

- CERTIFIED PERSONNEL -**Salaries****SINGLE-SALARY BASIS**

All salaries for certified personnel shall be based on a single-salary schedule providing for minimum number of working days as required by law. The hourly rate for teachers will be calculated by dividing the daily rate by seven (7) hours.

Teachers transferring into the District may bring up to twenty-eight (28) years of teaching experience credit for salary purposes.

Certified personnel may receive up to two (2) years experience credit for active military service. The six-month training requirement for National Guard and Reserve service will not qualify an employee for the experience credit. A teacher who is employed by a Board for at least one hundred forty (140) days of a school year and who performs teaching duties for the equivalent of at least seventy (70) full school days during that school year, regardless of the schedule on which those duties were performed, shall be credited with one (1) year of experience. A teacher who is employed by a Board for at least one hundred forty (140) days during each of two (2) school years and who performs teaching duties for the equivalent of at least seventy (70) full school days during those years shall be credited with one (1) year of experience. No more than one (1) year of experience shall be credited for the performance of teaching duties during a single school year.

DETERMINATION OF RANK AND EXPERIENCE

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined by September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

CONTRACTED EMPLOYMENT

Compensation for employment contracted, shall be prorated on the base pay for 187 days.

Contracted employment positions shall be established in the position job description, funded in the District budget, and specified in the Board policy.

EXTENDED EMPLOYMENT

The Principal or supervisor shall submit an annual plan of extended employment to Human Resources for all personnel who work less than two hundred forty (240) days, but more than the minimum number of working days required by law. This plan should denote the dates when extended days will be worked.

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All Family Resource/Youth Service Center Coordinators will submit an annual work plan to their Principal and Central Office supervisor.

Salaries**QUALIFICATIONS**

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

NOTICE OF SALARY

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

LIST OF SALARIES

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed.

PAYROLL DEDUCTIONS

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.1211.

REFERENCES:

KRS 157.075, KRS 157.320, KRS 157.350; A New Section of KRS 157.310 to 157.440
KRS 157.360, KRS 157.390, KRS 157.395, KRS 157.420
KRS 160.290, KRS 160.291
KRS 161.1211, KRS 161.134, KRS 161.168; KRS 161.760
KRS 424.220; 16 KAR 1:040; OAG 97-25
702 KAR 3:060, 702 KAR 3:070, 702 KAR 3:100, 702 KAR 3:310
29 C.F.R. Section 541.303, 29 C.F.R. Section 541.602, 29 C.F.R Section 541.710

RELATED POLICIES:

03.114; 03.1211; 03.4

-CERTIFIED PERSONNEL-**Deleted:** Vacations**Holidays and Annual Leave**

All certified employees shall be paid for four (4) holidays designated in the official school calendar.¹ These are part of the school year required by state law.² Twelve (12)-month employees shall be paid for holidays designated by the Board as falling within the work calendar. To be paid for a holiday, the employee must work or be on paid leave the day prior to the holiday.

ANNUAL LEAVE**Deleted:** VACATIONS

All full-time twelve (12)-month certified employees will earn annual leave for years of service with the Hardin County Schools as follows:

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Years of Service in Hardin Co.	No. of Days per Year
0 through 5	21,
6 through 15	24,
16 or more	27,

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Under KRS 161.540 (1), employees eligible for annual leave would be allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement.

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Employees may carry over no more than forty (40) annual leave days beyond June 30th of any calendar year. The Superintendent is authorized to approve an exception to the 40-days maximum carry over beyond June 30th. Annual leave may be used in whole or half-day increments.

Deleted: vacation**Deleted:** Vacation**REFERENCES:**¹702 KAR 7:125²KRS 158.070

KRS 2.110, KRS 2.190, KRS 160.291, KRS 161.540

OAG 76-484, OAG 82-356

- CERTIFIED PERSONNEL -**Leaves and Absences****DEFINITIONS**

Leave of absence (LOA): Permission is granted by the Board for an employee to be absent for a specified period of time.

Short term leave of absence (LOA): Permission is granted by the Superintendent or Human Resources Associate Superintendent for an employee to be absent for a period of time not fewer than six (6) working days or greater than a semester or equivalent.

Leave without pay (LWOP): Any compensable time period (hourly or daily) for which an employee is not eligible to use sick, personal, or annual leave or for which all available sick, personal, or annual leave has been expended.

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APPROVAL

Authorization of leave shall be made in accordance with specific leave policy. Only those employees who hold continuing contracts (tenured employees) will be granted leaves of absence for one (1) full school year.

Upon approval from the employee's immediate supervisor and Human Resources, employees may take up to five (5) days of leave without pay when all personal/annual leave days have been utilized provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. All other leave without pay must be approved by the Superintendent. Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period.

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Deleted: leaves must be approved by the employee's immediate supervisor and the Personnel Department. Under exceptional circumstances, only the Superintendent may permit a short-term leave of absence without pay for a reason not listed above.¶

NOTIFICATION

Tenured employees on leave covered by the related policies listed below shall notify the Superintendent in writing by April 15 of the year the leave terminates of the date of their intent to return to the school system. Tenured employees remain on tenure while on leave and will be notified about assignment for the next school year by thirty (30) days before the first student attendance day of the school year.

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under terms and conditions set forth in KRS 156.026.

PLACEMENT UPON RETURN

Tenured employees taking any long-term leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

Leaves and Absences

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

COURT SUMMONS

Any employee who is summoned to a local, state, or federal court and who is not a party to the action shall be granted up to three (3) days paid leave after properly presenting the approved form certifying court appearance.

REFERENCE:

KRS 156.026; KRS 161.155; KRS 161.770; OAG 01-9
Family and Medical Leave Act of 1993

RELATED POLICIES:

03.1232, 03.12322, 03.1233, 03.1234, 03.1235, 03.124

- CERTIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

Full-time certified employees shall be entitled to ten (10) days of sick leave with pay each school year regardless of the date of hire.

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

Full-time certified staff employed for a contract year greater than the minimum number of working days required by law shall be entitled to one (1) day of sick leave with pay per month.

Sick leave may be taken in whole-day or half-day increments.

Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period.

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. One (1) year prior to retirement, an employee shall be entitled to an incentive bonus for not using accrued sick days.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy, or exposure to contagious diseases.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness 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 without a break in service from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

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. Employees who are on a leave of absence are not eligible to donate sick leave days.

Sick Leave**SICK LEAVE DONATION PROGRAM (CONTINUED)**

An employee recipient shall not receive more than one (1) contractual year's number of donated days.

