky Labor Cabinet; 803 KAR 2:308; 803 KAR 2:404
OSHA 29 C.F.R. 1910
132 PPE Hazard Assessment
147 Lockout/Tagout
1001 Asbestos-ACBM
1200 Hazard Communication
1030 Bloodborne Pathogens

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LEGAL: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS SEXUAL ORIENTATION OR GENDER IDENTITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.162

- CERTIFIED PERSONNEL -

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice. Discrimination based upon race, color, national origin, age, religion, sex, genetic information or disability can consist of harassment which creates a hostile environment. Examples of harassment/hostile environment include offensive conduct such as racial or ethnic slurs, racial or gender based "jokes", derogatory comments or other verbal or physical conduct based upon an individual's race, color, descent, national or ethnic origin, age, religion, sex or disability. Prohibited discrimination also includes any distinction, exclusion, restriction or preference based on race, color, descent, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise on an equal footing of employment opportunities, human rights and fundamental freedom.

PROHIBITION

Harassment/Discrimination of all types is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

The Superintendent shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

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 up to and including termination of employment.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. Reports of harassment/discrimination shall be made directly to the Superintendent or to the District Harassment/Discrimination Coordinator. Reports of harassment/discrimination involving the Superintendent shall be made to the Chairperson of the Board of Education.

Harassment/Discrimination

GUIDELINES (CONTINUED)

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. Reports of harassment/discrimination shall be made directly to the Superintendent or to the District Harassment/Discrimination Coordinator. Reports of harassment/ discrimination involving the Superintendent shall be made to the Chairperson of the Board of Education.

Employees who have observed incidents of harassment/discrimination involving students shall report it as soon as reasonably practicable to the building Principal, the Superintendent, or the District Harassment/Discrimination Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

All reports made to the Principal or Harassment/Discrimination Coordinator shall be communicated by them to the Superintendent, or where applicable to the Board Chairperson, in writing within one (1) working day of receipt. The term "REPORT" as used in this policy includes reports of harassment/discrimination which are made either orally or in writing.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.[1]

The Superintendent or the Chairperson of the Board, as the case may be, shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the report, whether it be oral or in writing. The investigation shall be performed by the Harassment/Discrimination Coordinator or another formally trained investigator acting under his direct supervision. The investigation of allegations involving the Superintendent shall be conducted by a formally trained investigator or attorney not employed by the School District. Investigations shall include the right of the complainant to present witnesses, documents and other evidence in support of the complaint. 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.

   The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination, including disciplinary action where appropriate. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
   - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;

Harassment/Discrimination

GUIDELINES (CONTINUED)

- postings in the same location as are documents that must be posted according to state/federal law; and/or
- such other measures as determined by the Superintendent/designee.

  Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

Harassment/Discrimination

WRITTEN REPORT

Upon the completion of the investigation, the investigator(s) shall submit a preliminary written report, including the names and addresses of those interviewed and a summary of the information obtained, to the Superintendent who shall prepare a final written report containing the facts obtained as a result of the investigation and his/her conclusions as to whether harassment/discrimination has occurred as well as specific remedies designed to correct the situation and prevent its reoccurrence, including but not limited to, disciplinary action where appropriate. In cases involving District employees, there shall be no appeal from the Superintendent's finding, conclusions and remedies, including any disciplinary action taken. In the event that the Superintendent's alleged conduct was the subject of the investigation, the Board shall consider the preliminary written report in executive session and prepare and adopt by majority vote a final written report containing the facts obtained as a result of the investigation and its conclusions as to whether harassment/discrimination occurred as well as specific remedies designed to correct the situation and prevent its reoccurrence, including but not limited to, disciplinary action where appropriate. The findings and conclusions of Board, as well as the remedies contained in the final report, shall be final.

NOTIFICATION

Upon completion, the written report shall be furnished to the interested parties, including the complainant, by personal delivery or by registered or certified mail, return receipt requested.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

REFERENCES:

[1]KRS 158.156; KRS Chapter 344; 42 USC 2000e, Civil Rights Act of 1964, Title VII
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX; Genetic Information Nondiscrimination Act of 2008
Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25
Bostock v. Clayton County, Georgia ~~140 S.Ct. 1731 (2020)~~

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Harassment/Discrimination

RELATED POLICIES:

03.113; 03.1325; 03.16; 09.2211; 09.422; 09.42811

LEGAL: HB 258 CREATES A FOUNDATION BENEFIT COMPONENT FOR INDIVIDUALS WHO BECOME MEMBERS OF THE TEACHERS' RETIREMENT SYSTEM ON OR AFTER JANUARY 1, 2022. UNUSED SICK DAYS FOR THOSE MEMBERS MAY BE DEPOSITED INTO THE MEMBER'S SUPPLEMENTAL BENEFIT COMPONENT UPON RETIREMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.175

-CERTIFIED PERSONNEL-

Retirement

DEFINITION

Retirement means retirement as determined by Teachers' Retirement System guidelines.

NOTICE

Persons retiring should give the Superintendent notice as far in advance as possible but not less than two (2) weeks prior to retirement.

RESPONSIBILITY

Retirement benefits shall be solely a matter of contract between the employee and the Teachers' Retirement System and shall not be the responsibility of the Board except that the Board shall deduct and send to the Teachers' Retirement System, in the manner prescribed, those amounts required under law.

UNUSED SICK DAYS

The Board shall compensate certified employees only upon initial retirement, or their estate, for each unused sick day at the rate of 30% of the daily salary. This calculation is based on the employee's last annual salary. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days. For personnel who become members of the Teachers' Retirement System on or after January 1, 2022, payment for unused sick leave days shall not be incorporated into the annual compensation used to calculate the retirement allowance in the foundational benefit but may be deposited into the member's supplemental benefit component.[1]

The District shall provide compensation for unused sick leave days when the employee provides proof s/he qualifies as an annuitant who will receive a retirement or disability allowance from the Teachers' Retirement System. Upon death of an employee in active contributing status who was eligible to retire by reason of service, the District shall compensate the estate of the employee.

ESCROW ACCOUNT

The Board shall create an escrow account to maintain the funds necessary to reimburse employees who qualify for the retirement benefit.

REFERENCES:

[1]KRS 161.155
KRS 157.420; KRS 161.220
KRS 161.540; KRS 161.545
KRS 161.560; KRS 161.600
KRS 161.633; KRS 161.635
OAG 81-1; OAG 83-191; OAG 97-28
29 U.S.C. 631

LEGAL: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS SEXUAL ORIENTATION OR GENDER IDENTITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.212

- CLASSIFIED PERSONNEL -

Equal Employment Opportunity

NONDISCRIMINATION

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.[1]

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.[2]

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.[3]

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupation qualification for the job in question as defined in KRS 207.135.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.[4]

The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.[1]

Equal Employment Opportunity

REFERENCES:

[1]34 C.F.R. § 106.8
[2]KRS 161.164; KRS Chapter 344; 42 U.S.C. 2000e, Civil Rights Act of 1964, Title VII
[3]29 U.S.C.A. 794
[4]29 U.S.C. section 1630.14
KRS 207.135
34 C.F.R. 104.3 - 104.14
Americans with Disabilities Act
Kentucky Education Technology System (KETS)
Section 504 of the Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972
Genetic Information Nondiscrimination Act of 2008
~~Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)~~

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RELATED POLICIES:

03.113; 03.1621; 03.233; 03.2621; 05.11

LEGAL: OSHA REGULATIONS REQUIRE DISTRICTS TO REPORT CERTAIN INJURIES AND DEATHS.
FINANCIAL IMPLICATIONS: POTENTIAL FINES FOR NOT REPORTING

- CLASSIFIED PERSONNEL -

Health and Safety

SAFETY

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees shall report any conditions they believe to be unsafe to their immediate supervisor, who shall examine the situation and take appropriate action.

The District shall develop, maintain and implement health and safety plans in compliance with state and federal law.

HAZARD COMMUNICATION PLAN

The Superintendent/designee shall develop a District Hazard Communication Plan. The plan shall include:

1. The assignment of a District employee to be responsible for the implementation and coordination of the Hazard Communication Plan;
2. The inventory of all chemicals used at each school and worksite;
3. The identification of each chemical in the inventory that is covered by the OSHA Hazard Communication Standard;
4. Maintenance of a Safety Data Sheet (SDS) for each substance on the chemical inventory list for as long as the District uses the substance, plus thirty (30) years;
5. Labeling of all containers of each chemical identified as required by the Hazard Communication Standard;
6. The development of an employee Hazard Communication Information and Training Program; and
7. The development, implementation and maintenance of a written Hazard Communication Program.

BLOODBORNE PATHOGEN CONTROL

The Superintendent/designee shall develop an Exposure Control Plan to eliminate or minimize District occupational exposure to bloodborne pathogens. The plan shall address:

1. Identification of employees at-risk of occupational exposure and their assigned tasks and procedures which could lead to such exposure;
2. Communication of hazards to employees;
3. Vaccinations of at-risk employees for Hepatitis B at no cost to these employees;
4. Determination of universal precautions to be observed, including adequate engineering controls and housekeeping procedures;
5. Appropriate training of employees;
6. Provision of personal protective equipment including an opportunity provided annually for employees who use medical sharps in performance of their duties to identify, evaluate and select engineering and work practice controls to be implemented by the District, as appropriate;
7. Maintenance of a sharps injury log;

Health and Safety

BLOODBORNE PATHOGEN CONTROL (CONTINUED)

8. Medical follow-up and counseling for employees after a work-site exposure;
9. Maintenance of confidential records of each exposure incident; and
10. A schedule for implementing all provisions required by the OSHA standard.

The Superintendent or designee shall review and update the Exposure Control Plan at least once each year and when needed to reflect new or modified tasks and procedures that affect occupational exposure or new or revised employee positions with occupational exposure. The review and update shall also address:

1. Changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
2. Annual documentation that appropriate, commercially available and effective safer medical devices that are designed to eliminate or minimize occupational exposure have been obtained and are now in use.

LOCKOUT/TAGOUT

The Superintendent/designee shall develop a lockout/tagout program to eliminate or minimize the unexpected startup or release of stored energy in mechanical or electrically powered equipment. The plan shall address:

1. Assignment of a District employee to be responsible for implementation and coordination of the lockout/tagout program;
2. A written program consisting of energy control procedures;
3. Development, documentation and utilization of energy control procedures for the control of potentially hazardous energy when employees are engaged in servicing and maintaining equipment;
4. Periodic review of the lockout/tagout program to assure authorized employees are properly controlling unexpected startup or release of stored energy; and
5. Annual training of employees authorized to use lockout/tagout to emphasize program procedures and retraining whenever a periodic review reveals deficiencies in employee performance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Superintendent/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of a District employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment.

Health and Safety

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

The District shall, within eight (8) hours, make an oral report to the Kentucky Labor Cabinet of the death of any employee, including any death resulting from a heart attack; or the hospitalization of three (3) or more employees, including any hospitalization resulting from a heart attack, which occurs in the work environment or is caused or contributed to by an event in the work environment.

The District shall, within seventy-two (72) hours, make an oral report to the Kentucky Labor Cabinet of an amputation suffered by an employee, an employee's loss of an eye or the hospitalization of fewer than three (3) employees, which occurs in the work environment or is caused or contributed to by an event in the work environment.[2]

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ASBESTOS MANAGEMENT

The District shall conduct school inspection and re-inspection activities as required by state and federal law[1] to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future *inspection activities, response actions and surveillance activities and a description of steps taken* to inform staff and parents about any such activities. Each school shall maintain in its administrative office an updated copy of the management plan for that school. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. New custodial or maintenance staff who may work in the areas above shall be trained within sixty (60) days of hire. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

REFERENCES:

[1]401 KAR 58:010; 40 C.F.R. Part 763
[2]~~803 KAR 2:180~~
Kentucky Department for Public Health
Centers for Disease Control and Prevention
Kentucky Labor Cabinet; 803 KAR 2:308; 803 KAR 2:404
OSHA 29 C.F.R. 1910
132 PPE Hazard Assessment
147 Lockout/Tagout
1001 Asbestos – ACBM
1200 Hazard Communication
1030 Bloodborne Pathogens

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LEGAL: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS SEXUAL ORIENTATION OR GENDER IDENTITY.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.262

- CLASSIFIED PERSONNEL -

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice. Discrimination based upon race, color, national origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions can consist of harassment which creates a hostile environment. Examples of harassment/hostile environment include offensive conduct such as racial or ethnic slurs, racial or gender based "jokes", derogatory comments or other verbal or physical conduct based upon an individual's race, color, descent, national or ethnic origin, age, religion, sex, genetic information or disability. Prohibited discrimination also includes any distinction, exclusion, restriction or preference based on race, color, descent, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise on an equal footing of employment opportunities, human rights and fundamental freedom.

PROHIBITION

Harassment/Discrimination of all types is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

The Superintendent shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or a student on the basis of any of the areas mentioned above shall be subject to disciplinary action including, but not limited to, termination of employment.

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 up to and including termination of employment.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it.

Harassment/Discrimination

GUIDELINES (CONTINUED)

Reports of harassment/discrimination shall be made directly to the Superintendent or to the District Harassment/Discrimination Coordinator. Reports of harassment/discrimination involving the Superintendent shall be made to the Chairperson of the Board of Education.

Employees who have observed incidents of harassment/discrimination involving students shall report it as soon as reasonably practicable to the building Principal, the Superintendent, or the District Harassment/Discrimination Coordinator.

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.[1]

Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. All reports made to the Principal or Harassment/Discrimination Coordinator shall be communicated by them to the Superintendent, or where applicable to the Board Chairperson, in writing within one (1) working day of receipt. The term "REPORT" as used in this policy includes reports of harassment/discrimination which are made either orally or in writing.

The Superintendent or the Chairperson of the Board, as the case may be, shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the report, whether it be oral or in writing. The investigation shall be performed by the Harassment/Discrimination Coordinator or another formally trained investigator acting under his direct supervision. The investigation of allegations involving the Superintendent shall be conducted by a formally trained investigator or attorney not employed by the School District. Investigations shall include the right of the complainant to present witnesses, documents and other evidence in support of the 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.

   The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination, including disciplinary action where appropriate. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all staff, which may include, but not be limited to, the following:
   - written notice provided in publications such as handbooks, staff memoranda, and/or pamphlets;
   - postings in the same location as are documents that must be posted according to state/federal law; and/or

Harassment/Discrimination

GUIDELINES (CONTINUED)

- such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy.

4. Annual training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

Harassment/Discrimination

WRITTEN REPORT

Upon the completion of the investigation, the investigator(s) shall submit a preliminary written report, including the names and addresses of those interviewed and a summary of the information obtained, to the Superintendent who shall prepare a final written report containing the facts obtained as a result of the investigation and his/her conclusions as to whether harassment/discrimination has occurred as well as specific remedies designed to correct the situation and prevent its reoccurrence, including but not limited to, disciplinary action where appropriate. In cases involving District employees, there shall be no appeal from the Superintendent's finding, conclusions and remedies, including any disciplinary action taken. In the event that the Superintendent's alleged conduct was the subject of the investigation, the Board shall consider the preliminary written report in executive session and prepare and adopt by majority vote a final written report containing the facts obtained as a result of the investigation and its conclusions as to whether harassment/discrimination occurred as well as specific remedies designed to correct the situation and prevent its reoccurrence, including but not limited to, disciplinary action where appropriate. The findings and conclusions of Board, as well as the remedies contained in the final report, shall be final.

NOTIFICATION

Upon completion, the written report shall be furnished to the interested parties, including the complainant, by personal delivery or by registered or certified mail, return receipt requested.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.212, 03.2325 and/or 09.422.

