

**- CLASSIFIED PERSONNEL -****Sick Leave**

Sick leave shall be granted to ~~an employee~~ ~~employees~~ in accordance with the limits and restrictions set by law provided the employee has not exhausted the current and accumulated sick leave credit. ~~An employee~~ ~~Employees~~ must be in active pay status or on an approved leave during ~~the~~ ~~employee's~~ ~~their~~ scheduled work year in order to utilize sick leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave.

~~A new classified employee or a former employee newly rehired in a classified position shall not be paid for sick leave while serving in the ninety (90) day probationary period. A new classified employee or a former employee rehired in a classified position may be granted an unpaid leave for no more than ten (10) days while serving in the ninety (90) day probationary period.~~ A permanent employee placed on probation for disciplinary reasons, shall be paid for any accumulated sick leave in the event of illness during this probationary period.

~~A new classified or former classified employee newly rehired in a classified position may be granted up to twenty (20) additional days while serving in a ninety (90) day new hire probationary period, if appropriate documentation is submitted for an approved absence. The new hire probationary period for a classified or former employee rehired in a classified position with a medical condition related to the Kentucky Pregnancy Act, may be granted up to twenty (20) additional days beyond those described above. All absences during the new hire probationary period for classified employees are unpaid and shall extend the probationary period.~~

Part-time classified, ~~new hire probationary~~, temporary, seasonal and substitute employees and student workers shall be excluded from paid sick leave.

**AFFIDAVIT**

Except as provided above, sick leave may be granted to an employee upon presentation of a personal affidavit or a certificate of a physician stating that the employee or member of employee's immediate family was ill on the day or days absent from duty and providing the employee has not exhausted the current and accumulated sick leave credit.<sup>1</sup>

**ACCUMULATION**

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

**DEFINITION**

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

**FAMILY ILLNESS/MOURNING**

Sick leave ~~may~~ ~~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 ~~means an~~ ~~shall mean~~ 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, any other blood relative who resides in the employee's home.

## **Sick Leave**

### **TRANSFER OF SICK LEAVE**

A classified employee coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to which the employee was entitled on the date of transfer to the District.

A classified employee coming directly to the District from a Kentucky Regional Education Cooperative~~s~~ recognized by the Kentucky Department of Education shall receive credit from the District for all sick leave accumulated on the last day of employment with the cooperative.

### **SICK LEAVE DONATION PROGRAM**

A sick leave donation program shall be established as required by law. The Superintendent shall establish procedures to implement this program.

### **SICK LEAVE BANKS**

Sick leave banks may be established as provided by law.

### **REFERENCES:**

[KRS 161.155](#)

[OAG 79-148](#)

[OAG 93-39](#)

Family & Medical Leave Act of 1993

### **RELATED POLICIES:**

03.22322

03.2233

03.2234

03.224

03.273

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Order #: 2022-211

## Conduct on Bus

Recognizing that transportation is a student privilege, a student riders shall adhere to all applicable regulations in order to retain that privilege.

The Superintendent/designee shall be responsible for the discipline of a student ~~the students~~ who rides a the school bus buses to and from school and school-related events.

### REPORTING OF VIOLATIONS

A bus driver ~~Bus drivers~~ shall promptly report any violation of District policy or school rules to the Principal. A student discipline incident report shall be initiated by the driver and given to the Principal/~~or~~ designee for appropriate disciplinary action.

### DISCHARGE OF PUPILS FROM BUS

A driver is ~~Drivers are~~ in charge of his/her/their buses, and the driver's ~~their~~ first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the compound coordinator to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. The driver is authorized to order a threatening or violent student from the bus and shall instruct the student to stand outside by the bus door. The driver shall not leave the area until assistance arrives. Ejecting a pupil from the bus may be done only in the most extreme circumstances. At the first reasonable opportunity, the driver shall notify the compound coordinator, who shall notify Principal of the school where the pupil attends who shall notify the student's parent/guardian ~~or legal guardian~~.<sup>1</sup>

### VIDEO RECORDING EQUIPMENT

Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline a student~~students~~.

### WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of five (5) ~~ten (10)~~ school days per incident per school year for threatening or violent behavior. Additional days of bus service may be withheld in accordance with the procedures set forth in Administrative Procedure 06.34 AP.1 Conduct on Bus ~~only with prior permission from the Executive Administrator School Culture and Climate~~. The Principal shall notify the parent/guardian ~~parents~~ in a cases where bus-riding privileges have been withheld.

### RESTITUTION OF DAMAGES

The parent/guardian ~~parents or guardians~~ may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

### STUDENTS WITH SPECIAL NEEDS

A student ~~Students~~ with special needs who exhibits inappropriate conduct on a bus shall be managed in accordance with his/her/their Individual Education Plan (IEP) and/or 504 Plan; the Individuals with Disabilities Education Act (IDEA); state and federal special education regulations; and Board policies and District administrative procedures relating to Exceptional Child Education ~~and the legal obligations and standards adopted by the Board~~.<sup>2</sup>

## **Conduct on Bus**

### **REFERENCES:**

<sup>1</sup> [KRS 158.150](#); [702 KAR 005:080](#)

<sup>2</sup> 20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); Section 504 of Rehabilitation Act of 1973

[KRS 158.110](#); [KRS 160.705](#); [702 KAR 005:100](#)

### **RELATED POLICIES:**

09.226, 09.425, 09.434

Adopted/Amended: 6/8/2021

Order #: 2021-95

### Nonresident Students

The District shall not allow ~~a nonresident student students~~ to enroll in ~~a the~~ District school, except that the District may permit a nonresident student to enroll if:

1. The enrollment is necessary to comply with requirements under federal or state law or regulation, or a court order;
2. a. The student is in grades nine (9) through twelve (12) and is a resident within an independent school district within Jefferson County; and
  - b. The independent school district does not have a high school and has entered into an agreement with JCPS to enroll its high school students in JCPS schools; or
3. a. The student is the child of a parent/guardian who is a current employee of the District; and
  - b. The student is eligible for enrollment and the parent/guardian pays the nonresident student tuition approved by the Board in accordance with Board Policy 09.124.

An enrolled student must continue to reside within the District or continue to meet the criteria for nonresident enrollment for the duration of the student's attendance at a District school.

**REFERENCES:**

[KRS 158.120](#)

[KRS 157.350](#)

**RELATED POLICIES:**

09.12; 09.124; 09.313; 09.42811

Adopted/Amended: 6/28/2022

Order #: 2022-116

### **Eligibility (Athletics)**

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer.<sup>2</sup>

#### **MIDDLE SCHOOL STUDENTS PLAYING HIGH SCHOOL ATHLETICS**

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making (SBDM) council requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.<sup>1</sup>

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

~~To be eligible to try out and participate at the high school level, a middle school student shall meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.~~

Participation in interscholastic athletics by a student in grade seven (7) or grade eight (8) shall be permitted under the following requirements:

1. A student enrolled in an A1 school that has a grade configuration that includes both middle school and high school grades shall be permitted to participate on a high school team only for that school or program.
2. A student enrolled exclusively and voluntarily in an A5 alternative education program that has a grade configuration that includes both middle school and high school grades and that is a member of KHSAA shall be permitted to participate on a high school team only for that program. The Superintendent may authorize an A5 alternative education program for membership in KHSAA, since A5 programs do not have SBDM councils.
3. A student enrolled in a middle school connected to a high school through a feeder pattern established in the Board-approved District Student Assignment Plan shall be permitted to participate on a high school team only for the high school connected to the middle school by the feeder pattern. The determination of the high school for which a student may participate shall be based on the District Student Assignment Plan that is in effect for the school year during which the student will participate.
4. A student enrolled in any other middle school shall be permitted to participate on a high school team only for the high school to which the student would be assigned under the Board approved Student Assignment Plan based on the student's residence, even if the student has applied for and has received admission to another high school for the next year.