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

The donation of sick days is totally voluntary. No employee shall be coerced, intimidated, or financially induced into donating days.

All names of people who donate days shall be considered confidential and shall not be shared with recipients or other people.

UNUSED SICK LEAVE

Unused sick leave will not be paid upon layoff, resignation, or termination of employment.

SICK LEAVE INCENTIVE BONUS

During the school year prior to the year of retirement, an employee shall be entitled to the following one-time incentive bonus for accumulated sick days. If this incentive is to be taken, it must be taken in the school year prior to the retirement, because this bonus amount cannot be counted as part of the retirement benefits for purpose of salary.

Deleted: Certified employees shall meet all of the following conditions in order to be eligible to receive donated days ¶

<#>The receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days; and/or¶

<#>The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to be absent for at least ten (10) days.¶

<#>As appropriate, the need for the absence and use of leave is certified by a licensed physician.¶

<#>The employee has exhausted his/her accumulated sick leave, personal leave, and any other leave granted by the Board, including Hardin County Sick Leave Bank ¶

<#>The employee has complied with the District's policies governing the use of sick leave.¶

<#>The employee may submit, in writing permission to release details to potential donors regarding the need for leave and thus waive confidentiality rights by sharing the need for leave.¶

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Sick Leave**SICK LEAVE INCENTIVE BONUS (CONTINUED)**

The accumulated sick days shall be determined on the last day of the school year prior to the retirement.

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<u>300 days and over</u>	<u>-</u>	<u>pay \$1,250 bonus</u>
<u>250 days but less than 300</u>	<u>-</u>	<u>pay \$1,000 bonus</u>
<u>200 days but less than 250</u>	<u>-</u>	<u>pay \$ 750 bonus</u>
<u>150 days but less than 200</u>	<u>-</u>	<u>pay \$ 500 bonus</u>
<u>100 days but less than 150</u>	<u>-</u>	<u>pay \$ 250 bonus</u>

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REINSTATEMENT

Unused accumulated sick leave will be reinstated to an employee who has been terminated and has been subsequently re-employed if the break in service does not exceed forty-five (45) working days.

PERSONAL DAY TRANSFER

Certified employees shall have the option of transferring unused personal leave days to their accumulated sick leave at the end of each school year.

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 For ten (10) or more consecutive days, an employee shall present a physician's statement.

REFERENCES:

¹KRS 161.155, Sec. 2, KRS 161.152, OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.1231, 03.12322, 03.1233, 03.124, 03.175 (Retirement Compensation)

PERSONNEL

- CERTIFIED PERSONNEL -

Educational/Professional Leave**EDUCATIONAL/PROFESSIONAL PURPOSE**

On written request of a tenured teacher or the Superintendent, the Board may grant leave (without pay) for one (1) year for educational or professional purposes. An additional year may be recommended by the Superintendent and granted by the Board. Such leave may be granted for full-time attendance at universities or other training or professional activities approved by the Board when those activities are related to the employee's job or to other jobs an employee might hold in the school system.

Educational/professional leave for nontenured employees may be granted for less than one (1) full school year.

LIMITATIONS

No more than two percent (2%) of the certified employees may be on educational/professional leave at one time. When requests exceed two percent (2%), those submitting the earliest requests will be given first consideration.

TIME OF APPLICATION

Written application for educational/professional leave for tenured teachers must be received by the Associate Superintendent for Personnel no later than May 1 for the upcoming school year (between July 1-June 30). Non-tenured teachers requesting educational/professional leave must submit a written application to the Associate Superintendent for Personnel no later than August 1 for the current school year (between July 1- June 30).

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NOTIFICATION OF RETURN

Employees on educational/professional leave shall notify the Superintendent in writing of their intent to return to the school system on or before April 15.

Tenured employees remain on tenure while on leave and will be notified about assignment for the next school year by thirty (30) days before the first student attendance day of the school year.

PLACEMENT UPON RETURN

Tenured employees taking an educational/professional leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

Nontenured employees taking an educational/professional leave of less than one (1) full school year will return to the position for which they were employed.

REFERENCES:

KRS 161.770

OAG 79-106; OAG 84-43; OAG 91-134

RELATED POLICY:

03.123

- CERTIFIED PERSONNEL -**Drug-Free/Alcohol-Free Schools**

The regulations of the Drug-Free Workplace Act apply to U.S. Department of Education grantees as well as to other federal agencies. For the most part, these regulations apply to school districts which are "prime grantees" for monies such as Impact Aid (Public Law 874). Hardin County is one of these districts.

In order to fulfill federal regulations, all employees are hereby notified that it is a violation of Policy 03.13251 of this school District for any employee to unlawfully manufacture, distribute, dispense, be under the influence of, possess, use, sell or transfer any of the following on or in the workplace or in the performance of duties;

1. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
2. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

Additionally, P.L. 101-266 prohibits the unlawful possession, use, or distribution of alcohol by employees and prohibits employees from being under the influence of alcohol while on duty. Drinking or being under the influence of alcoholic beverages while on duty is cause for discharge.

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DEFINITIONS

Alcohol or Alcoholic Beverage shall mean any liquid that has an alcoholic content in excess of .5% by volume.

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Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

Prescribed Drug shall mean any substance prescribed for the individual consuming it by a licensed medical practitioner.

Positive Drug Screening Test shall mean positive identification of a drug or metabolite which has been confirmed with sophisticated scientific laboratory tests.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Deleted: "Drug" means any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it ¶ "He" or "His" also means "She" or "Her" in appropriate context and applies to all sections of the manual ¶ "Illegal Drug" means any drug or controlled substance prohibited by Federal or State law, the sale or possession of which is illegal ¶

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Drug-Free/Alcohol-Free Schools**DEFINITIONS (CONTINUED)**

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Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

WORKPLACE DEFINED

Workplace is defined as the site for the performance of work done for the District. That includes any place where work on a school District program, project, or activity is performed, including, but not limited to, a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event where students are under the jurisdiction of the school District.

ALCOHOL

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Any employee whose off-duty or on-duty use of alcohol results in an act or acts which effect on job performance, including but not limited to, on duty accidents, poor work, or excessive absenteeism or tardiness and the offense does not warrant termination will be expected to seek referral to a chemical dependency treatment or counseling program. If the employee refuses or fails rehabilitation, he/she shall be subject to discipline up to and including termination.

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PRESCRIPTION DRUGS

Prescription drugs shall be used only in the manner, combination and quantity prescribed.