REFERENCES:

[1]KRS 158.156; KRS Chapter 344; 42 USC 2000e, Civil Rights Act of 1964, Title VII
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F.R. 106.1-106.71, U. S. Department of Education Office for Civil Rights Regulations Implementing Title IX
Genetic Information Nondiscrimination Act of 2008
Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25
Bostock v. Clayton County, Georgia ~~140 S.Ct. 1731 (2020)~~

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Harassment/Discrimination

RELATED POLICIES:

03.212; 03.2325; 03.26; 09.2211; 09.422; 09.42811

LEGAL: HB 192 (2021-2022 BUDGET BILL) INCLUDES AN EXCEPTION FOR A WORKING BUDGET WITH A MINIMUM RESERVE OF LESS THAN TWO PERCENT (2%). THIS EXPIRES JUNE 30, 2022.
FINANCIAL IMPLICATIONS: EXCEPTION TO THE MINIMUM RESERVE

Budget Planning and Adoption

PLANNING

The Superintendent shall establish procedures to provide for annual community, parent, school and, where appropriate, student input in the development of recommendations to be considered for the District budget. These procedures shall include a needs assessment process to identify, confirm, reassess and/or prioritize recommendations regarding District goals for future financial emphasis. The plan shall provide for reviewing the achievement of established goals and academic expectations of the District.

PREPARATION OF BUDGETS

As part of the annual budget process, the Board shall determine priorities to guide the Superintendent in developing draft budgets for the next fiscal year. Prior to the Board setting budget priorities, the Superintendent shall provide the Board with the estimated amounts that will be received from available sources, including tax rate(s) necessary to generate such amounts. In setting budget priorities, the Board shall consider the following:

1. Results of the current needs assessment, recommendations resulting from that process, and current District/school improvement and/or long-range plans.
2. Revenue projections for the coming year.

After receiving the Board's budget priorities, the Superintendent shall prepare for Board consideration and action proposed District budgets for all active MUNIS fund accounts. Budgets shall address the educational needs of the District as reflected by priorities established by the Board and shall show the amount of money needed and source of funds for the upcoming school year.

Each year, school councils shall review the budgets for all categorical programs and provide comments to the Board prior to the adoption of the budgets.

TIMELINE

On or before January 31, the Board shall formally and publicly examine a detailed estimate of revenues and proposed expenditures by line item for the following fiscal year. On or before May 30, the Board shall adopt a tentative working budget, which includes a minimum reserve of two percent (2%) of the total budget. During the 2021-2022 school year, the District may adopt, and the Kentucky Board of Education may approve, a working budget that includes a minimum reserve less than two percent (2%) of the total budget.

Deleted: 2020-

Within thirty (30) days of receipt of property assessment data, the Board shall levy tax rates for the District and forward them to the Kentucky Board of Education for approval or disapproval. By September 30, the Board shall adopt a close estimate or working budget for the District.

Budget Planning and Adoption

REFERENCES:

KRS 156.160; KRS 157.330; KRS 157.350; KRS 157.360
KRS 157.440; KRS 160.370; KRS 160.390
KRS 160.460; KRS 160.470; KRS 160.530; KRS 424.250
2021-2022 Budget Bill (HB192))
Deleted: 2020-2021 Budget Bill (HB 352
702 KAR 3:100; 702 KAR 3:110; 702 KAR 3:246; OAG 67-510

RELATED POLICIES:

01.11; 02.4242; 02.4331; 04.91

RECOMMENDED: ELECTRONIC RECEIPTS AND PAYMENTS SHOULD BE AUTHORIZED BY THE BOARD.
FINANCIAL IMPLICATIONS: LESS COST BY TRANSMITTING ELECTRONICALLY RATHER THAN BY MAIL

FISCAL MANAGEMENT 04.311

District Accounts

SYSTEM OF ACCOUNTING

The Board intends that accounting practices follow state and federal laws and regulations and generally accepted accounting principles. Therefore, the District shall follow a uniform financial accounting system provided by the Kentucky Department of Education.

As advised by the Board's auditor/Certified Public Accountant, determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with governmental accounting standards. This process shall include leave accumulated by employees and all Board properties and funds, including those that have been escrowed.

ELECTRONIC FUNDS TRANSFER (EFT)

The District may participate in EFTs. Properly approved electronic payments on behalf of the District may be made in accordance with applicable laws and regulations. The Board authorizes schools to accept electronic receipts and make payments in accordance with ~~Accounting Procedures for Kentucky School Activity Funds~~ and applicable laws and regulations.

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REFERENCES:

KRS 157.060
KRS 160.340
KRS 160.560
702 KAR 3:120; KETS District Administrative System Chart of Accounts and Chart of Accounts Descriptions
702 KAR 3:130
Governmental Accounting Standards Board (GASB)
Accounting Procedures for Kentucky School Activity Funds

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LEGAL: SB 171 AMENDS KRS 66.480 TO ALLOW INVESTMENTS TO EXCEED FORTY PERCENT (40%) OF THE TOTAL MONEY INVESTED UNLESS THE INVESTMENT IS IN A MUTUAL FUND AS DESCRIBED BELOW.
FINANCIAL IMPLICATIONS: INCREASED INVESTMENTS

Investments

EXCESS FUNDS

Funds that are temporarily in excess of operating needs shall be invested by the Finance Officer. Such funds shall be invested in one (1) or more of the following:

1. Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian;
2. Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency;
3. Obligations of any corporation of the United States government;
4. Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution having a physical presence in Kentucky which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, including surety bonds, by any obligations permitted by KRS 41.240(4);
5. Uncollaterialized certifications of deposit issued by any bank or savings and loan institution having a physical presence in Kentucky rated in one (1) of the three (3) highest categories by a competent rating agency;
6. Bankers' acceptances for banks rated in one (1) of the three (3) highest categories by a competent rating agency;
7. Commercial paper rated in the highest category by a competent rating agency;
8. Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities;
9. Securities issued by a state or local government or any instrumentality of agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a competent rating agency;
10. Shares of mutual funds and exchange traded funds, as permitted by law;[1]
11. Individual equity securities if the funds being invested are managed by a professional investment manager regulated by a federal regulatory agency. The individual equity securities shall be included within the Standard & Poor's 500 Index, and a single sector shall not exceed twenty five percent (25%) of the equity allocation; and
12. Individual high-quality corporate bonds that are managed by a professional investment manager that are issued, assumed, or guaranteed by a solvent institution created and existing under the laws of the United States; have a standard maturity of no more than ten (10) years; and are rated in the three (3) highest rating categories by at least two (2) competent credit rating agencies.

Investments

EXCESS FUNDS (CONTINUED)

The Board shall not purchase any investment on a margin basis or through the use of any similar leveraging technique. In addition, the amount of money the District invests at any time in one (1) or more of the categories/options 5, 6, 7, 11, and 12 listed above shall not exceed twenty percent (20%) of the total amount of money invested. The amount of money the District invests in categories/options 10, 11, and 12 above shall not, aggregately, exceed forty percent (40%) of the total money invested~~, unless the investment is in a mutual fund consisting solely of the investments authorized above, or any combination thereof~~.

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At the time the investment is made, no more than five percent (5%) of the total amount of money invested by the District shall be invested in any one (1) issuer unless:

1. The issuer is the United States government or an agency or instrumentality of the United States government, or an entity which has its obligations guaranteed by either the United States government or an entity, agency, or instrumentality of the United States government;
2. The money is invested in a certificate of deposit or other interest-bearing accounts as authorized by law;
3. The money is invested in bonds or certificates or indebtedness of this state and its agencies and instrumentalities as authorized by law; or
4. The money is invested in securities issued by a state or local government, or any instrumentality or agency thereof, in the United States as authorized by law.

GUIDELINES

The primary objectives of investment activities, in priority order, shall be:

1. *Legality* - All investments shall be made in accordance with applicable legal requirements.
2. *Safety* - The Finance Officer shall consider safety of principal, along with reduction of credit and interest rate risk, in making investment decisions.
3. *Liquidity* - Investments shall remain sufficiently liquid to meet reasonably anticipated operating requirements. To promote this objective, the Finance Officer shall develop a fiscal year anticipated cash flow projection schedule.
4. *Yield* - The Finance Officer shall select investments or recommend investments with the objective of attaining the maximum rate of return.

Prior to investment, the Finance Officer shall ascertain the current rate of interest payable for the investment at all financial institutions approved by the Board.

Investments

GUIDELINES (CONTINUED)

At the next regular Board meeting following the investment, the Board shall be informed as to the amount invested, type of investment, date of investment, rate of interest, length of investment, and current market value of the funds invested. The Finance Officer also shall provide a monthly report to the Board of the total amount invested at the end of the previous month, the maturity date of those investments and the rate of interest being earned.

The Finance Officer shall prepare for Board review an annual review of the District's investment program, which shall summarize the information that has been presented monthly.

REFERENCES:

[1]KRS 66.480
KRS 160.570
KRS 41.240
KRS 160.431
702 KAR 3:090

RELATED POLICIES:

04.2
04.21

LEGAL: THE LANGUAGE BEING REMOVED BELOW WAS IN THE 2018 BUDGET BILL AND IS NO LONGER IN EFFECT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT 04.91

Financial Statements and Reports

The Superintendent shall cause financial statements and annual financial reports to be produced and reported in accordance with KRS 160.431 and KRS 160.463. Annual financial reports shall be posted on the District website as required by law.

The finance officer shall present a detailed monthly financial report for Board approval to include the previous month's revenues and expenditures of the District. Financial reports shall be posted on the District website as required by law.

REFERENCES:

KRS 160.431
KRS 160.463
KRS 424.230
Governmental Accounting Standards Board

RELATED POLICY:

04.1

Deleted: The District shall submit a report to the Legislative Research Commission and the Kentucky Department of Education no later than December 1 of each fiscal year for the past fiscal yea The report shall include the following:¶
<#>All expenses charged to Instruction, Student Support Services, Instructional Staff Support Services, District Administrative Support Services, School Administrative Suppo Services and Business Support Services delineated by the relev subfunction codes, for the previous fiscal year;¶
<#>A comparison of the previous fiscal year's expenses as detailed in #1 with the same expenses in the preceding fiscal ye
<#>A detailed section explaining steps to reduce administrative expenditures while maintaining and expanding instructional expenditures; and¶
<#>A copy of the District's policy for maintaining a reserve fu balance in compliance with appropriate government and accounting standards.¶

Deleted: 2018 Budget Bill¶

LEGAL: REVISIONS TO 702 KAR 5:080 CLARIFY THAT SCHOOL BUS DRIVERS, MECHANICS, OR ANYONE PERFORMING SAFETY-SENSITIVE STUDENT TRANSPORTATION DUTIES FOUND UNDER THE INFLUENCE OF ALCOHOL OR ANY ILLEGAL DRUGS WHILE ON DUTY OR WITH REMAINING DRIVING RESPONSIBILITIES THAT SAME DAY, SHALL BE DISMISSED FROM EMPLOYMENT IN ACCORDANCE WITH KENTUCKY ADMINISTRATIVE REGULATION AND BOARD POLICY AND SHALL NOT BE ELIGIBLE FOR REEMPLOYMENT IN A SAFETY-SENSITIVE STUDENT TRANSPORTATION POSITION FOR FIVE (5) YEARS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION 06.221

School Bus Drivers' Use of Tobacco and Other Substances

TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.[1]

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy.

DEFINITIONS

The following definitions apply for purposes of drug and alcohol testing required by federal and state law:

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

USE PROHIBITED

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of any drugs, that may affect the employee's ability to safely drive a school bus or perform other job responsibilities;
2. The use of alcohol:
   a. While on duty;
   b. Four (4) hours before driving;
   c. Eight (8) hours following an accident; or
   d. Consumption resulting in prohibited levels of alcohol in the system.

School Bus Drivers' Use of Tobacco and Other Substances

REQUIRED REPORTS

- School bus drivers taking medication either by prescription or without prescription shall report to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.[2]
- School bus drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administration Regulation.[2]

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FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) DRUG AND ALCOHOL CLEARINGHOUSE

The Clearinghouse is a secure online database that gives employers, the FMCSA, State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations. The Clearinghouse enables employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations).

https://www.fmcsa.dot.gov/

The District must not employ a driver subject to controlled substances and alcohol testing to perform a safety-sensitive function without first conducting a pre-employment query of the Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of law; or that an employer has reported actual knowledge, as defined by federal regulation, that the driver used alcohol on duty, used alcohol before duty, used alcohol following an accident, or used a controlled substance, in violation of federal regulations.

The District must conduct a query of the Clearinghouse at least once per year for information for all CDL drivers subject to controlled substance and alcohol testing to determine whether information exists in the Clearinghouse about those employees. The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and described above and such driver may be subject to personnel action up to and including termination.

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

TESTING

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

School Bus Drivers' Use of Tobacco and Other Substances

TESTING (CONTINUED)

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties who tests 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately. (School bus drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and Board policy and shall not be eligible for reemployment in a safety-sensitive student transportation position for five [5] years).

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Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Applicants who refuse drug and alcohol testing shall be terminated immediately from employment consideration. Current employees who refuse to comply with testing requirements will be regarded as insubordinate and shall be subject to disciplinary action, up to and including dismissal.

Refusal to submit to an alcohol or controlled substance test means that the individual demonstrated noncompliance, including but not limited to the following actions:

- Failed to appear for any test within a reasonable period of time as determined by the employer and consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a sample specimen for any required test;
- Failed to provide a sample in an amount sufficient for testing without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

TESTING COSTS

Pre-employment drug testing costs shall be paid for by the District. All current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing costs shall be paid for by the District.

School Bus Drivers' Use of Tobacco and Other Substances

MATERIALS TO BE PROVIDED

The Superintendent/designee shall distribute educational materials to explain state and federal legal requirements for alcohol and controlled substance testing of CDL drivers and the district's policies and procedures to implement it and answer questions about the materials. Materials shall meet content requirements of state and federal regulations, including information on required reporting to the federal Clearinghouse, and shall be distributed to each driver prior to the start of alcohol and controlled substances testing each year and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Each employee is required to sign a statement certifying that s/he has received a copy of these materials. If the District recognizes an organization to represent bus drivers, the District shall provide written notice to representatives of the organization of the availability of this information.[3]

REFERENCES:

[1]KRS 438.050; KRS 438.305; KRS 438.345
[2]702 KAR 5:080
[3]49 C.F.R. Part 382
49 C.F.R. § 382.701; 49 C.F.R. § 382.703; 49 C.F.R. § 390
Omnibus Employee Testing Act of 1991, Public Law 102-143, Title V

RELATED POLICIES:

03.11; 03.13251; 03.1327; 03.17
03.21; 03.23251; 03.2327; 03.27
09.4232; 10.5

LEGAL: REVISIONS TO 702 KAR 5:080 INCLUDE FIRST AID AND CPR TRAINING REQUIREMENTS.
FINANCIAL IMPLICATIONS: COST OF ADDITIONAL TRAINING

TRANSPORTATION 06.23

Driver and Substitute Driver Training

RESPONSIBILITY

The Transportation Director shall be responsible for providing the annual required in-service school bus driver training in accordance with 702 KAR 5:030 and 702 KAR 5:080.

All training requirements include both regular and substitute drivers.

FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) TRAINING REQUIRED

~~All school bus drivers, student transportation technicians, and employees that transport students shall, at a minimum, receive basic first aid and CPR training by a person with a valid certificate in first-aid training, including CPR, from the American Red Cross; or equivalent training that can be verified by documentary evidence.[1]~~

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COMMERCIAL DRIVER'S LICENSE

The Board may pay the fee for the commercial driver's license required for all bus drivers and substitute bus drivers. Any license certification beyond what is required to drive school buses must be paid for by the individual.