**Eligibility (Athletics)****MIDDLE SCHOOL STUDENTS PLAYING HIGH SCHOOL ATHLETICS (CONTINUED)**

5. A middle school student must be a member of the middle school team to play up on a high school team. Middle school practice and games take precedent over high school practice and games.
6. The parent/guardian of a middle school student must apply for and receive approval from the Director of Athletics and Activities prior to participation on a high school team.

**STUDENT TRANSFERS**

After enrolling in any District high school, a student who is granted a transfer shall have his/her/their eligibility determined in accordance with the KHSAA Transfer Rule.

**CHARTER SCHOOL STUDENTS**

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g., KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities sanctioned by the KHSAA shall be eligible to participate in such activities at the District school of that student's residence.

**REFERENCES:**

<sup>1</sup>[KRS 160.345](#)

<sup>2</sup>[KRS 156.070](#)

[KRS 160.1592](#)

[702 KAR 007:065](#); [OAG 15-022](#); Kentucky High School Athletic Association (KHSAA)

**RELATED POLICIES:**

02.4241; 09.1222; 09.126 (re requirements/exceptions for students from military families)  
09.423

Adopted/Amended: 10/25/2022

Order #: 2022-182

## **Community Use of School Facilities**

### **WHO MAY USE**

The Board encourages the use of school buildings by school-related groups, Parent-Teacher-Student Associations, or other parent groups whose purpose is to serve or benefit the school program. Regular rental fees shall not be charged to school-related groups. Such groups shall reimburse the school district for any additional personnel costs.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.<sup>14</sup>

School facilities shall not be used for personal or commercial activities, except as noted in the provision below.

### **AVAILABILITY**

Non-profit organizations, governmental agencies and individuals may use school buildings or facilities for lawful public assemblies. For-profit organizations may use school buildings or facilities for the purpose of providing before or after school enrichment and other educational programs for the benefit of students in attendance at the school. Use of facilities shall not interfere with school functions and operations. Groups shall obtain necessary approvals and pay appropriate fees and costs prior to the usage.

The Superintendent shall establish procedures for the use of school facilities. Such procedures shall include the provision that the use of tobacco products and electronic cigarettes in or on any property owned or operated by the Board is prohibited.

### **COMMERCIAL FILMING ON SCHOOL PROPERTY**

The Superintendent may establish administrative procedures setting forth rules and parameters under which an individual or company may apply and receive approval to film on location on a school property.

### **CHARGES**

A schedule of charges shall be developed to cover the cost of the purchase or use of District equipment, supplies, and human services required to respond to legitimate requests by individuals or organizations. Charges shall be reviewed and adjusted annually or more often if necessary, in order to provide for adequate reimbursement for supplies and services.

Pursuant to this policy, the Superintendent shall establish and implement a facility use procedure for the use of school buildings by school-related groups and other organizations or individuals. Such procedures shall include a schedule of rental fees and charges.

Revenues from any real estate holdings acquired in anticipation of future school needs or from the rental of property which may be temporarily unused for public school purposes shall accrue to the appropriate fund under the Board's management and control.

### **APPLICATION**

The District shall utilize an official application form which shall detail the conditions of usage. Persons authorized to represent officially the renting individual/organization must sign the application. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

**Community Use of School Facilities****LIABILITY**

The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

**INSURANCE**

The individual or group shall provide a certificate of liability insurance for a minimum of \$1 million per occurrence and \$2 million aggregate naming the Board as an additional insured under the policy for the activity.

**REFERENCES:**

<sup>1</sup>[KRS 162.055](#)

[KRS 158.183](#); [KRS 160.290](#); [KRS 160.293](#)

[KRS 160.340](#); [KRS 162.050](#)

[OAG 60-389](#); [OAG 80-78](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

**RELATED POLICIES:**

05.31; 10.3

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