Any employee whose suspected misuse of prescription drugs results in an act or acts which have a detrimental effect on job performance, including but not limited to, excessive absenteeism, tardiness, accidents, or poor work and the offense does not warrant termination, may be referred for a drug/alcohol screening examination, and/or back to their private physician. If necessary, they may be referred to a chemical dependency treatment or counseling program. Appropriate disciplinary action may also be administered. If the employee refuses or fails rehabilitation, he/she will be terminated.

Drug-Free/Alcohol-Free Schools**SUSPENSION/TERMINATION/NONRENEWAL**

Any employee who violates the terms of this policy may be suspended, nonrenewed, or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVES

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, nonrenewed, or terminated.

Any employee who has developed an addiction to, dependence upon, or problem with alcohol or drugs is encouraged to voluntarily seek assistance. No reprisal will be taken against any employee who chooses to correct a drug or alcohol problem through the self-referral method. However, self-referral to a treatment program may not be used as a protection from a subsequent supervisory referral for a drug or alcohol test based on reasonable suspicion that an employee is impaired or incapable of performing job duties.

An employee who violates the terms of the school District's drug-free/alcohol-free workplace policies or provisions of P.L. 101-266 may be nonrenewed or his/her employment may be suspended or terminated at the discretion of the Superintendent. The Superintendent, at the first meeting following any action, shall notify the Board of same. As an alternative the Superintendent may choose that an employee who violates the terms of the drug-free/alcohol-free policies satisfactorily participate, at employee expense, in a state-licensed drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be nonrenewed or his/her employment may be suspended or terminated.

Deleted: The use of an illegal drug or controlled dangerous substance by an employee, including but not limited to substances controlled or prohibited by Federal or State law, or the wrongful possession of same while on duty will be cause for termination.¶
The sale, trade or delivery of illegal drugs or controlled dangerous substances while on duty by an employee to another person will be cause for termination and referral to law enforcement authorities.¶

Deleted: Any employee who is referred to testing by a school system official because of reasonable suspicion of drug and/or alcohol use or the misuse of prescription drugs and the drug/alcohol test reveals a positive screen, may be given the opportunity to enter a drug rehabilitation or chemical dependency treatment program. Upon completion of that program, the employee will be required to attend an after-care program for one year. Refusal to participate in a treatment/rehabilitation program will result in termination. Impairment by drugs and/or alcohol does not excuse an employee's actions committed on the job while impaired. An employee may be terminated without an offer of treatment/rehabilitation based on the seriousness or egregiousness of his/her misconduct on the job.

Drug-Free/Alcohol-Free Schools**ALTERNATIVES (CONTINUED)**

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Employees are further notified that it is a condition of continued employment with this District that all employees will comply with the above policies of the school District and will notify their supervisor of a conviction of any criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

REASONABLE SUSPICION DRUG/ALCOHOL TESTING OF CURRENT EMPLOYEES

Drug and alcohol testing will be conducted when an individual charged with enforcing this policy has reasonable suspicion to believe that an employee has violated it. Reasonable suspicion shall be based on specific behavioral observations.

Reasonable suspicion means information sufficient to justify a belief by a supervisor that this policy is being or has been violated. Circumstances which constitute reasonable suspicion may include, but are not limited to:

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- a. direct observation of use or possession of drugs or alcohol;
- b. presence of the physical symptoms of drug or alcohol use (including but not limited to glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- c. a severe and prolonged reduction in productivity that is likely attributable to drug or alcohol use;
- d. a work-related accident;
- e. reliable information provided by a credible source or independently corroborated;
- f. a pattern of abnormal or erratic behavior; or
- g. frequent absenteeism or tardiness.

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Whenever a drug/alcohol screening referral is being considered by the supervisor, the supervisor shall complete a report which summarizes the circumstances which constitute reasonable suspicion, and immediately request that another supervisor/administrator, if reasonably available, come to the site to confirm the basis for the referral.

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Drug-Free/Alcohol-Free Schools**POST-DISCIPLINE DRUG TESTING**

Following determination by an administrative or judicial proceeding that s/he engaged in misconduct involving the illegal use of controlled substances, a teacher who has been reprimanded or disciplined for misconduct involving illegal use of controlled substances shall submit to random or periodic drug testing in accordance with applicable Kentucky Administrative Regulation for a period not to exceed twelve (12) months from the date of such reprimand or disciplinary action.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and ongoing drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

REFERENCES:

KRS 160.290; KRS 160.380; KRS 161.120; KRS 161.175
701 KAR 5:130
KRS 161.790; KRS 217.900
16 KAR 1:030; 34 CFR Part 85
P. L. 101-226 (Improving America's Schools Act of 1994 (Title IV): Safe and Drug-Free
Schools and Communities)
20 USCA, Section 3171

RELATED POLICIES:

03.1325; 08.1345; 09.2241

- CERTIFIED PERSONNEL -**Hours of Duty****REGULAR HOURS**

Certified employees shall be prompt in attendance and shall remain on duty as specified by policy or their immediate supervisor.

No certified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.

The normal duty hours of nonadministrative employees shall be 7.5 consecutive hours in length, including a duty-free lunch of a minimum of twenty (20) minutes.

The normal duty hours of administrative employees shall be 8.5 consecutive hours in length, including a one-hour duty-free, or 8 hours with a one-half hour duty-free lunch.

Administrative means an employee who receives an administrative increment.

Paid additional and extracurricular assignments shall not count toward normal workday hours.

ADDITIONAL HOURS

Certified employees may be required to perform additional duties as directed by school policy or assigned by their immediate supervisor.

INCLEMENT WEATHER

When weather conditions require the alteration of normal school or District operations, the following guidelines are to be followed when scheduling the work hours of employees.

1. When schools are closed for an entire day, all twelve (12)-month employees are to report for work at their regularly scheduled time unless otherwise instructed. Said employees who do not report for work must use annual leave or personal leave in order to be paid for the day.
2. When schools are closed early due to a sudden change in weather conditions, all employees are to remain at work unless otherwise specifically instructed by their supervisor upon approval of the Superintendent or designee.
3. When schools are opened on a one (1)-hour delay, employees are expected to report to work at the regular time.

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REFERENCES:

KRS 160.290 (2), KRS 158.060, OAG 77-718, OAG 65-179, OAG 55-37, 675

RELATED POLICY:

03.121

- CERTIFIED PERSONNEL -

Grievances

PROCEDURES

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant.