REFERENCES:

[1]702 KAR 5:080
KRS 189.370
KRS 189.375
KRS 189.380
KRS 189.450
KRS 189.540
KRS 189.550
KRS 189.580
KRS 189.635
702 KAR 5:030
702 KAR 5:010

Deleted: 702 KAR 5:080¶

LEGAL: REVISIONS TO 702 KAR 5:080 PERMIT ARCHERY EQUIPMENT, USED IN CONNECTION WITH SCHOOL ARCHERY TEAMS, TO BE TRANSPORTED ON THE BUS AND CLARIFY THE USE OF A SERVICE ANIMAL. DISTRICTS MAY ALSO HAVE POLICIES ON EATING AND DRINKING ON THE BUS. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION 06.342

Hazards in and on Bus

PROHIBITED ITEMS

Passengers shall not bring an object on the school bus that may block the bus aisles or exits ~~or otherwise impede exiting the bus~~.

The following are not to be transported on the bus:

1. firearms or weapons, either operative or ceremonial (exception: archery bows, used in connection with a school archery team, may be transported inside the passenger compartment and arrows transported in the underneath storage compartment);
2. fireworks or other explosive materials of any type;
3. live animals, except for a service animal necessary for a student to attend school; or
4. glass objects or helium balloons.

REFERENCES:

KRS 158.110
702 KAR 5:080
702 KAR 5:150
20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
Section 504 of Rehabilitation Act of 1973
Americans with Disabilities Act

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Deleted: Note: animals that are not a risk to other bus riders and that are necessary to enable a person to safely utilize the b transportation as documented by adequate medical evidence, o required by a student's Individual Education or Section 504 Pl or a service animal shall be allowed on the bus.
Deleted: <#>Preserved specimens that would likely frighten pupil or cause a commotion on the bus; or¶ G
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LEGAL: REPEAL OF 702 KAR 6:045 ALLEVIATES SOME OF THE ADMINISTRATIVE BURDEN ON SCHOOL DISTRICTS WHILE PRESERVING THE SAFETY OF SCHOOL NUTRITION PROGRAMS AS, UNDER CURRENT LAW, THE FOOD SERVICE STAFF FOR SCHOOL DISTRICTS PARTICIPATING IN FEDERAL CHILD NUTRITION PROGRAMS ARE SUBJECT TO LOCAL, STATE, AND FEDERAL TRAINING REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES 07.16

Food Service/School Nutrition Employees

FOOD SERVICE/SCHOOL NUTRITION EMPLOYEES

All food service/school nutrition employees shall meet the qualifications of and be in compliance with the responsibilities noted in federal regulation. In addition, food service/school nutrition program directors and school cafeteria managers shall meet training and credential requirements specified in statute.[1]

Deleted: or 702 KAR 6:045, whichever is most stringent.[1]

Deleted: [2]

REFERENCES:

[1]KRS 158.852
KRS 156.160
KRS 161.011
7 C.F.R. §§ 210.30 (b) – (g); 42 U.S.C. § 1776(g)
7 C.F.R. § 210.31

Deleted: [1]702 KAR 6:045¶

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RELATED POLICIES:

See Section 03.2
07.1

LEGAL: SB 158 (2020) AMENDED KRS 158.140 TO CLARIFY THAT ANY HIGH SCHOOL GRADUATION REQUIREMENTS ADOPTED BY THE BOARD SHALL NOT INCLUDE ACHIEVING A MINIMUM SCORE ON A STATEWIDE ASSESSMENT TO GRADUATE FROM HIGH SCHOOL. ADDITIONALLY, REVISIONS TO 704 KAR 3:305 REMOVE GRADUATION PREREQUISITES AND QUALIFIERS. WHILE THE REGULATION IS NOT FINAL YET, WE ANTICIPATE IT TO BE FINAL ON OR BEFORE MAY 4TH.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District.

Civics Exam Requirement

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Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.[5]

Individual Learning Plan (ILP)

Students shall complete an Individual Learning Plan (ILP) that focuses on career exploration and related postsecondary education and training needs.

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Additional Requirements of the Board

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In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

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Moved up [1]: Students shall complete an Individual Learning Plan (ILP) that focuses on career exploration and related postsecondary education and training needs.

Graduation Requirements

FOR STUDENTS ENTERING GRADE NINE (9) ON OR BEFORE THE FIRST DAY OF THE 2018-2019 ACADEMIC YEAR

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

Language Arts	Four (4) Credits (English I, II, III, and IV) taken each year of high school. Students that do not meet the college readiness benchmarks for English and language arts shall take a transitional course or intervention, which is monitored to address remediation needs, before exiting high school.
Social Studies	Three (3) Credits
Mathematics	Three (3) Credits (Algebra I, Geometry and Algebra II). An integrated, applied, interdisciplinary, occupational, or technical course that prepares a student for a career path based on the student's ILP may be substituted for a traditional Algebra I, Geometry, or Algebra II course on an individual student basis if the course meets the content standards in the Kentucky Academic Standards, established in 704 KAR 3:303 and 704 Chapter 8. A mathematics course or its equivalent as determined by the District shall be taken each year of high school to ensure readiness for postsecondary education or the workforce. Any mathematics course other than Algebra I, Geometry, or Algebra II shall be counted as an elective. Students that do not meet the college readiness benchmarks for mathematics shall take a transitional course or intervention, which is monitored to address remediation needs, before exiting high school.
Science	Three (3) Credits incorporating lab-based scientific investigation
Health	One-half (1/2) Credit
P.E.	One-half (1/2) Credit
Visual and Performing Arts	One (1) Credit or a standards-based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	Seven (7) Credits total (Three (3) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency

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Graduation Requirements

FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

English/Language Arts	Four (4) Credits total (English I and II plus two (2) credits aligned to the student's ILP)
Social Studies	Three (3) Credits total – (Two (2) plus one (1) credit aligned to the student's ILP)
Mathematics	Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)
Science	Three (3) Credits total – (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One-half (1/2) Credit
P.E.	One-half (1/2) Credit
Visual and Performing Arts	One (1) Credit or a standards-based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	Six (6) Credits total (Two (2) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency

Deleted: Additional qualifiers as follows:

Graduation Requirements

FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2020-2021 ACADEMIC YEAR

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

English/Language Arts	Four (4) Credits total (English I and II plus two (2) credits aligned to the student's ILP)
Social Studies	Three (3) Credits total – (Two (2) plus one (1) credit aligned to the student's ILP)
Mathematics	Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)
Science	Three (3) Credits total – (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One-half (1/2) Credit
P.E.	One-half (1/2) Credit
Visual and Performing Arts	One (1) Credit or a standards-based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	Six (6) Credits total (Two (2) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency
Financial Literacy	One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411.

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(CONTINUED)¶
Graduation Requirements¶
FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR (CONTINUED)¶
<#>Obtain an industry certification as approved by the Kentucl Workforce Innovation Board;¶
<#>Complete four (4) credits from valid courses within a singl Kentucky Department of Education approved career pathway;¶
<#>Complete a Kentucky Department of Education approved process to verify 500 hours of exceptional work experience, or alternative requirements as determined by a student's Admissio and Release Committee and specified in the student's IEP; and¶
<#>Complete two (2) years in an approved Kentucky Departm of Education or Kentucky Labor Cabinet pre-apprenticeship or apprenticeship program.¶
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Deleted: Additional qualifiers and prerequisites as follows: ...

Graduation Requirements

PERFORMANCE-BASED CREDITS

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;

   Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.

2. Performance descriptors and their linkages to State content standards and academic standards;

   At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.

3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's ILP. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

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

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.[2]

SENIOR RECORD REVIEW

By the end of the first semester, each senior's record shall be reviewed to determine eligibility for graduation. Written notification of ineligibility for graduation shall be provided by the Principal to both the student and parent.

TRANSITIONAL CLASS REQUIREMENTS

All students that have not met the Council for Post-Secondary Education's college readiness requirements in math based on the ACT scores during their junior year or by other approved assessments, will be required to take transitional math courses, as determined by the placement assessments, during their senior year.

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(CONTINUED)¶
Graduation Requirements¶
FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2020-2021 ACADEMIC YEAR (CONTINUED)¶
<#>Complete one (1) course and corresponding assessment meeting the following criteria:¶
<#>Advanced placement (AP) with a score of three (3) or higher;¶
<#>Cambridge Advanced International (CAI) with a score at l or higher; or¶
<#>International baccalaureate (IB) with a score of five (5) or higher;¶
<#>Obtain an industry certification as approved by the Kentuck Workforce Innovation Board;¶
<#>Complete four (4) credits from valid courses within a single Kentucky Department of Education approved career pathway;¶
<#>Complete a Kentucky Department of Education approved process to verify 500 hours of exceptional work experience, or alternative requirements as determined by a student's Admissio and Release Committee and specified in the student's IEP; and¶
<#>Complete two (2) years in an approved Kentucky Departme of Education or Kentucky Labor Cabinet pre-apprenticeship or apprenticeship program.¶
<#>Meet one (1) of the following graduation prerequisites for reading and one (1) of the following graduation prerequisites for mathematics: ¶
<#>Score at or above the minimum criteria on the tenth (10th) grade state-required assessments in reading or mathematics;¶
<#>Score proficient or higher for reading or mathematics on th eighth (8th) grade state required assessment; or¶
<#>A student collection of evidence submitted by the Principal the Superintendent/designee for review and approval. The collection of evidence shall include the following:¶
<#>The student's ILP that includes student transcript;¶
<#>If applicable, for students with IEPs, evidence that the student has achieved progress on measurable annual IEP goal as determined by the Admissions and Release Committee;¶
<#>Performance on the tenth (10th) grade state-required assessments in reading or mathematics;¶
<#>Appropriate interventions, targeted to the student's needs
<#>Student work demonstrating the student's competency in reading or mathematics; and¶
<#>The student's post-graduation plans.
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Graduation Requirements

OTHER PROVISIONS

The Board may grant different diplomas to those students who complete credits above the minimum number as established by the Kentucky Board of Education. 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.

The Board, Superintendent, Principal, or teacher may award special recognition to students.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.[3]

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

The Board may substitute an integrated, applied, interdisciplinary, occupational, technical, or higher-level course for a required course if the alternative course provides rigorous content.

Deleted: The District shall report individual student data regardi the completion of each graduation qualifier and each graduation prerequisite to the Kentucky Department of Education.¶

EARLY GRADUATION CERTIFICATE

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.[4]

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an ILP to support their efforts.

To graduate early and earn an Early Graduation Certificate, a student shall:

1. Score proficient or higher on the state-required assessments; and
2. Meet the college readiness exam benchmarks established 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

A student who has indicated an intent to graduate early may participate in the student's state administration of the college readiness exam prior to the junior year, if needed. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

Graduation Requirements

GRADUATION CEREMONIES

Students shall have completed the necessary requirements to earn a diploma before they may participate in the graduation exercises.

The Superintendent or the Principal, with the written approval of the Superintendent, may deny any senior the privilege of participating in any or all of the graduation activities if the senior's conduct is such that it will discredit the graduating class or school.

Graduation exercises at individual secondary schools shall be held no earlier than the evening of the last day of school in the school term.

TRANSCRIPTS

Each graduating senior is entitled to three (3) free copies of his/her transcript.

DIPLOMAS FOR VETERANS

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

REFERENCES:

[1]KRS 40.010; KRS 158.140; 704 KAR 7:140
[2]KRS 158.622
[3]KRS 156.160; 20 U.S.C. § 1414
[4]KRS 158.142; 704 KAR 3:305
[5]KRS 158.141
KRS 156.027; KRS 158.135
KRS 158.1411; KRS 158.143; KRS 158.183; KRS 158.281
KRS 158.302; KRS 158.645; KRS 158.6451
KRS 158.860
13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060
704 KAR 3:303; 704 KAR 3:306; 704 KAR 7:090; 704 KAR Chapter 8
OAG 78-348; OAG 82-386
Kentucky Academic Standards

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RELATED POLICIES:

08.1131; 08.14; 08.22; 08.222; 08.4
09.126 (re requirements/exceptions for students from military families)

RELATED PROCEDURE:

09.12 AP.25

RECOMMENDED: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION OR GENDER IDENTITY. BOSTOCK DEALS WITH DISCRIMINATION (TERMINATION) IN EMPLOYMENT. ON JANUARY 20, 2021, THE PRESIDENT OF THE UNITED STATES INDICATED IN EXEC ORDER 1402, 86 FED.REG.13,803 (3/11/21) THAT THE REASONING OF BOSTOCK APPLIES TO OTHER LAWS THAT PROHIBIT SEX DISCRIMINATION, INCLUDING TITLE IX, "SO LONG AS THE LAWS DO NOT CONTAIN SUFFICIENT INDICATIONS TO THE CONTRARY." THE PRESIDENT DIRECTED OTHER FEDERAL AGENCIES TO REVIEW SUCH ISSUE. THE UNITED STATES DEPARTMENT OF JUSTICE HAS SINCE ISSUED A MEMORANDUM ADVISING OTHER FEDERAL AGENCIES THAT THE REASONING OF BOSTOCK APPLIES TO TITLE IX AND THE UNITED STATES DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS HAS STATED THAT ONE FOCUS IN IMPLEMENTING THE REFERENCED EXECUTIVE ORDER WILL BE ENSURING THAT STUDENTS WHO HAVE EXPERIENCED DISCRIMINATION BASED ON SEXUAL ORIENTATION OR GENDER IDENTITY WILL HAVE THEIR LEGAL RIGHTS "FULLY MET." WHILE THE INCLUSION OF THE SPECIFIC ADDITIONAL TERMINOLOGY IS NOT MANDATORY AT THIS TIME, IT IS RECOMMENDED BASED ON THE ABOVE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS 09.13

Equal Educational Opportunities

DISCRIMINATION PROHIBITED

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.[1]

No pupil shall be subject to unlawful discrimination because of age, color, disability[2], race, national origin, religion, sex (including sexual orientation or gender identity), or veteran status.

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STUDENTS WITH DISABILITIES

The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The District shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION

The District shall observe the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

Equal Educational Opportunities

STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION (CONTINUED)

1. Infringe on the rights of the school to:
   a. Maintain order and discipline;
   b. Prevent disruption of the educational process; and
   c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

REFERENCES:

[1]34 C.F.R. § 106.8
[2]Bd. of Educ., etc. v. Rowley 102 S .Ct. 3034 (1982)
District special education policy and procedures manual; District 504 procedures
KRS 157.200; KRS 157.224; KRS 157.230; KRS 157.350
KRS 158.183; KRS 160.295; Age Discrimination Act of 1975
Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act
Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972
Vietnam Era Veterans Readjustment Assistance Act of 1974
Kentucky Education Technology System (KETS); 28 C.F.R. Section 35.101 et seq.
Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

RELATED POLICIES:

03.113; 03.1621; 03.212; 03.2621; 05.11; 08.131; 09.3211; 09.428111

LEGAL: SB 127 AMENDS KRS 158.836 TO CHANGE THE DEFINITION OF EPIPENS OR OTHER EPINEPHRINE AUTO-INJECTORS TO INJECTABLE EPINEPHRINE DEVICES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS 09.2241

Student Medication

School personnel authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160.

Except for prescription medication that is delivered to school by the parents, internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Once a completed authorization form from the parent/guardian is on file[1] and in accordance with the guidelines required by administrative procedures, pupils may take medicine which is brought from home and specifically ordered by the pupil's personal health care practitioner.