The Board shall take action only on those grievances that fall within the authority of the Board.

GENERAL GRIEVANCES

The Board will hear grievances only after unsuccessful resolution by the employee's supervisors.

PERSONNEL ISSUES

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance appeal, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within those requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by Policy 03.162.

REFERENCE:

OAG 78-204

RELATED POLICY:

03.162

- CERTIFIED PERSONNEL -**Professional Development****PROGRAM TO BE PROVIDED**

The Board shall provide an efficient, systematic and high-quality professional development (PD) program. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the school/District improvement plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

DISTRICT-WIDE PLAN

The program shall be based on a Board-approved PD plan for the District, which is designed (1) to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451; (2) to support the District's mission, goals, and assessed needs; and (3) to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans. The PD plan shall reflect individual needs of schools and be aligned with the school/District improvement plan and teacher growth plans.

SCHOOL RESPONSIBILITIES

Each school shall plan high-quality professional development experiences with the PD coordinator and, when appropriate, with other schools to maximize training opportunities.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating each professional development experience for its impact on student learning and for improving professional development initiatives.

Documentation of completed professional development experiences, including a written evaluation, shall be required. Individuals are to sign the required documents relating to PD and file them in a timely fashion with their Principal, supervisor, or the professional development director, as appropriate. This includes the timely signing of payrolls that reflect the professional development days.

Failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

Professional development credit shall not be granted on a regular school day with the exception of hours attended after regular school hours.

When the District declares a District-wide PD day, it is mandatory for all certified employees.

No other PD activities/hours may be substituted. No personal leave or annual leave may be used on that day (emergency situations must be approved by the Superintendent).

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REFERENCES:

704 KAR 3:035, 704 KAR 3:325

KRS 156.095, KRS 156.553, KRS 158.070, KRS 160.345

- CLASSIFIED PERSONNEL -**Salaries****HOURLY OR SALARY BASIS**

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board.

WORK DAY/WORK WEEK

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

DETERMINATION OF EXPERIENCE

The experience of classified personnel shall be determined at time of hire. Upon initial employment, the Superintendent may grant up to five (5) years for pay purposes when a person's specific work experience is determined to be of such importance as to make them the best-qualified candidate for the position. Classified personnel may receive up to two (2) years experience credit for active military service. The six-month training requirement for National Guard and Reserve service will not qualify an employee for the experience credit. An employee who is employed by a Board for at least .7 of the yearly contract shall be credit with one (1) year of experience.

TRANSFER OF EXPERIENCE CREDIT

When a certified employee transfers to a classified position or when a former certified employee returns to work as a classified employee, the employee shall receive up to five (5) years of experience credit for salary purposes on the classified salary schedule with verification of the prior experience.

QUALIFICATIONS

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

LIST OF SALARIES

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.220 to publish advertisements for the District.

PAYROLL DISTRIBUTION

Payments will be issued monthly (twelve [12] times annually) through Direct Deposit only. New employees may be issued thirteen (13) payments the first year of employment. Payments will be issued on the 28th of each month unless the 28th falls on a Saturday, Sunday, or holiday; in which case the payment will be made on the preceding Friday.

The Board shall make all deferred salary payments on or before June 30 of the current fiscal year, and these deferred payments shall then be directly deposited at the regular pay periods in June, July and August, except that at the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

Salaries**PAYROLL DEDUCTION**

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.2211.

NUMBER OF HOURS

No employee may work for more than forty (40) hours per week unless it has been cleared by the employee's supervisor(s) and the Finance/Personnel Offices. If an employee works in more than one area (e.g., instructional assistant and bus driver), the total amount of work time cannot exceed forty (40) hours per week unless approved by the Finance/Personnel Offices.

TIME RECORDS

All classified employees working in a non-exempt position must maintain accurate time records. Those time records may be in written form or by time clock. When reporting to work, the employee must not sign in or clock in until they begin the duties of the position. When leaving work at the end of a work day, the employee must sign out or clock out. All times entered must reflect the accurate time to the minute. Approximate times are not acceptable.

OVERTIME

Overtime work shall be approved in advance by the Superintendent or designee.

Employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Employees required to work in excess of forty (40) hours per week on days when schools and offices are closed as designated in Board policy 03.222 shall be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by the Fair Labor Standards Act for overtime work. Twelve-month classified employees required to work on holidays as designated in Board policy 03.222 shall be paid double time.

Employees who are required to work in excess of their regularly scheduled number of hours short of overtime (40 hours per week) shall be compensated for the extra hours at their scheduled straight-time hourly rate.

EXTRA SERVICE

Classified personnel may receive extra-service pay for duties connected with handling and accounting for funds at activities scheduled outside the regular school day, provided the rate of pay does not exceed the hourly rate approved by the Board for their regular assignments. Any payment made to an employee must be processed through the payroll process.

EXTENDED EMPLOYMENT

The Principal/Supervisor shall work with the employee to establish an extended employment work plan. The plan shall be filed annually with Human Resources.

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Employees whose positions include 1– 45 extended days must work the days and submit documentation to Human Resources by June 23 unless an exception is designated on the extended employment work plan that is approved by the Principal/Supervisor.

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Salaries

EXTENDED EMPLOYMENT (CONTINUED)

All employees who are requesting to be paid all salary owed prior to the end of the fiscal year, as provided in KRS 160.291, must work all extended days and submit documentation to [Human Resources](#) by June 23.

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Sick and/or personal leave cannot be used for an extended day unless the day is designated on the extended employment work plan that is submitted to [Human Resources](#).

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Extended employment days may be worked only in whole- or half-day increments. Extended employment days cannot be worked on a Saturday or Sunday. A rare exception may be granted if approval is made in advance by the employee's Immediate Supervisor and [Human Resources](#). To qualify for this exception, the Saturday or Sunday work must not be related to the employee's primary job duties.

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CLASSIFIED SUBSTITUTES

Classified substitutes will be paid at Step A of the level of the position for which they are substituting.

WORK EXPERIENCE CREDIT

A full-time employee will receive credit for one (1) year of experience each year s/he works one hundred forty (140) days or more between July 1 and June 30.

RETIRED RE-EMPLOYMENT

Employees retired with thirty (30) or more years of service who return to work full-time may earn up to a maximum of seventy-five percent (75%) of their last annual compensation. Part-time employment will be prorated.

Employees retired with fewer than thirty (30) years of service who return to work full-time may earn up to a maximum of sixty-five percent (65%) of their last annual compensation. Part-time employment will be prorated.

"Last annual compensation" is defined as the compensation earned during the twelve (12) months immediately preceding the employee's retirement date, excluding payments for accumulated sick leave and [annual leave](#).

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The last annual compensation will be adjusted for each full year the employee has been retired by the percentage increase in the classified salary schedule for that year.

Purchased "nonqualified service credit" may not be used to meet the thirty (30)-year service requirement.

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011; KRS 337.285; KRS 424.220

803 KAR 1:060, 803 KAR 1:070

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S. Ct. 1005 (1985)

RELATED POLICY:

03.2211

PERSONNEL

- CLASSIFIED PERSONNEL -

Holidays and Annual Leave~~Deleted: Vacation~~**HOLIDAYS**

All classified personnel who qualify shall be eligible for four (4) paid holidays designated in the official school calendar.¹ These are part of the school year required by state law.²

Twelve (12)-month employees shall be paid for holidays as designated by the Board as falling within the work calendar. To be paid for a holiday, the employee must work or be on paid leave the day prior to the holiday.

EXCEPTION

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays.

ANNUAL LEAVE

All full-time twelve (12)-month classified employees will earn annual leave for years of service in the Hardin County Schools as follows:

NON-ADMINISTRATIVE LEAVE

<u>Years of Service in Hardin Co.</u>	<u>No. of Days per Year</u>
0 through 5	12
6 through 15	15
16 or more	18

~~Deleted: VACATION~~~~Deleted: s~~~~Deleted: vacation~~~~Formatted: Font: (Default) Times New Roman, 12 pt~~~~Formatted: sideheading, Space Before: 0 pt, After: 0 pt~~~~Formatted Table~~**ADMINISTRATIVE LEAVE**

<u>Years of Service in Hardin Co.</u>	<u>No. of Days per Year</u>
<u>0 through 5</u>	<u>21</u>
<u>6 through 15</u>	<u>24</u>
<u>16 or more</u>	<u>27</u>

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Under KRS 161.540 (1), employees eligible for annual leave would be allowed to accumulate a maximum of forty (40) days for which compensation may be made at retirement. Employees may carry over no more than forty (40) annual leave days from one fiscal year to the next. The Superintendent is authorized to approve an exception to the 40-days maximum carry over beyond June 30. Annual leave may be used only in whole- or half-day increments.

Holidays and Annual Leave

REFERENCES:

- ¹702 KAR 7:125
- ²KRS 158.070
- KRS 2.110
- KRS 2.190
- KRS 160.291
- KRS 161.154
- KRS 161.540
- OAG 76-484

- CLASSIFIED PERSONNEL -

Leaves and Absences**DEFINITIONS**

Leave of absence (LOA): Permission is granted by the Board for an employee to be absent for a specified period of time.

Short term leave of absence (LOA): Permission is granted by the Superintendent or Human Resources Associate Superintendent for an employee to be absent for a period of time not fewer than six (6) working days or greater than a semester or equivalent.

Leave without pay (LWOP): Any compensable time period (hourly or daily) for which an employee is not eligible to use sick, personal, or annual leave or for which all available sick, personal, or annual leave has been expended.

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APPROVAL

Authorization of leave shall be made in accordance with specific leave policy. Leaves of absences for classified employees may be granted for terms of less than one (1) school year and may not extend beyond the current school year.

Upon approval from the employee's immediate supervisor or Human Resources, employees may take up to five (5) days of leave without pay when all personal/annual leave days have been utilized provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. All other leave without pay requests must be approved by the Superintendent, Human Resources. Education/professional leave may be granted for less than one (1) full school year provided that the written application is received by the Associate Superintendent for Personnel no later than August 1 for the upcoming school year (between July 1-June 30).

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Deleted: Under exceptional circumstances, only the Superintendent may permit a short term leave of absence without pay for a reason not listed above.

Employees on paid leave shall not be compensated for any duties, regular or extra services, during the paid leave period.

NOTIFICATION OF RETURN

Employees on leave shall notify the Superintendent in writing of their intent to return to the work by April 15 of the year the leave terminates.

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

COURT SUMMONS

Any employee who is summoned to a local, state, or federal court and who is not a party to the action shall be granted up to three (3) days paid leave after properly presenting the approved form certifying court appearance.

Leaves and Absences

REFERENCES:

Family and Medical Leave Act of 1993
KRS 156.026; KRS 161.155; KRS 161.770

RELATED POLICIES:

03.2232, 03.22322, 03.2233, 03.2234, 03.224

- CLASSIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

All full-time classified personnel shall be entitled to ten (10) days of sick leave with pay per year.

Full-time classified staff employed on an eleven (11) or twelve (12) month basis shall be entitled to eleven (11) or twelve (12) days, respectively, each year.

Sick leave may be taken in whole-day or half-day increments.

Persons employed for less than a full-year contract will receive a prorata part of the authorized sick leave days calculated to the nearest one-half (½) day.

Persons employed on a full-year contract but scheduled for less than a full workday shall receive the authorized sick leave days equivalent to their normal working day, provided the employee works enough hours in the position to be considered at least one-half time.

Employees on paid leave shall not be compensated for any duties, regular or extra service, during the paid leave period.

ACCUMULATION

Unused sick leave will accumulate with no limitation.

DEFINITION

"Sickness" shall mean personal illness, including illness or temporary disabilities arising from pregnancy or exposure to contagious diseases.

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 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.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another classified 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. Employees who are on a leave of absence are not eligible to donate sick leave days.

Deleted: Classified employees shall meet all of the following conditions in order to be eligible to receive donated days:¶
<#>The receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least (10) consecutive working days; or ¶

Sick Leave**SICK LEAVE DONATION PROGRAM (CONTINUED)**

An employee recipient shall not receive more than one (1) contractual year's number of donated days.

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

The donation of sick days is totally voluntary. No employee shall be coerced, intimidated, or financially induced into donating days.

All names of people who donate days shall be considered confidential and shall not be shared with recipients or other people.

TRANSFER OF SICK LEAVE

Classified employees coming to the District without a break in service from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

UNUSED SICK LEAVE

Unused sick leave will not be paid upon layoff, resignation, or termination of employment.

SICK LEAVE INCENTIVE BONUS

During the school year prior to the year of retirement, an employee shall be entitled to the following one (1)-time incentive bonus for accumulated sick days. If this incentive is to be taken, it must be taken in the school year prior to the year of retirement, because this bonus amount cannot be counted as part of the retirement benefits for purpose of salary.