SELF-ADMINISTRATION

A student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.[2]

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.[3]

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Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

REFERENCES:

[1]OAG 73-768
[2]KRS 158.834; KRS 158.838
[3]KRS 158.836
KRS 156.502; KRS 158.832
702 KAR 1:160
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
OAG 77-530; OAG 83-115

RELATED POLICIES:

09.22; 09.224

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RECOMMENDED: IN BOSTOCK V. CLAYTON COUNTY, GEORGIA, THE US SUPREME COURT HELD THAT THE TITLE VII PROHIBITION ON DISCRIMINATION ON THE BASIS OF "SEX" COVERS DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION OR GENDER IDENTITY. BOSTOCK DEALS WITH DISCRIMINATION (TERMINATION) IN EMPLOYMENT. ON JANUARY 20, 2021, THE PRESIDENT OF THE UNITED STATES INDICATED IN EXEC ORDER 1402, 86 FED.REG.13,803 (3/11/21) THAT THE REASONING OF BOSTOCK APPLIES TO OTHER LAWS THAT PROHIBIT SEX DISCRIMINATION, INCLUDING TITLE IX, "SO LONG AS THE LAWS DO NOT CONTAIN SUFFICIENT INDICATIONS TO THE CONTRARY." THE PRESIDENT DIRECTED OTHER FEDERAL AGENCIES TO REVIEW SUCH ISSUE. THE UNITED STATES DEPARTMENT OF JUSTICE HAS SINCE ISSUED A MEMORANDUM ADVISING OTHER FEDERAL AGENCIES THAT THE REASONING OF BOSTOCK APPLIES TO TITLE IX AND THE UNITED STATES DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS HAS STATED THAT ONE FOCUS IN IMPLEMENTING THE REFERENCED EXECUTIVE ORDER WILL BE ENSURING THAT STUDENTS WHO HAVE EXPERIENCED DISCRIMINATION BASED ON SEXUAL ORIENTATION OR GENDER IDENTITY WILL HAVE THEIR LEGAL RIGHTS "FULLY MET." WHILE THE INCLUSION OF THE SPECIFIC ADDITIONAL TERMINOLOGY IS NOT MANDATORY AT THIS TIME, IT IS RECOMMENDED BASED ON THE ABOVE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS 09.42811

Harassment/Discrimination

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex (including sexual orientation or gender identity), or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Discrimination based upon race, color, national origin, age, religion, sex or disability can consist of harassment which creates a hostile environment. Examples of harassment/hostile environment include offensive conduct such as racial or ethnic slurs, racial or gender based "jokes", derogatory comments or other verbal or physical conduct based upon an individual's race, color, descent, national or ethnic origin, age, religion, sex or disability. Prohibited discrimination also includes any distinction, exclusion, restriction or preference based on race, color, descent, national or ethnic origin, age, religion, sex or disability of a student which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise on an equal footing of educational opportunities, human rights and fundamental freedom.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

The Superintendent shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

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.

Harassment/Discrimination

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Reports of harassment/discrimination may also be made directly to the Superintendent or the District Harassment/Discrimination Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. The term "REPORT" as used in this policy includes reports of harassment/discrimination which are made either orally or in writing.

All reports made to the Principal or Harassment/Discrimination Coordinator shall be communicated by them to the Superintendent, or where applicable to the Board Chairperson, in writing within one (1) working day of receipt. Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Superintendent, Principal or the Harassment/Discrimination Coordinator.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent or the Chairperson of the Board, as the case may be, shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the report, regardless of the manner in which the complaint is communicated to a District administrator. The investigation shall be performed by the Harassment/Discrimination Coordinator or another formally trained investigator acting under his direct supervision. The investigation of allegations involving the Superintendent shall be conducted by a formally trained investigator or attorney not employed by the School District. Investigations shall include the right of the complainant to present witnesses, documents and other evidence in support of the complaint. 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.

   The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination, including disciplinary action where appropriate. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
   - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
   - such other measures as determined by the Superintendent/designee.

Harassment/Discrimination

GUIDELINES (CONTINUED)

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

NOTIFICATIONS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.[1]

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

Harassment/Discrimination

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

WRITTEN REPORT

Upon the completion of the investigation, the investigator(s) shall submit a preliminary written report, including the names and addresses of those interviewed and a summary of the information obtained, to the Superintendent who shall prepare a final written report containing the facts obtained as a result of the investigation and his/her conclusions as to whether harassment/discrimination has occurred. If harassment/discrimination has been found to have occurred, the final written report shall provide in detail the methods to be utilized in correcting the situation and preventing its reoccurrence, including but not limited to, disciplinary action where appropriate.

WRITTEN REPORT (CONTINUED)

In the event that the Superintendent's alleged conduct was the subject of the investigation, the Board shall consider the preliminary written report in executive session and prepare and adopt by majority vote a final written report containing the facts obtained as a result of the investigation and its conclusions as to whether harassment/discrimination occurred as well as specific remedies designed to correct the situation and prevent its reoccurrence, including but not limited to, disciplinary action where appropriate. The findings and conclusions of Board, as well as the remedies contained the final report, shall be final. The written report, upon completion, shall be furnished to the interested parties, including the complainant, by personal delivery or by registered or certified mail, return receipt requested.

APPEAL

Upon the completion of the investigation and submission of the written report to the parties involved, any party may appeal in writing all or any part of the findings, conclusions and remedies, if any, including any discipline proposed by the Superintendent to the Board of Education within ten (10) working days of receipt of the report. If no appeal has been filed within ten (10) working days following receipt of the Superintendent's written report, the Superintendent's findings, conclusions and proposed remedies shall be come final. Upon appeal, the Board of Education may affirm the Superintendent's findings, conclusions and proposed remedies in whole, or in part or may make its own findings and conclusions and fashion its own remedies as it deems necessary or appropriate under the circumstances. Consideration of the appeal by the Board of Education shall be based on the record made during the investigation and the standard of review shall be de novo. The findings, conclusions and remedies, including any discipline imposed by the Board of Education shall be final.

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.

Harassment/Discrimination

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

REFERENCES:

[1]KRS 158.156
42 USC 2000e, Civil Rights Act of 1964, Title VII
Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance (U.S. Department of Education)
U. S. Supreme Court - Franklin vs. Gwinnett County
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX
Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)
Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)
Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

RELATED POLICIES:

03.162; 03.262
09.13; 09.2211; 09.227; 09.422; 09.426; 09.438

LEGAL: SB 1 (2019) CREATED KRS 158.4416 TO REQUIRE ON OR BEFORE JULY 1, 2021, DISTRICTS TO ADOPT A PLAN FOR IMPLEMENTING A TRAUMA-INFORMED APPROACH IN ITS SCHOOLS INCLUDING DEVELOPING TRAUMA-INFORMED DISCIPLINE POLICIES.
FINANCIAL IMPLICATIONS: COST OF IMPLEMENTING TRAUMA-INFORMED AND SCHOOL SAFETY AND THREAT ASSESSMENT TEAMS

Student Disciplinary Processes

SCHOOL-RELATED ACTIVITIES

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the pupil is on his/her way to or from school, but extends to any activity which is school-related or school-sponsored.

TRAUMA-INFORMED APPROACH

"Trauma-informed approach" means incorporating principles of trauma awareness and trauma-informed practices, as recommended by the federal Substance Abuse and Mental Health Services Administration, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the District. The plan shall be based on the Trauma-Informed Toolkit from KDE and include but not be limited to:

a) strategies for enhancing trauma awareness throughout the school community;

b) conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;

c) developing trauma-informed discipline policies;

d) collaborating with the ~~Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students;~~ and

e) providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.[2]

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TREATMENT OF PUPILS

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Unless an administrator or the Board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

Student Disciplinary Processes

TREATMENT OF PUPILS (CONTINUED)

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.[1]

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

COUNCIL RESPONSIBILITY

Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

REPORTING

Each school shall annually provide to the Department of Education, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;
2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

CHILDREN AND YOUTH WITH DISABILITIES

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

REFERENCES:

[1]KRS 158.153
[2]KRS 158.4416
KRS 158.150; KRS 158.449
KRS 160.290; KRS 160.340; KRS 160.345
KRS 161.180; KRS 610.345
P. L. 105-17

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RELATED POLICIES:

08.14; 09.14; 09.429; 09.438

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RECOMMENDED: SB 1 (2019) CREATED KRS 158.4416 TO REQUIRE ON OR BEFORE JULY 1, 2021, DISTRICTS TO ADOPT A PLAN FOR IMPLEMENTING A TRAUMA-INFORMED APPROACH TO DISCIPLINE IN ITS SCHOOLS. KDE STAFF RECOMMEND A TRAUMA-INFORMED APPROACH THAT DOES NOT INCLUDE THE USE OF CORPORAL PUNISHMENT. DISTRICTS SHOULD REFER TO THEIR PLAN FOR IMPLEMENTING SUCH.
FINANCIAL IMPLICATIONS: COST OF IMPLEMENTING TRAUMA-INFORMED AND SCHOOL SAFETY AND THREAT ASSESSMENT TEAMS

STUDENTS 09.433

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

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REFERENCES:

KRS 160.290; KRS 160.340; KRS 161.180
704 KAR 7:160

RELATED POLICIES:

09.2212
09.43

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. (Continued)¶
Corporal Punishment¶
Excused on Request¶
At the parent's written request, a student shall be excused from corporal punishment. When parents request that it not be used with their child, other appropriate punishment, including suspension, sh be administered in lieu of corporal punishment.¶
Required Records¶
Each use of corporal punishment shall be documented by a written record that includes the student's name and age; the name and the gender of person administering the punishment; and the name and gender of the witness.¶
The written record shall also include a complete narrative description of the circumstances requiring this punishment, including a description of the misbehavior for which this punishm was administered and the severity of the punishment. ¶
Students With Disabilities¶
In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.¶

Deleted: OAG 69-534; OAG 75-693; OAG 78-704¶

Deleted: P.L. 105.17; Ingraham v. Wright, 430 U.S. 651 (1977

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Additional qualifiers as follows:

Complete one (1) or more of the following graduation qualifiers:

Satisfy precollege curriculum as established by the Council on Postsecondary Education in 13 KAR 2:020;

Achieve benchmark score as established by the Council on Postsecondary Education in 13 KAR 2:020 in one (1) section of a college admissions or placement examination;

Complete three (3) postsecondary credit hours or more of a Kentucky Department of Education approved dual credit course with a grade of C or higher;

Complete one (1) course and corresponding assessment meeting the following criteria:

Advanced placement (AP) with a score of three (3) or higher;

Cambridge Advanced International (CAI) with a score at E or higher; or

International Baccalaureate (IB) with a score of five (5) or higher;

Page 43: [2] Deleted	Barker, Kim - KSBA	4/29/2021 2:59:00 PM

Additional qualifiers and prerequisites as follows:

I. Complete one (1) or more of the following graduation qualifiers:

Satisfy precollege curriculum as established by the Council on Postsecondary Education in 13 KAR 2:020;

Achieve benchmark score as established by the Council on Postsecondary Education in 13 KAR 2:020 in one (1) section of a college admissions or placement examination;

Complete three (3) postsecondary credit hours or more of a Kentucky Department of Education approved dual credit course with a grade of C or higher;

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The Board authorizes the use of corporal punishment as a disciplinary measure under guidelines set out in this policy.

Each school shall determine whether corporal punishment shall be utilized as a disciplinary measure at that school. In SBDM schools, the school council shall make the determination; in other schools, a committee appointed and chaired by the Principal shall make the decision.

Definition

Corporal punishment refers to striking the student's buttocks with a paddle. No other form of corporal punishment may be administered.

Who Can Administer

Corporal punishment may only be administered by the Principal, Assistant Principal, or the Principal's written designee in the presence of another certified employee.

The Principal, Assistant Principal, or designee who administers corporal punishment shall be the same gender as the student being punished. At the elementary school level, if an administrator or

designee of the same gender is not assigned to the school, either the person who administers the corporal punishment or a witness shall be the same sex as the student.

Reason

Prior to punishment, and in the presence of the witnesses, the student shall be informed of the reason for the punishment and permitted to give his/her account of the incident or infraction.

Other Pupils Not Present

Corporal punishment shall not be administered in the presence of other pupils.

Last Resort

Corporal punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that the misbehavior could result in corporal punishment.

Not Excessive

Corporal punishment shall not be excessive or unreasonable. Among the factors to be considered shall be the age, size, and health of the student.

- CERTIFIED PERSONNEL -

Holidays/Noncontract Days and Annual Leave

All full-time certified employees shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.[1]

Personnel employed on a twelve-month basis shall be paid for two (2) additional holidays as specified in the Board calendar.

NONCONTRACT DAYS

Employees will be able to take time off from work in the form of noncontract days. These days are not in the employee's required work days and may be taken as approved by the immediate supervisor who is designated by the Superintendent.

ANNUAL LEAVE

Principals/Chiefs/Directors/Executive Officer/superintendent employed for a minimum of 240 days annually shall be eligible to accumulate up to ten (10) days of annual leave per year, maximum of sixty (60) days of annual leave total. Eligibility continues throughout employee's service provided employee continues to work a minimum of 240 days annually. Personnel who are terminated with just cause will forfeit any unused annual leave days.

Compensation for accrued annual leave shall be made at the time of retirement or resignation at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation, no stipend position salary will be added to this calculation.

Recognition of annual leave for TRS purposes shall be governed by applicable statutes and regulations. For an individual who becomes a member of TRS on or after July 1, 2008, payment for annual or compensatory leave shall be included in determining the member's last annual compensation.

TERMINATION OF EMPLOYMENT

Employees who are terminated or who terminate their employment without giving two (2) weeks' notice shall not be entitled to unused noncontract days or payment for any noncontract days.

CONTRACT DAYS

Employees shall work the days specified in their contracts. Use of noncontract days shall be approved in advance by the immediate supervisor or the Superintendent. Noncontract days shall not accumulate.

REFERENCES:

[1]KRS 158.070
KRS 160.291
KRS 161.220
KRS 161.540
KRS 2.110
KRS 2.190

Adopted/Amended: 12/21/2020
Order #: 19748

- CLASSIFIED PERSONNEL -

Holidays/Noncontract Days

Full-time classified personnel shall be paid for four (4) holidays which shall be designated in the official school calendar.

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Personnel employed on a twelve-month basis shall be paid for two (2) additional holidays as specified in the Board calendar.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

NONCONTRACT DAYS

Effective July 1, 1999, employees will be able to take time off from work in the form of noncontract days. These days are not in the employee's required work days and may be taken as approved by the immediate supervisor who is designated by the Superintendent.

ACCUMULATION

Effective July 1, 1999, unused noncontract days shall not accumulate.

TERMINATION OF EMPLOYMENT

Employees who are terminated or who terminate their employment without at least two (2) weeks' notice shall not be entitled to unused noncontract days or payment for any noncontract days.

CONTRACT DAYS

Employees shall work the days specified in their contracts. Use of noncontract days shall be approved in advance by the immediate supervisor or the Superintendent. Noncontract days shall not accumulate.

REFERENCES:

KRS 158.070
KRS 160.291
KRS 161.154
KRS 2.110
KRS 2.190

RELATED POLICY:

03.27

Adopted/Amended: 06/05/1999
Order #: 12099

- CERTIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

Full-time certified employees with up to 219 contract days shall be entitled to eleven (11) days of sick leave with pay annually.

Full-time certified employees with 220 to 239 contract days shall be entitled to twelve (12) days of sick leave with pay annually.

Full-time certified employees with 240 contract days shall be entitled to thirteen (13) days of sick leave with pay annually.

Persons employed for less than a full year contract due to a mid-year hire shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.

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Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted. Each certified employee shall be given, on or before September 1 of each school year, a statement of accumulated and current sick leave days.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Teachers coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

RESTORATION OF SICK LEAVE

A certified employee who is non-renewed during the spring semester and regains employment with the District during the fall semester of the following year and meets the requirements for gaining a year of experience for salary purposes as described in KRS 157.320 (1) (10) shall have any remaining unused sick leave from the preceding year restored to his/her respective accruals.

Sick Leave

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, certified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Certified employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

AFFIDAVIT

Upon return to work, a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.[1]

ATTENDANCE INCENTIVE PROGRAM

The Superintendent will develop and implement procedures designed to improve employee attendance by creating the Employee Attendance Incentive Program. All full-time certified employees shall be eligible for participation in the District's Employee Attendance Incentive Program. Eligible certified employees will have the opportunity to win cash awards and to earn one additional sick day per year.

REFERENCES:

[1]KRS 161.155, Sec. 2
KRS 161.152
KRS 157.320
OAG 79-148
OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.124, 03.12322, 03.1233

Adopted/Amended: 07/30/2012
Order #: 17504

- CLASSIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

Full-time classified employees with up to 219 contract days shall be entitled to eleven (11) days of sick leave with pay annually.

Full-time classified employees with 220 to 239 contract days shall be entitled to twelve (12) days of sick leave with pay annually.

Full-time classified employees with 240 contract days shall be entitled to thirteen (13) days of sick leave with pay annually.

Persons employed for less than a full year contract due to a mid-year hire shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.

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Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

RESTORATION OF SICK LEAVE

A classified employee who is non-renewed during the spring semester and regains employment with the District during the fall semester of the following year and meets the requirements for gaining a year of experience for salary purposes as described in KRS 157.320 (1) (10) shall have any remaining unused sick leave from the preceding year restored to his/her respective accruals.

Sick Leave

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, full-time classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Classified employees are eligible to receive donated days if they meet the criteria established in procedures.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

AFFIDAVIT

Upon return to work, an employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent to attend a member of the immediate family who was ill.

ATTENDANCE INCENTIVE PROGRAM

The Superintendent will develop and implement procedures designed to improve employee attendance by creating the Employee Attendance Incentive Program. All full-time classified employees shall be eligible for participation in the District's Employee Attendance Incentive Program. Eligible classified employees will have the opportunity to win cash awards and to earn one additional sick day per year.

REFERENCES:

KRS 161.155
KRS 157.320
OAG 79-148
OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22322
03.2233
03.273

Adopted/Amended: 7/30/2012
Order #: 17504

- CLASSIFIED PERSONNEL -

Medical Examination

BUS DRIVERS

As a condition of employment, each school bus driver, including substitute drivers, shall pass a medical examination on initial employment and each year thereafter in accordance with 702 KAR 005:080. The Board shall contract with a medical practitioner to perform the examinations at no cost to the drivers.

Before being allowed to drive a bus, the driver must be free of any medical condition which could endanger the health or safety of students in the performance of duties.

OTHER NEWLY EMPLOYED CLASSIFIED PERSONNEL

As a condition of initial employment, all classified employees (except bus drivers), including substitute employees, shall pass a medical examination as indicated in 702 KAR 001:160. The examination shall be provided by a licensed physician designated by the Board. ~~Should an employee wish to use his/her own personal physician, the Board will reimburse employees only up to an amount equal to that charged by the Board-designated physician for a medical exam~~ [1]

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REPORT REQUIREMENTS

Unless a new employee is hired after the beginning of the school year, examinations shall be conducted prior to August 1 of the school year in which the person is employed.

Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted.

The medical examination shall be reported on the form required by Kentucky Administrative Regulation or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or electronic medical record and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

TUBERCULOSIS SCREENING/TESTING

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. 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 001:160. A person who tests positive for TB shall be required to comply with the directives of the Board, local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.[1, 2 & 3]

REQUIRED EXAMINATION FOR PRESENT PERSONNEL

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may, consistent with the Americans with Disabilities Act and the Family Medical Leave Act, require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing. The Board shall bear the cost of this examination.[3]

Medical Examination

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation. [2]

MEDICAL CONFIDENTIALITY

Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee's medical condition.

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

REFERENCES:

[1]KRS 161.145; 702 KAR 005:080
[2]702 KAR 001:160, 902 KAR 002:020; KRS 214.181; KRS 214.625
OAG 91-1
Genetic Information Nondiscrimination Act of 2008
Americans with Disabilities Act
Family Medical Leave Act of 1993

RELATED POLICIES:

[3]03.2234, 03.24

Adopted/Amended: 7/25/2016
Order #: 19095

- CERTIFIED PERSONNEL -

Medical Examination

NEWLY EMPLOYED PERSONNEL

All newly employed certified personnel, including substitute teachers, shall present documentation in the form of a medical examination performed by a licensed physician designated by the Board. ~~Should an employee wish to use his/her own personal physician for this medical exam, the Board will reimburse employees only up to an amount equal to that charged by the Board-designated physician for a medical exam~~.

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REPORT

The medical examination shall be reported on the form required by Kentucky Administrative Regulation or an electronic medical record that includes all of the data equivalent to that on the Medical Examination of School Employees form. A copy of the form or electronic medical record and a statement indicating the employee's medical status must be filed with the Superintendent prior to assuming assigned duties.

TUBERCULOSIS SCREENING/TESTING

Each medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. 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 001:160. A person who tests positive for TB shall be required to comply with the directives of the Board, local board of health and the Kentucky Department for Public Health, Cabinet for Health and Family Services, for further evaluation and treatment of the tuberculosis infection.[1&2]

PRESENT PERSONNEL

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties because of health problems or when the employee poses a health threat to students or other employees, the Superintendent may, consistent with the Americans with Disabilities Act and the Family Medical Leave Act, require the employee to provide evidence of fitness in the form of an examination and report by a physician of the Superintendent's choosing.

The Board shall bear the cost of this examination.[1]

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.[2]

MEDICAL CONFIDENTIALITY

Signed consent of the employee designating personnel to be informed shall be required before the Superintendent advises personnel of the employee's medical condition.

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis.

Medical Examination

REFERENCES:

[2]702 KAR 001:160, 902 KAR 002:020; KRS 214.181; KRS 214.625
OAG 65-560
Genetic Information Nondiscrimination Act of 2008
Americans with Disabilities Act
Family and Medical Leave Act of 1993

RELATED POLICIES:

[1]03.1234, 03.14

Adopted/Amended: 7/25/2016
Order #: 19095

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. AGENCIES CANNOT REQUIRE A PARTICULAR REQUEST FORM ALTHOUGH THEY MUST ACCEPT THE RECORDS REQUEST FORM CREATED FOR USE BY THE OFFICE OF THE ATTORNEY GENERAL VIA REGULATIONS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Inspection of Board Records

INSPECTION OF RECORDS

Residents* of the Commonwealth ~~desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office.~~

The principal office of the District is located at **442 KY RT 550 Eastern, KY 41622.**

The official custodian/designee to whom requests for access to records should be submitted is at **Angela Duncan** and email address is **angela.duncan@floyd.kyschools.us.**

Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on actual cost to the District.

The requesting party shall submit a written application that shall:

- be signed;
- include the applicant's name printed legibly;
- include mailing address (and email address if applicable); and
- include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.*

~~The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General may be utilized by the requesting party.~~

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due within five (5) days (not including weekends or holidays) of receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident of the Commonwealth may inspect public records during regular office hours. If s/he resides outside the county and precisely describes the responsive records, s/he may receive responsive, nonexempt records by mail upon the District's receipt of copying fees and costs of mailing.

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Inspection of Board Records

INSPECTION OF RECORDS (CONTINUED)

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

~~*Resident is defined under KRS 61.870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news gathering organization as defined in KRS 189.635(8)(b)1.a. to e.~~

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Request to Examine and/or Copy District Records¶

NOTE: **When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.**¶

Public Access¶

RECORDS OF THE BOARD, EXCEPT THOSE SPECIFICALLY EXEMPTED BY STATUTE, ARE OPEN TO PUBLIC INSPECTION AT THE OFFICE OF THE SUPERINTENDENT. PERSONS DESIRING TO EXAMINE RECORDS THAT ARE NOT EXEMPT FROM PUBLIC DISCLOSURE MAY DO SO DURING REGULAR WORKING HOURS. REGULAR WORKING HOURS SHALL BE POSTED AT THE MAIN ENTRANCE OF THE CENTRAL OFFICE AND OF EACH SCHOOL BUILDING, AS APPROPRIATE.¶

Records exempted from public access include:¶

<#>Records of a personal nature where public disclosure is an invasion of personal privacy.¶

<#>Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitor

<#>Records or negotiation of real estate transactions until such time as property has been acquired.¶

<#>Test questions and scoring keys before an exam, examination that are to be reused, and tests that are copyrighted.¶

<#>Preliminary drafts and recommendations.¶

<#>Student records that are prohibited from release by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.¶

<#>Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.¶

<#>Emergency plan and diagram of a school.¶

Records Requested From:¶

Records Custodian:

_____¶

District Name:

_____¶

District Address:

_____¶

Records Requested By:¶

Name (MUST BE PRINTED):

_____¶

Address:

_____¶

Phone #: _____ . Date: _____¶

Are you the parent/guardian of a child enrolled in one of the District schools? ☐ Yes ☐ No¶

. If Yes: Child's Name _____

School _____¶

Specify in detail the record(s) requested. (Attach another page if necessary.)¶

_____ _____¶

Signature of Person Requesting Record(s) Month/Day/Year¶

Please attach requests made by letter, email, or FAX to this form.¶

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POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.6 AP.2¶

(CONTINUED)¶

REQUEST TO EXAMINE AND/OR COPY DISTRICT RECORDS¶

Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requestor does not pick up the copies.¶

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.¶

EXPLANATION: REPEAL OF 702 KAR 6:045 ALLEVIATES SOME OF THE ADMINISTRATIVE BURDEN ON SCHOOL DISTRICTS WHILE PRESERVING THE SAFETY OF SCHOOL NUTRITION PROGRAMS AS, UNDER CURRENT LAW, THE FOOD SERVICE STAFF FOR SCHOOL DISTRICTS PARTICIPATING IN FEDERAL CHILD NUTRITION PROGRAMS ARE SUBJECT TO LOCAL, STATE, AND FEDERAL TRAINING REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED
EXPLANATION: REVISIONS TO 702 KAR 5:080 REQUIRE ALL SCHOOL BUS DRIVERS, STUDENT TRANSPORTATION TECHNICIANS, AND EMPLOYEES THAT TRANSPORT STUDENTS TO RECEIVE BASIC FIRST AID AND CPR TRAINING.
FINANCIAL IMPLICATIONS: COST OF ADDITIONAL TRAINING

District Training Requirements

SCHOOL YEAR: _____

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.345	02.4244			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
If District owns automated external defibrillator (AEDs), training on use of such.	KRS 311.667	05.4			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

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District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305				✓	

THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky *Records Retention/Public School District Schedule.*

EXPLANATION: REVISIONS TO 702 KAR 5:080 INCLUDE REPORTING REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Driving Record Violations and Personnel Actions

NEW/RETURNING SCHOOL BUS DRIVERS

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job. Driver applicants and current drivers are subject to checks of the Federal Motor Carrier Safety Administration Clearinghouse (FMCSA) and related rules as described in Policy 06.221.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence or driving while intoxicated.

CURRENT EMPLOYEES

Current bus drivers shall undergo driving records checks at intervals determined by Board policy. Those whose driving record checks reveal the following violations are subject to appropriate disciplinary action, up to and including, termination/nonrenewal.

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for driving under the influence (DUI) or driving while intoxicated (DWI);
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165;
11. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or
12. Other criminal or moving vehicle violation, as determined by Superintendent/ designee to bear a reasonable relationship to the ability of the individual to perform the job.

NOTE: 702 KAR 5:080 requires school bus drivers to immediately report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

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EXPLANATION: HB 378 (2019) REVISED KRS 156.160 TO REQUIRE DISTRICTS TO AWARD CREDIT, INCLUDING PARTIAL CREDIT, FOR ALL COURSEWORK SATISFACTORILY COMPLETED BY A HOMELESS STUDENT WHILE ENROLLED AT ANOTHER SCHOOL, ALLOW HOMELESS STUDENTS TO THE EXTENT PRACTICABLE TO COMPLETE THE COURSE AT NO COST TO THE STUDENT; AWARD A DIPLOMA AT THE HOMELESS STUDENT'S REQUEST BY A DISTRICT FROM WHICH THE STUDENT TRANSFERRED, AND EXEMPT THE HOMELESS STUDENT FROM ALL COURSEWORK AND OTHER REQUIREMENTS IMPOSED BY A LOCAL BOARD THAT ARE IN ADDITION TO THE MINIMUM STATE REQUIREMENTS FOR HIGH SCHOOL GRADUATION. ADDITIONALLY, AMENDMENTS TO 704 KAR 7:090 REQUIRE THE DISTRICT TO SUPPORT HOMELESS CHILDREN AND YOUTH AND HAVE WRITTEN PROCEDURES FOR SUCH.
FINANCIAL IMPLICATIONS: COST OF HOMELESS STUDENT'S COURSEWORK

Homeless Children and Unaccompanied Youth

The District shall support homeless children and unaccompanied youth by:

1. ~~awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;~~
2. ~~allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;~~
3. ~~awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred; and~~
4. ~~exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.~~

~~AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED~~

~~Consistent with KRS 156.160, and to the extent feasible, homeless children and unaccompanied youth shall be awarded credit, including partial credit, for all coursework satisfactorily completed.~~

~~To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, the District shall adopt written procedures addressing:~~

1. ~~the tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth;~~
2. ~~the consolidation of partial credit, where appropriate, to provide opportunities for credit accrual that eliminate academic and nonacademic barriers for homeless children and unaccompanied youth;~~

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Homeless Children and Unaccompanied Youth

AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

3. how the District shall provide students experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at nominal or no costs;

4. the ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:

   a) identifying systems that are in place to ease the transition of students experiencing homelessness, particularly during the first two (2) weeks at a new school;

   b) requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness; and

   c) granting priority placement in classes offered by the District that meet state minimum graduation requirements for students who change schools at least once during a school year as a result of homelessness.

5. how and in what circumstances the District shall allow a student experiencing homelessness who was previously enrolled in a course required for high school graduation to complete that course at no cost before the beginning of the next school year as required by KRS 156.160; and

6. the required review of credit accrual and the personal graduation plan for each homeless student and unaccompanied youth that is not on track to receive a high school diploma before the fifth year of high school enrollment.

REFERENCES:

KRS 156.160
704 KAR 7:090
42 U.S.C. § 1143

RELATED POLICY:

08.113

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EXPLANATION: SB 127 AMENDS KRS 158.836 TO CHANGE THE DEFINITION OF EPIPENS OR OTHER EPINEPHRINE AUTO-INJECTORS TO INJECTABLE EPINEPHRINE DEVICES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS 09.2241 AP.1

Guidelines for Dispensing Student Medication

STUDENT SELF-MEDICATION

Students may be authorized to carry on their person and independently take their own medication as prescribed by their health care practitioner, provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication.