Deleted: The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to be absent for at least ten (10) days.¶
<#>As appropriate, the need for the absence and use of leave is certified by a licensed physician.¶
<#>The employee has exhausted his/her accumulated sick leave, personal leave, and any other leave granted by the Board (including Hardin County Sick Leave Bank).¶
<#>The employee has complied with the District's policies governing the use of sick leave.¶
<#>The employee may submit, in writing, permission to release details to potential donors regarding the need for leave and thus waive confidentiality rights by sharing the need for leave.¶

Sick Leave**SICK LEAVE INCENTIVE BONUS (CONTINUED)**

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The accumulated sick days will be determined on the last day of the school year prior to the retirement.

300 days and over - pay \$ 750 bonus

250 days but less than 300 - pay \$ 600 bonus

200 days but less than 250 - pay \$ 450 bonus

150 days but less than 200 - pay \$ 300 bonus

100 days but less than 150 - pay \$ 150 bonus

REINSTATEMENT

Unused accumulated sick leave will be reinstated to an employee who has been terminated and has been subsequently re-employed, if the break in service does not exceed forty-five (45) working days.

PERSONAL DAY TRANSFER

Classified employees shall have the option of transferring unused personal leave days to their accumulated sick leave at the end of each school year.

AFFIDAVIT

Upon return to work, a classified 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 a member of the immediate family who was ill. For ten (10) or more consecutive days, an employee shall present a physician's statement.

REFERENCES:

KRS 161.155

OAG 79-148

OAG 93-39

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.2231, 03.2232, 03.22322, 03.2233

03.273 (retirement compensation)

- CLASSIFIED PERSONNEL -

Drug-Free/Alcohol-Free Schools

The regulations of the Drug-Free Workplace Act apply to U.S. Department of Education grantees as well as to other federal agencies. For the most part, these regulations apply to school districts which are "prime grantees" for monies such as Impact Aid (Public Law 874). Hardin County is one of these districts.

In order to fulfill federal regulations, all employees are hereby notified that it is a violation of Policy 03.23251 of this school District for any employee to unlawfully manufacture, distribute, dispense, be under the influence of, possess use, sell or transfer any of the following in the workplace or in the performance of duties;

1. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
2. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

Additionally, P.L. 101-266 prohibits the unlawful possession, use, or distribution of alcohol by employees and prohibits employees from being under the influence of alcohol while on duty. Drinking or being under the influence of alcoholic beverages while on duty is cause for discharge.

DEFINITIONS

Alcohol or Alcoholic Beverage shall mean any liquid that has an alcoholic content in excess of .5% by volume.

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

Prescribed Drug shall mean any substance prescribed for the individual consuming it by a licensed medical practitioner.

Positive Drug Screening Test shall mean positive identification of a drug or metabolite which has been confirmed with sophisticated scientific laboratory tests. **Prohibited drugs** include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Deleted: No alcoholic beverages will be brought into or consumed on school property.

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Deleted: "Drug" means any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it.¶ "He" or "His" also means "She" or "Her" in appropriate context and applies to all sections of the manual.¶ "Illegal Drug" means any drug or controlled substance prohibited by Federal or State law, the sale or possession of which is illegal.¶

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Drug-Free/Alcohol-Free Schools**DEFINITIONS (CONTINUED)**

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Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

WORKPLACE DEFINED

Workplace is defined as the site for the performance of work done for the District. That includes any place where work on a school District program, project, or activity is performed, including, but not limited to, a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event where students are under the jurisdiction of the school District.

ALCOHOL

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Any employee whose off-duty or on-duty use of alcohol results in an act or acts which effect on job performance, including but not limited to, on duty accidents, poor work, or excessive absenteeism or tardiness and the offense does not warrant termination will be expected to seek referral to a chemical dependency treatment or counseling program. If the employee refuses or fails rehabilitation, he/she shall be subject to discipline up to and including termination.

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PRESCRIPTION DRUGS

Prescription drugs shall be used only in the manner, combination and quantity prescribed.

Any employee whose suspected misuse of prescription drugs results in an act or acts which have a detrimental effect on job performance, including but not limited to, excessive absenteeism, tardiness, accidents, or poor work and the offense does not warrant termination, may be referred for a drug/alcohol screening examination, and/or back to their private physician. If necessary, they may be referred to a chemical dependency treatment or counseling program. Appropriate disciplinary action may also be administered. If the employee refuses or fails rehabilitation, he/she will be terminated.

Drug-Free/Alcohol-Free Schools**SUSPENSION/TERMINATION/NONRENEWAL**

Any employee who violates the terms of this policy may be suspended, nonrenewed, or terminated. In addition, violations may result in notification of appropriate legal officials.

ALTERNATIVES

As an alternative, the Superintendent may choose that an employee who violates the terms of the District's drug-free/alcohol-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, nonrenewed, or terminated.

Any employee who has developed an addiction to, dependence upon, or problem with alcohol or drugs is encouraged to voluntarily seek assistance. No reprisal will be taken against any employee who chooses to correct a drug or alcohol problem through the self-referral method. However, self-referral to a treatment program may not be used as a protection from a subsequent supervisory referral for a drug or alcohol test based on reasonable suspicion that an employee is impaired or incapable of performing job duties.

An employee who violates the terms of the school District's drug-free/alcohol-free workplace policies or provisions of P.L. 101-266, may be nonrenewed or his/her employment may be suspended or terminated at the discretion of the Superintendent. The Superintendent, at the first meeting following any action, shall notify the Board of same. As an alternative the Superintendent may choose that an employee who violates the terms of the drug-free/alcohol-free policies satisfactorily participate, at employee expense, in a state-licensed drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be nonrenewed or his/her employment may be suspended or terminated.

Deleted: The use of an illegal drug or controlled dangerous substance by an employee, including but not limited to substances controlled or prohibited by Federal or State law, or the wrongful possession of same while on duty will be cause for termination.¶
The sale, trade or delivery of illegal drugs or controlled dangerous substances while on duty by an employee to another person will be cause for termination and referral to law enforcement authorities.