ALL OTHER MEDICATIONS

1. Medication should be given at home when possible. Medication that must be given at school should be brought to school by the parent/guardian. Medication that is brought to school must be in the original container and given to the Principal designated health services personnel immediately upon arrival. Health services personnel shall meet with the parent/guardian to discuss the student's medication needs, prior to the student taking medications at school or school related events.
2. Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.
3. The Principal shall designate two (2) trained school personnel to witness students taking medications.
4. Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and injectable epinephrine devices) approved for students to carry for self-medication purposes all medications shall be kept locked in an area designated by the Principal accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
5. School personnel who administer medication shall arrange for the child to take the medication at the proper time.
6. Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person witnessing the taking of medication must keep a written record.

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PRESCRIPTION MEDICATIONS

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates.

Prescription medications shall be taken only as prescribed on the physician /health care provider's written authorization. Parents/guardians shall bring to school the prescription medications in amounts needed during school hours for two (2)-week or longer increments unless otherwise approved by the Principal or designee. Schools shall accept only a month's supply of medication for any student.

Guidelines for Dispensing Student Medication

PRESCRIPTION MEDICATIONS (CONTINUED)

Parents/guardians shall bring all prescription medication, original or refill, to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration; prescriber's name; and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of taking medication must be received in the form of a written order from the physician/health care provider, and the parent/guardian must bring to school a new prescription bottle from the pharmacy indicating the change.

NONPRESCRIPTION MEDICATIONS

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when prescribed by a physician and when a completed authorization form for the student to take the medication is on file. The parent/guardian must bring to school the medication in its original container, dated upon receipt, with a two (2)-week or longer supply, and with the physician/health care provider's order attached to the container.

With approval of the Health Care Coordinator and the Principal, nonprescription medications for periods of fewer than two (2) weeks' duration may be accepted on an individual basis. The parent/guardian shall complete an authorization form for the student to take the medication and shall bring the medication in its original container to school, date the container upon receipt, and attach to the container the physician/health care provider's order, if applicable. OTC medication shall not be administered beyond its expiration date.

DOCUMENTATION OF ADMINISTRATION

Two (2) designated school personnel shall witness students taking medication. All medication taken must be immediately documented on a medication log. Records must contain signature(s) of person(s) /witnessing the taking of medication and dosage taken and kept on file in the student's cumulative folder. Documentation should be complete reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in Policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

MEDICATION REFUSAL

If a child refuses to take medication or is uncooperative, documentation shall be made, the parent/guardian and school nurse (if appropriate) will be contacted and medication may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

Guidelines for Dispensing Student Medication

MEDICATION ERROR

If an error in taking medication is recognized, initiate the following steps:

1. Keep the student in the first aid location. If the student has already returned to class when the error is recognized, have the student accompanied to the first aid location.
2. Assess the student's status and document.
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse, if appropriate, who shall notify the student's parent/guardian of the error.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician/health care provider, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

DISPOSAL OF MEDICATION

Two (2) weeks before the closing of school, parents/guardians of students with prescribed medication at school will be notified in writing (*see* attached form letter) to come to the school on student closing day to collect their child's excess medication. If not collected by the end of the student closing day, the excess medication will be properly disposed of by school personnel.

TRANSFER OF MEDICATION FROM SCHOOL TO SCHOOL

Parents/guardians are responsible for transporting medication from school to transferring school.

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21; 09.2241 AP.22

Guidelines for Dispensing Student Medication

Floyd County Schools
442 KY Rt. 550
Eastern, KY 41622
Telephone: (606) 886-2354
FAX: (606) 886-8862
www.floyd.kyschools.us

Collection of Excess Medication

Date: _____

Dear Parent/Guardian,

The school term will soon end. Your child _____
Child's Name

has or will have excess prescription medication at school.

Please come to school on closing day, _____,
Closing Day (date of)

to pick up the excess prescription medication.

If you do not collect the excess medication by the above date, school personnel will properly dispose of it. If you have questions, please call the school at _____.

Sincerely,

_____
Principal/Designee's Name

The Floyd County Board of Education does not discriminate on the basis or race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs, or activities.

EXPLANATION: SB 1 (2019) CREATED KRS 158.4416 TO REQUIRE ON OR BEFORE JULY 1, 2021, DISTRICTS TO ADOPT A PLAN FOR IMPLEMENTING A TRAUMA-INFORMED APPROACH TO DISCIPLINE IN ITS SCHOOLS. KDE STAFF RECOMMEND A TRAUMA-INFORMED APPROACH THAT DOES NOT INCLUDE THE USE OF CORPORAL PUNISHMENT. DISTRICTS SHOULD REFER TO THEIR PLAN FOR IMPLEMENTING SUCH. IF DISTRICTS ELECT TO PROHIBIT CORPORAL PUNISHMENT IN POLICY 09.433, THIS FORM WOULD NO LONGER BE NEEDED.
FINANCIAL IMPLICATIONS: COST OF IMPLEMENTING TRAUMA-INFORMED AND SCHOOL SAFETY AND THREAT ASSESSMENT TEAMS

STUDENTS 09.433 AP.2

Corporal Punishment Report Form

Deleted: Student's Name _____
_____
Last Name First Name Middle Initial¶
Student's Address
_____ _____
_____¶
City State Zip Code¶
Student's Age _____ **Date of Birth** _____ **Sex** _____
Student's Phone Number _____¶
School _____ **Grade** _____ **Homeroom**
Teacher/Classroom _____

Deleted: If permitted by policy, has the student's parent submitte a written request for the student to be excused from corporal punishment? ☐ YES ☐ NO¶
If required by policy, was prior written parental permission obtained? ☐ YES ☐ NO¶
Has this student received corporal punishment before? ☐ YES ☐ NO¶
Does this student have an IEP or 504 plan? ☐ YES ☐ NO¶
If yes, did you review his/her IEP or 504 plan before administering punishment? ☐ YES ☐ NO¶
Name of Person administering the punishment
_____ Gender _____¶
Person(s) witnessing the punishment
_____ Gender _____¶
_____ Gender _____¶
Date and Time of
Offense _____
_____¶
Date and Time Corporal Punishment Administered
_____¶
Description of Circumstances/Offenses that Resulted in Administration of Corporal Punishment
_____
_____¶
_____
_____¶
_____
_____¶
Was the student permitted to give his/her account of the infraction? ☐ YES ☐ NO¶
Was the student informed, in the presence of the witness(es), of the reasons for the punishment?¶
☐ YES ☐ NO Number of Licks Administered
_____¶
Corporal Punishment Administered in ☐ Principal's Office ☐ Other, _____¶
Has the Principal/designee notified the parent(s), in writing, of the corporal punishment?¶
☐ YES ☐ NO Date of Notification
_____¶
Other
Comments_____
_____¶
_____
_____¶
_____
Signature/Employee Administering Punishment

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. THE NOTICE INFORMATION IS FOUND IN THE UPDATE FOR ADMINISTRATIVE PROCEDURE 01.6. AP.2
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

COMMUNITY RELATIONS 10.11 AP.21

Public Records Notice

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

RULES/REGULATIONS FOR INSPECTION¶
Pursuant to KRS 61.870 to KRS 61.884, the public is notified that as provided herein, the public records of the Floyd County Board Education are open for inspection.¶
Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the Central Office and of each school building. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the applicatio form. The official custodian may require:¶
<#>Written application, signed by the applicant and with his/he name printed legibly on the application, describing the records be inspected. The written application shall be hand delivered, mailed, or sent via facsimile to the public agency;¶
<#>Facsimile transmission of the written application; or¶
<#>Email of the application.¶
Completed application forms should be submitted to the Superintendent, the Board's official custodian of public records, a the following address:¶
Floyd County Board of Education¶
442 KY Rt. 550¶
Eastern, KY 41622¶
An individual who applies to review public records shall be advise of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.¶
Copies of written materials in the public records of this district sha be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photograph maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equ to the actual cost of producing copies of the requested records by t most economical process that is unlikely to damage or alter the records.¶
Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.¶
Persons who live outside the area and who wish to request copies o public records should contact the person listed above.¶

_____¶
Designated Representative Date¶

EXPLANATION: SB 127 AMENDS KRS 158.836 TO CHANGE THE DEFINITION OF EPIPENS OR OTHER EPINEPHRINE AUTO-INJECTORS TO INJECTABLE EPINEPHRINE DEVICES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Emergency Information Form

Student's Name _____ _____ _____
Last Name *First Name* *Middle Initial*

Student's Address _____ _____ _____
City *State* *Zip Code*

Student's Age _____ **Date of Birth** _____ **Student's Phone Number** _____

Grade _____ **Teacher (Homeroom)/Classroom** _____ **Bus #** _____

TO BE COMPLETED BY PARENT/GUARDIAN: TO SERVE YOUR CHILD IN CASE OF ACCIDENT OR SUDDEN ILLNESS, IT IS NECESSARY THAT YOU FURNISH THE FOLLOWING INFORMATION:

MOTHER'S NAME _____ _____ _____
Last Name *First Name* *Middle Initial*

Mother's Employer _____ Phone # _____

FATHER'S NAME _____ _____ _____
Last Name *First Name* *Middle Initial*

Father's Employer _____ Phone # _____

GUARDIAN'S NAME _____ _____ _____
Last Name *First Name* *Middle Initial*

Guardian's Employer _____ Phone # _____

In case of emergency, accident, or serious illness of the above named child, I request the school to contact me. If school personnel are unable to contact me, I hereby authorize them to call the following people who are authorized to pick up my child from school or a school-sponsored activity:

_____ _____ _____
Name *Phone Number* *Relationship*

_____ _____ _____
Name *Phone Number* *Relationship*

Doctor's Name: _____ Phone # _____

Address: _____

If it is impossible to contact the physician named above, I hereby authorize the school to take action necessary to maintain the student's health.

_____ _____
Signature of Parent/Guardian *Date*

Emergency Information Form

Is your child on any routine medication? ☐ Yes ☐ No If yes, please list below:

Medication	Dosage

Is your child allergic to medication(s)? ☐ Yes ☐ No If *yes*, please specify _____

_____

Is your child allergic to insect bites? ☐ Yes ☐ No

Does your child have allergies? ☐ Yes ☐ No

If yes, has the school been provided with an injectable epinephrine device? ☐ Yes ☐ No

Deleted: EpiPen

If yes, has the proper paperwork been completed and submitted? ☐ Yes ☐ No

Does your child have a history of ☐ heart disease, ☐ diabetes, ☐ T.B., ☐ nervous disorder, ☐ epilepsy, ☐ ear infection, ☐ seizure, ☐ asthma, ☐ Other _____?

If so, please check and describe any special emergency treatment that may be required

_____

Please list any other conditions that might require emergency medical treatment _____

_____

_____ _____

Signature of Parent/Guardian ***Date***

Log of Attempts to Contact Parent/Guardian

Date	Time	Phone # Called	Answered?		Person Answering Phone/Response
			Yes	No	

Request to Examine and/or Copy District Records

NOTE: **When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.**

Public Access

RECORDS OF THE BOARD, EXCEPT THOSE SPECIFICALLY EXEMPTED BY STATUTE, ARE OPEN TO PUBLIC INSPECTION AT THE OFFICE OF THE SUPERINTENDENT. PERSONS DESIRING TO EXAMINE RECORDS THAT ARE NOT EXEMPT FROM PUBLIC DISCLOSURE MAY DO SO DURING REGULAR WORKING HOURS. REGULAR WORKING HOURS SHALL BE POSTED AT THE MAIN ENTRANCE OF THE CENTRAL OFFICE AND OF EACH SCHOOL BUILDING, AS APPROPRIATE.

Records exempted from public access include:

Records of a personal nature where public disclosure is an invasion of personal privacy.

Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.

Records or negotiation of real estate transactions until such time as property has been acquired.

Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.

Preliminary drafts and recommendations.

Student records that are prohibited from release by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.

Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.

Emergency plan and diagram of a school.

Records Requested From:

Records Custodian: _____

District Name: _____

District Address: _____

Records Requested By:

Name (**MUST BE PRINTED**): _____

Address: _____

Phone #: _____ Date: _____

Are you the parent/guardian of a child enrolled in one of the District's schools? ☐ Yes ☐ No

If Yes: Child's Name _____ School _____

Specify in detail the record(s) requested. (Attach another page if necessary.)

_____ _____

Signature of Person Requesting Record(s) ***Month/Day/Year***

Please attach requests made by letter, email, or FAX to this form.

Page Break

REQUEST TO EXAMINE AND/OR COPY DISTRICT RECORDS

Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requestor does not pick up the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

NOTE: Except when individuals designated by the Superintendent are reviewing records, an authorized school employee shall provide appropriate supervision while records are being inspected.

For Office Use Only

Records Request received by _____ Date_____

Records Request referred to (if applicable) _____ Date _____

Records Request complied with by _____ Date _____

Page 16: [2] Deleted **Kinman, Katrina - KSBA** **2/18/2021 3:13:00 PM**

If permitted by policy, has the student's parent submitted a written request for the student to be excused from corporal punishment? ☐ YES ☐ NO

If required by policy, was prior written parental permission obtained? ☐ YES ☐ NO

Has this student received corporal punishment before? ☐ YES ☐ NO

Does this student have an IEP or 504 plan? ☐ YES ☐ NO

If yes, did you review his/her IEP or 504 plan before administering punishment? ☐ YES ☐ NO

Name of Person administering the punishment _____ Gender _____

Person(s) witnessing the punishment _____ Gender _____

_____ Gender _____

Date and Time of Offense _____

Date and Time Corporal Punishment Administered _____

Description of Circumstances/Offenses that Resulted in Administration of Corporal Punishment

_____

_____

_____

Was the student permitted to give his/her account of the infraction? ☐ YES ☐ NO

Was the student informed, in the presence of the witness(es), of the reasons for the punishment?

☐ YES ☐ NO Number of Licks Administered _____

Corporal Punishment Administered in ☐ Principal's Office ☐ Other, _____

Has the Principal/designee notified the parent(s), in writing, of the corporal punishment?

☐ YES ☐ NO Date of Notification _____

Other Comments _____

_____

_____

_____

Signature/Employee Administering Punishment

_____

Signature/Witness(es)

Hiring

The following procedures shall apply in the recruitment, selection, and employment of all classified and certified personnel hired in the District.

For all positions within the District, a Position Posting Request Form (03.11 AP.21/03.21 AP.21) shall be completed and signed by the Superintendent/designee before the position is posted.

RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Working through placement bureaus of regional and state colleges and universities;
2. Conducting orientation meetings with students at the high school relating to future employment opportunities with the District;
3. Working with state educational associations and the state department of education;
4. Conducting recruitment programs through parent-teacher organizations; and
5. Advertising through appropriate media.

POSTING

Vacancies shall be posted in the Central Office, in each school building during the school year, and in the following, as appropriate:

1. Local and/or state newspapers,
2. Predetermined locations in the community;
3. Professional publications, and/or
4. Campus recruiting offices.

NOTE: Districts are required to post all certified vacancies on the Kentucky Department of Education's web site.

~~The closing date for receiving applications shall be listed when vacancies are posted.~~

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CERTIFIED VACANCIES

The Superintendent/designee shall notify the Chief State School Officer of the vacancy at least fifteen (15) days prior to filling the position. When such a vacancy needs to be filled in fewer than fifteen (15) days to prevent disruption of necessary instructional or support services, a waiver may be requested from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected has been approved by the Chief State School Officer.

APPLICATIONS

Completed applications should be filed with the Department of Human Resources and accompanied by transcripts and certificates, as appropriate. Current and former employees must complete the same process of application as required of all other candidates.

The Human Resources staff shall review each application for completeness and shall send a notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

Hiring

SELECTION FACTORS

~~The District Position Screening Committee~~ **Applicant screening** shall ~~screen and rank applicants~~ **be** based on the following factors:

1. Completeness of application
2. Education
3. Work experience
4. References
5. Potential for success in position

INTERVIEW PROCESS

In screening applicants, the District ~~Position Screening Committee~~ **Department Lead** will recommend ~~the highest ranking~~ **a minimum of 5** applicants for interviews with the Superintendent/designee. If the Interview Committee does not recommend an applicant from ~~the~~ **this** list ~~supplied by the District Position Screening Committee~~, then interviews shall continue until either a candidate is selected or the list of qualified applicants is exhausted.

EMPLOYMENT

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on Central Office and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

CONTRACT

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. Contracts shall be signed during the orientation scheduled for all new employees.

NEW HIRE REPORTS

Within twenty (20) days of hiring a new employee or an employee's return from leave, the District shall submit a report as directed by the Cabinet for Families and Children for each newly hired employee and for those employees returning to work from an unpaid leave of absence lasting more than thirty (30) days or from a reduction in force.

Review/Revised:7/23/2018

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*form obsolete with online program

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PERSONNEL

03.11 AP.21

Floyd County Schools Posting Request Form

Human Resource Only
Date Received:
Date Posted:
Date Closed:
Hold:

HR 001

Date:

TITLE OF POSITION: _____ **LOCATION:** _____

CERTIFIED: ☐ **(Posted for 15 days or until filled)**

CLASSIFIED: ☐ **(Posted for 5 days or until filled)**

PLEASE LIST POSITION CONTROL # FOR POSITION BEING POSTED:

_____

IS THIS A NEWLY CREATED POSITION? ☐ YES ☐ NO

IF *YES*, YOU MUST LIST THE DATE THIS POSITION GAINED BOARD APPROVAL:

_____

THE POSITION BEING POSTED IS DUE TO: CHECK ALL THAT APPLY

☐ **RESIGNATION** ☐ **NEW POSITION** ☐ **LEAVE** ☐ **OTHER**

☐ **RETIREMENT** ☐ **TRANSFER** ☐ **DISMISSAL**

ENTER THE NAME OF THE INDIVIDUAL WHO PREVIOUSLY HELD THIS POSITION:

_____

NEW LOCATION (IF KNOWN) OF THIS EMPLOYEE:

_____

LIST THE FUNDING SOURCE FOR THIS POSITION:

_____

PERSON REQUESTING POSTING/DATE:

_____

HUMAN RESOURCES APPROVAL/DATE:

_____

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs, or activities.

Review/Revised:8/26/2019

FLOYD COUNTY SCHOOLS
CERTIFIED PERSONNEL

Interview Committee Authorization

The Superintendent has authorized the individuals listed below to conduct interviews with the candidates recommended by the District Lead for the position of:

_____ at _____

Committee Members

1) _____ (Chair)

2) _____

3) _____

4) _____

5) _____

Applicants to be Interviewed

1) _____ 6) _____

2) _____ 7) _____

3) _____ 8) _____

4) _____ 9) _____

5) _____ 10) _____

The Committee Chair has the responsibility for collecting the applications and applicable forms from the HR Office and for establishing an interview schedule that contains:

- Date or dates of interviews
- Specific times for each interview
- Order of applicants to be interviewed

Please remember to give both the HR Office and the applicant(s) adequate time to arrange, travel, and/or prepare for the interview. Please submit the completed schedule (see page 2) to the Department of Human Resources for the applicants to be contacted.

_____ _____

Director of Human Resources Date

FLOYD COUNTY SCHOOLS

Applicant Interview Schedule

Position: _____

#	Applicant	Date of Interview	Time of Interview

Review/Revised:8/25/03

replace form

PERSONNEL 03.11 AP.242

Verification of Employment

Date: _____ _____

The following individual, who has applied for employment in the _____ School District, has reported that s/he was formerly employed by your school district/agency:

_____ _____

Name of Former Employee ***Social Security #***

We request that you verify years of experience and provide other information as noted below. Please return this form in the postage-paid envelope provided.

_____

Signature of Person Requesting Information

_____

Position/Title

This is to certify that the employee listed above was employed by:

☐ _____ Schools

☐ _____ College/University

☐ Kentucky Department of Education, Department of _____

☐ Other; please specify: _____

Beginning Date (Month/Day/Year)	**Ending Date (Month/Day/Year)**	**Part-time or Full-time Status**	**Position(s) Held**

Continuing Contract Status (if applicable): ☐ YES ☐ NO

_____ _____ _____

Name & Title of Person Completing Form ***(Please Print/Type)*** *Signature* *Date*

Review/Revised:10/10/2000

Updated form for 03.11 AP. 242

FLOYD COUNTY BOARD OF EDUCATION
OFFICE OF THE SUPERINTENDENT
442 KY RT 550
Eastern, KY 41622
Telephone (606) 886-2354 Fax (606) 886-4550

Linda C. Gearheart, Board Chair Member - Distri
William Newsome, Jr., Vice-Chair - District 3
Dr. Chandra Varia, Member- District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

_____, Social Security Number _____, has recently been employed in the Floyd County School System and has indicated experience with your school system. It is necessary for us to verify this experience for the purpose of computing salary. We would appreciate you providing the information requested below. Please return this information to the Human Resources Office by faxing to (606) 886-4550 at your earliest convenience.

The person named above worked in the _____ School District as follows:

Date	**Number of Days In School Year**	**Actual Number of Days Worked/Paid**	**Full-Time, Part-Time, or Substitute**

- Was teacher certification required for the position this individual held? Yes or No
- Was your school system approved by the public accrediting authority in your state at the time the above experience was rendered? Yes or No
- What contract status did this individual attain in your school system? Limited or Continuing
- Number of unused accumulated sick leave days _____

_____ _____
Date Signature of Person Completing Form

_____ _____
Telephone Position

School System Stamp or Seal (If Available)

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.

form not need with automated program Delete

PERSONNEL 03.11 AP.25

FLOYD COUNTY SCHOOLS
CERTIFIED PERSONNEL
Recommendation/Selection for Employment

*No hiring by the Superintendent or completion of the hiring process by the Superintendent will occur without receipt of this form by the Human Resources Office.

Date

I select/recommend _____ (Name of Applicant) _____ (Social Security Number)

_____ (Complete Address of Applicant)

be employed as a _____ (Position and PC#) for the _____ school year.

The applicant will replace _____ and is (check one of the options below)

- ☐ **Certified** (subject & grade range)
- ☐ **Certified** (requires emergency certification in subject & grade range
- ☐ **Certified** (requires probationary or MAT certification)
- ☐ **Not Certified** (requires emergency certification

EDUCATIONAL EMPLOYMENT EXPERIENCE

Last Position _____ **Location** _____ **Date(s)** _____

INTERVIEW PROCESS: Floyd County Schools is committed to hiring the best qualified applicant for a vacancy as outlined in KRS 161.100 and 704 KAR 002:120. If a recommendation or selection is made to employ an applicant that is not the best qualified, then documentation must be attached to this form and must support why the better qualified applicant(s) were not recommended or selected. The documentation must be based on references, evaluations, attendance patterns, communications regarding past performance according to previous supervisors, and notes from personal interviews.

I hereby certify in making this recommendation that I have complied with existing federal, state, and local statutes, regulations, and policies relating to the employment of personnel, including those which prohibit discrimination on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability.

_____ (Signature) _____ (Date)

If the recommendation comes from the Committee, either the Committee Chair or all members may sign. For school-based selections, the signature of the Principal is required.

Proceed with hiring or completion of the hiring action.

_____ (Signature of Superintendent) _____ (Date)

Recommendation/Selection for Employment

CERTIFIED APPLICANTS INTERVIEWED BUT NOT RECOMMENDED**

#	Applicant(s)	Comments
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**Attach additional sheets if necessary.

Review/Revised:8/26/2019

form not nessary due to automated program

- CERTIFIED PERSONNEL -

Personnel Documents

EMPLOYEE'S NAME _____ **POSITION/WORK SITE** _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- ☐ **TEACHING CERTIFICATE**: An official copy of the certified staff member's certificate or a cover letter that is valid for the current year from the Department of Education, Division of Certification.
- ☐ **TRANSCRIPTS: Official copies of college/university credits and standardized test results.**
- ☐ **APPLICATION (including references, a list of states of former residence and dates of residency, and picture identification)**
- ☐ **SIGNED CONTRACT (with letter of notification of employment)**
- ☐ **RANK STATUS**: Verification of current Rank Status.
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is past teaching or administrative experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ☐ **HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment and proof shall be filed with the Central Office. Individuals identified 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 001:160. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE TEACHERS' RETIREMENT SYSTEM:** Each regular full time certified employee must file a membership application with teacher retirement if they are not already a member or if they have previously withdrawn their account.
- ☐ **EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9):** Employers are to verify an individual's eligibility for employment in the United States.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES**: Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **VERIFICATION OF TRANSFERABLE SICK LEAVE**: Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes. There cannot be a break in service for sick leave to transfer.

Personnel Documents

REQUIREMENTS (CONTINUED)

- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New certified employees must be fingerprinted at the Central Office.
- ☐ **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.
- ☐ **DRIVING RECORDS CHECK FORM:** Required by the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ☐ **I-9 FORM**: Required by federal law to determine eligibility for employment in the United States.
- ☐ **SSA-1945**: The Social Security Administration requires that this form be used to inform, prior to employment, new certified employees that will participate in TRS that the position is not covered by Social Security.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable**: Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

Review/Revised:7/27/2020

replaces 03.121 IFF. 23

FLOYD COUNTY SCHOOLS
SUBSTITUTE TEACHER TIME SHEET
GENERAL FUND FY 2022

_____
School

_____
Employee Name

_____
Employee Number

1st Half / 2nd Half _____
(Circle one) **Month**

Date Worked	Whole/Half Day	Substituted For	Reason for Absence
Total:			

_____
Employee Signature/Date

_____
Principal Signature/Date

replace with updated form

Entry/Exit Log

Employees who leave the school premises to conduct school business shall sign in and sign out by entering the date, the times of departure and return, and the reason for leaving the school premises. The Principal/designee shall ensure that the Entry/Exit Log is consistently used and properly completed.

PAY PERIOD _____ **SCHOOL YEAR** _____

Date	Employee Signature	Departure Time	Return Time	Reason for Leaving School Premises

_____ _____

Principal's Signature ***Date***

Review/Revised:10/10/2000

replace 03.1332 AP.21

FLOYD COUNTY SCHOOLS

ARRIVAL/DEPARTURE LOG

DATE ____________________

NAME	ARRIVAL TIME	DESTINATION	DEPARTURE TIME	ESTIMATED TIME OF RETURN

form not nessary due to automated program

PERSONNEL 03.21 AP.21

Floyd County Schools Posting Request Form

Human Resource Only
Date Received:
Date Posted:
Date Closed:
Hold:

HR 001

Date:

TITLE OF POSITION: _____ **LOCATION:** _____

CERTIFIED: ☐ **(Posted for 15 days or until filled)**

CLASSIFIED: ☐ **(Posted for 5 days or until filled)**

PLEASE LIST POSITION CONTROL # FOR POSITION BEING POSTED:

_____

IS THIS A NEWLY CREATED POSITION? ☐ YES ☐ NO

IF *YES*, YOU MUST LIST THE DATE THIS POSITION GAINED BOARD APPROVAL:

_____

THE POSITION BEING POSTED IS DUE TO: CHECK ALL THAT APPLY

☐ **RESIGNATION** ☐ **NEW POSITION** ☐ **LEAVE** ☐ **OTHER**

☐ **RETIREMENT** ☐ **TRANSFER** ☐ **DISMISSAL**

ENTER THE NAME OF THE INDIVIDUAL WHO PREVIOUSLY HELD THIS POSITION:

_____

NEW LOCATION (IF KNOWN) OF THIS EMPLOYEE:

_____

LIST THE FUNDING SOURCE FOR THIS POSITION:

_____

PERSON REQUESTING POSTING/DATE:

_____

HUMAN RESOURCES APPROVAL/DATE:

_____

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs, or activities.

Review/Revised:8/26/2019

FLOYD COUNTY SCHOOLS
CLASSIFIED PERSONNEL

Interview Committee Authorization

The Superintendent has authorized the individuals listed below to conduct interviews with the candidates recommended by the District Lead for the position of:

_____ at _____

Committee Members

1) _____ (Chair)

2) _____

3) _____

4) _____

5) _____

Applicants to be Interviewed

1) _____ 6) _____

2) _____ 7) _____

3) _____ 8) _____

4) _____ 9) _____

5) _____ 10) _____

The Committee Chair has the responsibility for collecting the applications and applicable forms from the HR Office and for establishing an interview schedule that contains:

- Date or dates of interviews
- Specific times for each interview
- Order of applicants to be interviewed

Please remember to give both the HR Office and the applicant(s) adequate time to arrange, travel, and/or prepare for the interview. Please submit the completed schedule (see page 2) to the Department of Human Resources for the applicants to be contacted.

_____ _____

Director of Human Resources Date

FLOYD COUNTY SCHOOLS

Applicant Interview Schedule

Position: _____

#	Applicant	Date of Interview	Time of Interview

Review/Revised:8/25/03

form not needed due to online program Delete

Change in Rank/Licensure

Complete and submit this form to the Superintendent at least two (2) weeks prior to the beginning of the affected school term. Attach documentation verifying your change in rank/licensure.

Employee's Name: _____

Employee's Classification: ☐ **CERTIFIED** ☐ **CLASSIFIED**

School/Work Location: _____

Immediate Supervisor's Name: _____

My rank/licensure will change from _____

to _____,

effective for the ☐ *fall term* ☐ *spring term* *of the*_____ *school year.*

Attached is the required documentation to verify my rank/licensure change.

TEACHERS ONLY

☐ National Board Certification is pending. Pursuant to policy 03.121, I am providing this notice prior to September 15 in the event a rank-related increase in salary is indicated.

_____ _____

Employee's Signature ***Date***

_____ _____

Superintendent's Signature ***Date***

NOTE: Before salary adjustments can be made, documentation verifying change in rank/licensure must be received by the Superintendent and on file at the Central Office.

Review/Revised:7/8/2002

replace with updated form

Travel Request Form

Name _____ ☐ **Board Member** ☐ **Employee** ☐ **Other, as specified** _____
School/Work Site _____ **Conference/Workshop** _____
Date(s) _____ **Departure Time** _____ **Return Time** _____
Rationale for Attendance: _____

_____

_____

_____

Expenses paid by: ☐ **Individual** ☐ **Board** ☐ **Special Education** ☐ **KEA** ☐ **Co-Op**
☐ **School Council** ☐ **Other, as specified** _____

Substitute Needed? ☐ No ☐ Yes Number of Days _____

Registration Reimbursement Requested ☐ No ☐ Yes Amount: _____

Estimated Mileage Total Miles: _____ Total Cost $ _____

Mileage will be reimbursed at 32¢ per mile.

Lodging Reimbursement Requested ☐ No ☐ Yes

Amount per night _____ ☐ Regular Rate ☐ Business Rate ☐ Conference Rate

The District will not reimburse for lodging expenses for guests/traveling companions.

Meals Reimbursement Requested: ☐ No ☐ Yes. ***Total Daily Meal Expense Limit: $25.00***

Reimbursement for meals shall be made in accordance with Policies 03.125 and 03.225. Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 15% of the meal charge.

Receipts are required for all expenditures in excess of $2.00.

After Conference/Workshop, turn in expenses for Registration, Lodging, Meals, and other related charges on a Travel Voucher Form (03.125 AP.22) and attach receipts, as appropriate.