Deleted: Any employee who is referred to testing by a school system official because of reasonable suspicion of drug and/or alcohol use or the misuse of prescription drugs and the drug/alcohol test reveals a positive screen, may be given the opportunity to enter a drug rehabilitation or chemical dependency treatment program. Upon completion of that program, the employee will be required to attend an after-care program for one year. Refusal to participate in a treatment/rehabilitation program will result in termination. Impairment by drugs and/or alcohol does not excuse an employee's actions committed on the job while impaired. An employee may be terminated without an offer of treatment/rehabilitation based on the seriousness or egregiousness of his/her misconduct on the job.¶

Drug-Free/Alcohol-Free Schools**ALTERNATIVES (CONTINUED)**

Employees are further notified that it is a condition of continued employment with this District that all employees will comply with the above policies of the school District and will notify their supervisor of a conviction of any criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

REASONABLE SUSPICION DRUG/ALCOHOL TESTING OF CURRENT EMPLOYEES

Drug and alcohol testing will be conducted when an individual charged with enforcing this policy has reasonable suspicion to believe that an employee has violated it. Reasonable suspicion shall be based on specific behavioral observations.

Reasonable suspicion means information sufficient to justify a belief by a supervisor that this policy is being or has been violated. Circumstances which constitute reasonable suspicion may include, but are not limited to:

- h. direct observation of use or possession of drugs or alcohol;
- i. presence of the physical symptoms of drug or alcohol use (including but not limited to glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- j. a severe and prolonged reduction in productivity that is likely attributable to drug or alcohol use;
- k. a work-related accident;
- l. reliable information provided by a credible source or independently corroborated;
- m. a pattern of abnormal or erratic behavior; or
- n. frequent absenteeism or tardiness.

Whenever a drug/alcohol screening referral is being considered by the supervisor, the supervisor shall complete a report which summarizes the circumstances which constitute reasonable suspicion, and immediately request that another supervisor/administrator, if reasonably available, come to the site to confirm the basis for the referral.

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Drug-Free/Alcohol-Free Schools

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and ongoing drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

REFERENCES:

KRS 160.290; KRS 161.120; KRS 161.790; KRS 217.900; 34 CFR Part 85
P. L. 101-226 (Improving America's Schools Act of 1994 (Title IV): Safe and Drug-Free
Schools and Communities)
20 USCA, Section 3171

RELATED POLICIES:

03.1325; 08.1345; 09.2241

- CLASSIFIED PERSONNEL -**Hours of Duty****WORK SCHEDULE**

Classified employees shall be prompt in attendance and shall remain on duty as specified in their work schedule.

The work schedule for all classified personnel shall be specified by position in Board policy and shall be compatible with job requirements and applicable governmental regulations.

No classified employee shall leave his/her job assignment during duty hours without the express approval of his/her immediate supervisor.

No supervisor shall require any classified employee to work without a rest period of at least ten (10) minutes during each four (4) hours worked. It is not necessary to schedule rest periods when employees are allowed to take breaks as needed.

The regularly scheduled lunch period should not be considered a "work period."

Employees will not be paid for work (regular or overtime) performed at home unless approved in advance by the Superintendent.

MEETINGS

Employees shall attend meetings called by the Superintendent, building Principals, supervisors, or their designees. Absence from staff meetings must have approval of the administrator who called the meeting.

INCLEMENT WEATHER

When weather conditions require the alteration of normal school or District operations, the following guidelines are to be followed when scheduling the work hours of employees.

1. When schools are closed for an entire day, all twelve (12)-month employees are to report for work at their regularly scheduled time unless otherwise instructed. Said employees who do not report for work must use annual leave or personal leave in order to be paid for the day.
2. When schools are closed early due to a sudden change in weather conditions, all employees are to remain at work unless otherwise specifically instructed by their supervisor upon approval of the Superintendent or designee.
3. When schools are opened on a one (1)-hour delay, all employees are expected to report to work at the regular time.

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REFERENCE:

KRS 160.290 (2)

Substitute and Temporary Employees**DEFINITION—SUBSTITUTE EMPLOYEE**

Substitute employees are those who are hired when a full-time or part-time employee is absent from duty.

QUALIFICATIONS

All substitute employees shall meet criminal records check and medical examination requirements as specified in Policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute teachers.

RETIRED TEACHERS

Retired teachers may be re-employed as a part-time, temporary, or substitute teacher in keeping with the requirements of the Kentucky Teachers' Retirement System.

LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

EMPLOYMENT NOTIFICATION

Substitute teachers on the District's substitute list shall be notified in writing by April 30 of each year as to whether they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

DEFINITION—TEMPORARY EMPLOYEE

Temporary employees are hired to perform a particular service. Upon completion of the particular service to be rendered, a temporary assignment ceases with no obligation of continued employment. Temporary employees shall not be eligible for benefits.

All requests for temporary employees must be submitted in writing to the Director of Employment. The request should provide an explanation of the duties to be performed by the temporary, the length of employment, and the start date of employment. The Superintendent approves all temporary requests for employees based on a recommendation from Human Resources.

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Substitute and Temporary Employees

WORK CYCLE

The work cycle of temporary employees is limited to ninety (90) work days.

An extension of the ninety (90)-day work cycle may be approved for a period of time not to exceed a total of twelve (12) months [including the ninety (90)-day period] and is granted in thirty (30)-day increments.

Extension of the work cycle beyond twelve (12) months is specifically prohibited.

TEMPORARY EMPLOYEE BENEFITS

With the exception of workers' compensation and unemployment insurance, employee benefits are not applicable to personnel employed in temporary positions.

REFERENCES:

KRS 17.160; KRS 17.165; KRS 156.106; KRS 161.605; KRS 161.611
16 KAR 2:030; 16 KAR 2:120; 102 KAR 1:030; 702 KAR 1:035; 702 KAR 3:075
OAG 69-296

RELATED POLICIES:

03.11
03.111
03.1211

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds. Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system¹ and activity fund accounting procedures set out in Kentucky Administrative Regulation.²

TWO SIGNATURES REQUIRED

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

PURCHASE ORDERS

Activity fund purchases must be supported by a properly executed purchase request, billing invoice, standard invoice, and authorization for payment by the Principal.

Because no school activity fund is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of total revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

FINANCIAL REPORTS

Each month the Principal shall provide the Superintendent with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the Superintendent an annual financial report for those accounts.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

AUDIT OF FUNDS

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.¹

SUPPORT/BOOSTER CLUB FUNDS

Parent-teacher associations and booster club funds are subject to deposit and accounting procedures as school activity funds.³ Each year the Principal shall obtain the following from all support/booster club organizations as required by the state activity fund accounting procedures:

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1. Names of club officers;

School Activity Funds**SUPPORT/BOOSTER CLUB FUNDS (CONTINUED)**

2. A copy of the annual budget within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group; and
3. An annual financial report by July 25 for the year ending June 30 reporting receipts, expenditures and beginning and ending balances.¹

The Board authorizes the Superintendent and/or designee (Principal) to oversee and authorize booster operations of concessions at the school site.