_____ _____
Signature of Applicant ***Date***

_____ _____
Signature of Superintendent/Designee ***Date***

RELATED PROCEDURE:

04.31 AP.2 (District procurement cards)

Review/Revised:7/23/2001

#updated form for 03.125 AP. 21

REVISED 8/21/01

Travel Request Form
Floyd County Schools

Name	SSN#

Employee School/Location

Conference/Workshop, City & State

	DATE	TIME	TRAVEL LOCATIONS	
DEPARTURE			FROM	
RETURN			TO	

***MUNIS* CODING**

ORG	OBJECT	PROJECT	DISCRIPTION
			TRAVEL
	0585		SUBSISTENCE
	0586		LODGING
			OTHER

Estimated Employee Expenditure Reimbursement

		ENTER MILES OR NUMBER OF DAYS	Amounts requested
Mileage (@ $ per mile)	MILEAGE RATE		
Bus/Airfare	Amount Per Day		
Subsistence (Overnight stay required)	Amount Per Day		
Lodging (Do not include direct billing to BOE)	Amount Per Day		
Miscellaneous Reimbursable Expenses			
	TOTAL ESTIMATED EXPENSES TO BE REIMBURSED		

Statement of Rationale for Attendance

Signature of Applicant **Date**

Signature of Superintendent/Designee **Date**

(A) BREAKFAST AUTHORIZED TRAVEL 6:30 A.M. THROUGH 9:00 A.M.--$8.00
(B) LUNCH AUTHORIZED TRAVEL 11:00 A.M. THROUGH 2:00 P.M.--$10.00
(C) DINNER AUTHORIZED TRAVEL 5:00 P.M. THROUGH 9:00 P.M.--$18.00
(D) Save receipts for tolls, parking, fees, etc over $2.00 and lodging receipts for attachment of expense reimbursement form.
(E) Expense reimbursement forms must be submitted for payment no later than 45 days after travel has been completed.

Providing Amazing Opportunities
Floyd County Schools
Inspire - Innovate - Instill
For All Students

*UPDATED form for 03.125 AP.22

FLOYD COUNTY SCHOOLS TRAVEL EXPENSE VOUCHER

Name					
Home Address					
City		STATE		ZIP	

ORG	OBJECT	PROJECT		SCHOOL/DEPARTMENT/PROGRAM

DATE		TIME OF			TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO		DEPARTURE		FROM				B		
DAY		RETURN		TO				L		
Purpose								D		

DATE		TIME OF			TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO		DEPARTURE		FROM				B		
DAY		RETURN		TO				L		
Purpose								D		

DATE		TIME OF			TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO		DEPARTURE		FROM				B		
DAY		RETURN		TO				L		
Purpose								D		

DATE		TIME OF			TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO		DEPARTURE		FROM				B		
DAY		RETURN		TO				L		
Purpose								D		

DATE		TIME OF			TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO		DEPARTURE		FROM				B		
DAY		RETURN		TO				L		
Purpose								D		

DATE		TIME OF			TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO		DEPARTURE		FROM				B		
DAY		RETURN		TO				L		
Purpose								D		

TOTAL FOR ALL COLUMNS THIS PAGE				
TOTAL FOR CONTINUATION PAGES OF COLUMNS				
TOTAL MILEAGE ALL PAGES		@ $ PER MILE		

I hereby certify, subject to the provisions of KRS 523.100 (unsworn falsification to authorities), that the above are proper charges in the discharge of official business and that all data furnished herewithin are true and correct to the best of my knowledge.

Traveler's Signature/Date	
Supervisor's Signature/Date	

Lodging/Meals	
Miscellaneous Expenses	
GRAND TOTAL TO BE REIMBURSED	

FLOYD COUNTY SCHOOLS TRAVEL EXPENSE VOUCHER-CONTINUATION PAGE

NAME | PAGE | OF

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

DATE	TIME OF		TRAVEL LOCATIONS	PRIVATE AUTO MILEAGE	LODGING		SUBSISTENCE	DAILY TOTAL LODGING & SUBSISTENCE
MO	DEPARTURE	FROM				B		
DAY	RETURN	TO				L		
Purpose						D		

TOTAL FOR ALL COLUMNS THIS PAGE			

FLOYD COUNTY SCHOOLS TRAVEL EXPENSE VOUCHER (PAGE TWO)

Name					
Home Address					
City		STATE		ZIP	

Date	Description of Expense	Amount
	(*Item "B" on Front)	

INSTRUCTIONS ON COMPLETING TRAVEL EXPENSE VOUCHER FOR PAYMENT

(1) Legibly printed in ink or typed via the MS Excel file.

(2) All mileage recorded on form.

(3) All receipts attached that are to be reimbursed, if applicable.

(4) All totals of expenses are to be added.

(5) Attach Travel Request Form (if applicable) and/or approved Purchase Order.

(6) Grand total of reimbursement shall be listed on page 1 of TRAVEL EXPENSE VOUCHER under section that reads "GRAND TOTAL TO BE REIMBURSED"

(7) Signature and date required of traveler.

(8) Approval of Supervisor and Central Office designee.

A Board employee shall be eligible for reimbursement for subsistence for breakfast, lunch, or dinner while traveling in Kentucky if his authorized work requires an overnight absence.

(1) At a destination more than forty (40) miles from his/her work station and home;
(2) During the mealtime hours established below:

(A) BREAKFAST AUTHORIZED TRAVEL 6:30 A.M. THROUGH 9:00 A.M.--$8.00

(B) LUNCH AUTHORIZED TRAVEL 11:00 A.M. THROUGH 2:00 P.M.--$10.00

(C) DINNER AUTHORIZED TRAVEL 5:00 P.M. THROUGH 9:00 P.M.--$18.00

replace with updated form

PERSONNEL 03.125 AP.22

Travel Expense Voucher

FUND	UNIT	FUNCTION	PROGRAM	INST. LEVEL	PROJECT	WORKSITE	EMPLOYEE ID#

Name _____ ☐ **Board Member** ☐ **Employee** ☐ **Itinerant Employee** **Date Submitted** _____
Home Address _____ **City** _____, **State** _____ **ZIP** _____

DATE	TIME		LOCATION/PURPOSE	MILEAGE		FOOD		LODGING	REGISTRATION	OTHER	TOTAL
	Depart	Return		# of Miles	$ Amount	Meals	Tips*				
			Totals								
										GRAND TOTAL:	

*** Tips in excess of 15% of the cost of food will not be approved.**

Mileage will be reimbursed at 32 ¢/mile.
Please attach receipts for expenses in excess of $2.00 for expense reimbursement. Reimbursement will be made monthly.

_____ _____ _____
Employee's Signature ***Date*** ***Superintendent/Designee's Signature*** ***Date***

_____ _____ _____
Principal's ***Signature*** ***Date*** ***MUNIS Code***

_____ _____
Program Director's Signature ***Date***

Review/Revised:7/23/2001

* form obsolete with online program

PERSONNEL

Delete

03.21 AP.25

FLOYD COUNTY SCHOOLS
CLASSIFIED PERSONNEL
Recommendation/Selection for Employment

No hiring by the Superintendent or completion of the hiring process by the Superintendent will occur without receipt of this form by the Human Resources Office.

Date

I select/recommend _____ (Name of Applicant) _____ (Social Security Number)

_____ (Complete Address of Applicant)

be employed as a _____ (Position and PC#) for the _____ school year.

The applicant will replace _____

I hereby certify in making this recommendation that I have complied with existing federal, state, and local statutes, regulations, and policies relating to the employment of personnel, including those which prohibit discrimination on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability.

_____ (Signature) _____ (Date)

If the recommendation comes from the Committee, either the Committee Chair or all members may sign. For school-based selections, the signature of the Principal is required.

Proceed with hiring or completion of the hiring action.

_____ (Signature of Superintendent) _____ (Date)

form not needed due to automated system

PERSONNEL 03.17 AP.21

Notice of Employee Separation

The employee named below was separated today: _____
Date of Separation

Employee's Name _____ _____ _____
Last Name *First Name* *Middle Initial*

Employee's ID # _____ **Job Title** _____

Job Description: _____

Wages Reported to State of _____	**First Day Worked:** _____ **Last Day Worked:** _____	**Starting Rate of Pay:** _____ **Ending Rate of Pay:** _____

REASON FOR SEPARATION – CHECK ONE (1) AND EXPLAIN UNDER "REMARKS".

LACK OF WORK
- ☐ No other information
- ☐ Reduction in force
- ☐ Job eliminated
- ☐ Reorganization
- ☐ End of temporary employment
- ☐ End of seasonal employment
- ☐ Project completed
- ☐ Casual
- ☐ Partially unemployed/reduced hours
- ☐ On call
- ☐ Temporary
- ☐ Work site closed

Remarks:

NOT SEPARATED
- ☐ Not separated
- ☐ Disciplinary lay-off
- ☐ Change in other employment
- ☐ Inclement weather

Remarks:

QUIT
- ☐ Reason unknown
- ☐ Abandoned job
- ☐ Walked off job
- ☐ Did not return from leave
- ☐ Did not return from layoff
- ☐ Personal – not job-related
- ☐ School
- ☐ Marriage
- ☐ Relocate
- ☐ Family obligations
- ☐ Unable to obtain babysitter
- ☐ Transportation
- ☐ Accept another job
- ☐ Go into own business
- ☐ Illness
- ☐ Maternity
- ☐ Enter military
- ☐ Dissatisfaction – work hours
- ☐ Dissatisfaction - salary
- ☐ Dissatisfaction – working conditions
- ☐ Dissatisfaction – performance review
- ☐ Dissatisfaction - supervisor
- ☐ Dissatisfaction – company policies

Remarks:

DISCHARGE
- ☐ No other information
- ☐ Insubordination
- ☐ Violation of company rules or policies
- ☐ Violation of safety rules
- ☐ Reported under influence of alcohol
- ☐ Reported under influence of drugs
- ☐ Destruction of company property—willful
- ☐ Destruction of company property—carelessness
- ☐ Fighting on company property
- ☐ Leaving work station
- ☐ Falsification of employment application
- ☐ Dishonesty-falsified company records
- ☐ Dishonesty-unauthorized removal of company property
- ☐ Dishonesty—monetary theft
- ☐ Dishonesty—other
- ☐ Absenteeism--unreported
- ☐ Absenteeism—excessive and/or unauthorized
- ☐ Tardiness—frequent
- ☐ Failed to maintain union status
- ☐ Excessive garnishments
- ☐ Quality of work
- ☐ Quantity of work
- ☐ Poor performance
- ☐ Probationary – not qualified for job
- ☐ Poor judgment – no misconduct
- ☐ Lack of technical knowledge
- ☐ Inability to work – illness
- ☐ Failure to pass physical

Remarks:

LEAVE OF ABSENCE
- ☐ No other information
- ☐ Illness
- ☐ Maternity
- ☐ Injury – work-connected
- ☐ Injury – not work-connected
- ☐ Military
- ☐ Family obligations
- ☐ Personal
- ☐ School
- ☐ Other

Remarks:

VACATION
- ☐ No other information
- ☐ Scheduled vacation with pay
- ☐ Shutdown for vacation
- ☐ Shutdown for vacation; eligible for vacation pay
- ☐ Shutdown for vacation; eligible for partial vacation pay

Remarks:

RETIREMENT

Disability Retirement ☐ Yes ☐ No
Retirement ☐ Yes ☐ No
Remarks:

LABOR DISPUTE
- ☐ No other information
- ☐ Member of striking union
- ☐ Refused to cross picket line
- ☐ Strike – other union
- ☐ Company lockout
- ☐ Unsanctioned strike

Remarks:

MISCELLANEOUS
- ☐ No information whatsoever
- ☐ Refusal to work
- ☐ Change of status
- ☐ Transfer to new location
- ☐ Death

Remarks:

SPECIFY ANY REMUNERATION PAID AFTER SEPARATION: ☐ (a) salary ☐ (b) benefits ☐ (c) retirement

Review/Revised:7/27/09

form not needed due to automated program

PERSONNEL 03.17 AP.22

Exit Interview Form

EMPLOYEE"S NAME: _____

JOB TITLE: _____ **LOCATION:** _____

LATE DATE OF ACTIVE EMPLOYMENT: _____

YOUR CORRECT MAILING ADDRESS:

_____

_____

_____

REASON FOR LEAVING: _____

_____

_____

LENGTH OF SERVICE: _____ **TIME IN PRESENT JOB:** _____

PLEASE RATE THE FOLLOWING STATEMENTS FROM 1 TO 5. ONE WOULD BE THE LEAST SATISFIED AND 5 WOULD BE VERY SATISFIED.

PLEASE CIRCLE ONE RESPONSE FOR EACH ITEM.

1. Pay rate was adequate for job performance required.

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

_____

2. Employee benefits

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

_____

3. Working conditions

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

_____

Employee Exit Survey

4. Workload

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

5. Training Opportunities

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

6. Relationships with supervisors

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

7. Peer relationships

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

8. Morale

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

9. District policies

1	2	3	4	5
VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED

Comments:

_____

_____

Employee Exit Survey

I would recommend the following changes to improve the Floyd County School System:

_____
_____
_____
_____
_____

CURRENT ADDRESS:

_____
_____
_____

In order to collect your **last check** from the Floyd County School System, you must return this page of exit survey to the Department of Human Resources.

I _____ have returned all keys and school property to my supervisor.
Employee's signature **Date**

SUPERVISOR'S SIGNATURE:

_____ **DATE:** _____

Review/Revised:10/10/2000

form not necessary due to automated program

PERSONNEL 03.221 AP.22

- CLASSIFIED PERSONNEL -

Personnel Documents

EMPLOYEE'S NAME _____ **POSITION/WORK SITE** _____

REQUIREMENTS

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

- ☐ **HIGH SCHOOL DIPLOMA (or High School Equivalency Diploma or proof of progress toward High School Equivalency Diploma for staff employed after 7/31/90)**
- ☐ **APPLICATION** (including references, a list of states of former residence and dates of residency, and picture identification.)
- ☐ **CERTIFICATION (i.e., CDL for bus drivers) OR LICENSURE, WHERE APPLICABLE**
- ☐ **SIGNED CONTRACT (with letter of notification of employment)**
- ☐ **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.
- ☐ **HEALTH CERTIFICATION:** Each regular or substitute employee must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment and proof shall be filed with the Central Office. Individuals identified 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 001:160. This form is required annually for school bus drivers, as are required drug testing results. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
- ☐ **MEMBERSHIP APPLICATION TO THE COUNTY EMPLOYEES' RETIREMENT SYSTEM:** Each regular full time classified employee must file a membership application with the County Employees' Retirement System if they are not already a member or if they have previously withdrawn their account.
- ☐ **EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9):** Employers are to verify an individual's eligibility for employment in the United States.
- ☐ **TAX WITHHOLDING EXEMPTION CERTIFICATES**: Each employee is to complete a copy of Form K-4 (State) and Form W-4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
- ☐ **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New classified employees must be fingerprinted at the Central Office.

Personnel Documents

REQUIREMENTS (CONTINUED)

- ☐ **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings of child abuse or neglect on record.
- ☐ **DRIVING RECORDS CHECK FORM:** Required by state for all bus drivers and by the District, if applicable, for other classified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
- ☐ **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
- ☐ **COMMERCIAL DRIVER'S LICENSE:** Must be presented to the Superintendent's designee by each regular or substitute bus driver employed by the District prior to assuming the duties of the position.
- ☐ **CAFETERIA BENEFIT PLAN APPLICATION, if applicable**: Must be completed by every full-time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)
- ☐ **FOOD SAFETY TRAINING CERTIFICATE, if applicable**: Must be presented to the Superintendent's designee by each regular or substitute food service employee of the School District prior to assuming the duties of the position, if required by the county/district Health Department.

Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).

Review/Revised:7/27/2020