All booster groups wishing to be recognized by and/or affiliated with the District shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

CONTRACTS SIGNED BY PRINCIPALS

The Board shall, through policy, authorize the Principal to enter into the following types of contracts:

1. Fund-raising endeavors (i.e., picture sales, vending machine leases, T-shirt sales, etc.)
2. Lease/purchase of equipment such as copiers, service contracts, telephone systems.

Contracts other than those listed above shall be reviewed and approved by the Superintendent and/or the Finance Department (Associate Superintendent/Finance Director).

By entering into contracts in the manner set out above, it is the intent of the Board and the administrative staff that the Principal is signing as an agent of the Board and is not to be personally liable for any portion of the contract.

By entering into any contract, the Principal is advised to have the contract reviewed by the Finance Department. In addition, upon the execution of a contract, a copy of the contract shall be forwarded to the Finance Department to be placed on file.

REFERENCES:

¹702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

²702 KAR 3:120

³OAG 79-556

KRS 139.497; KRS 156.070; KRS 158.290; KRS 160.290; KRS 160.340

RELATED POLICIES:

04.31211; 09.33

Investments**EXCESS FUNDS**

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

Deleted: Finance Officer

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 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. Uncollateralized certifications of deposit issued by any bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.
6. Bankers' acceptances for banks rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.
7. Commercial paper rated in the highest category by a nationally recognized 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 nationally recognized rating agency.
10. Shares of mutual funds, as permitted by law.¹

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, and 9 listed above shall not exceed twenty percent (20%) of the total amount of money invested.

Investments

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. 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.

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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.

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BIDDING

Regular investments shall be handled by allowing all local banks the opportunity to furnish the Treasurer a bid on funds to be invested. Bids shall be requested on the day funds are to be invested by calling the banks and indicating the amount to be invested and the maturity date.

Banks wishing to participate in the bidding process shall file (in advance) with the Board, safekeeping receipts covering the amount of their bids. These securities must be United States Government bonds and/or Kentucky School Building Revenue bonds.

REFERENCES:

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

RELATED POLICIES:

04.2
04.21

Financial Statements

The Superintendent shall cause financial statements to be produced and reported in accordance with KRS 424.220 or applicable State provisions.

REFERENCES:

KRS 424.220

Governmental Accounting Standards Board, Statement 45 (GASB 45)

Deleted: The Finance Office shall share requested information that is regularly prepared for the Board of Education. If questions are raised about the financial reports, an effort shall be made to explain or clarify data with interested parties.

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Maintenance

DEVELOPMENT OF PROGRAM

The Superintendent's designee (Director of Buildings and Grounds) shall be responsible for developing a maintenance program for all property under the jurisdiction of the Board.

REFERENCES:

KRS 160.290
KRS 198B.650
815 KAR 8:010
902 KAR 45:150
Kentucky Education Technology System (KETS)

Deleted: A maintenance program shall be developed by the Technology Director. The maintenance program shall include provisions which will minimize "down-time" on network file servers.¶

Rental Application and Contract

CONDITIONS OF RENTAL

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the Principal.
2. Rentals will be made to responsible, organized groups and responsible officers of that group must sign the application and the contract.
3. Activities shall not restrict admission or participation on the basis of race, color, national origin, sex, or handicap.
4. Conditions of that contract shall include:
 - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
 - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
 - c. Agreement to observe all fire and safety regulations;
 - d. Agreement that the use of tobacco products shall not occur within the building and that the use of alcoholic beverages is prohibited in school buildings or on school grounds;
 - e. Observance that no immoral or illegal activity shall be allowed on the premises;
 - f. The presence of a school supervisory or custodial personnel designated by the Principal at all times. The hourly wage of the custodian(s) must be included in the contract along with the social security and retirement payments required by law. If the custodian is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid;
 - g. The presence of school food service personnel when kitchen facilities are used. The hourly wage of the food service worker(s) must be included in the contract along with the social security and retirement payments required by law. If the food service employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid;
 - h. Agreement that no alterations to the buildings or grounds be made without prior approval;
 - i. Agreement that no permanent signs, banners, pennants or similar items be placed in or on school buildings or grounds except by groups associated with the schools;
 - j. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
 - k. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated;

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Rental Application and Contract

- l. Agreement to leave the facilities in as good a condition as before used;
- m. When facilities are to be used for non-school activities and/or activities not for the benefit of the District, a certificate of general liability insurance naming the Board members, school employees and District as additional insureds shall be provided. Minimum single limit coverage \$1,000,000;
- n. Community/Youth Group/Organizations that contribute donations to any of the school programs that are of equal or greater value than the facility rental cost, have the option from the Principal of being exempt from the rental fee. This does not include the amount to be paid for custodial services if required due to clean up or if a school personnel is necessary to be present during the rental function; and
- o. The continual renting of school facilities by individuals or groups shall not extend beyond 6 month periods.

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KRS 438.050; OAG 81-295
P. L. 107-110 (No Child Left Behind Act of 2001)

RELATED POLICY:

10.3

Building Security

RESPONSIBILITY

The Principals shall be held responsible for the reasonable security of all school property under their supervision.

Deleted: NETWORK SYSTEM SECURITY¶
A written computer Network Security Plan shall be on file in the Superintendent's Office and the schools' offices. This plan will be referred to in all matters pertaining to Hardin County Schools' network security.¶

Transportation

The transportation program is a District-wide function administered by the Superintendent/designee in keeping with Board policies and District procedures. The Superintendent shall develop a transportation safety program and disseminate annually to the appropriate employees, parents, and students of the District.

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IMPLEMENTATION OF SYSTEM

The Superintendent shall develop and administer the necessary administrative procedures to implement the pupil transportation system, subject to review by the Board and consistent with 702 Kentucky Administrative Regulations, Chapter 5.¹

REFERENCES:

¹702 KAR 5:010, 702 KAR 5:020, 702 KAR 5:030
KRS 158.110; KRS 158.115

District Transportation Manual

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Free and Reduced-Price Meals

The Superintendent/designee shall annually submit, for Board review, administrative regulations governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning student eligibility for free and reduced-price meals.

Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office. [Detailed guidelines may be found in the Disclosure Agreement for Free and Reduced Price Information located in the Central Office.](#)

REFERENCES:

KRS 160.290
702 KAR 6:010
702 KAR 6:0507 C.F.R. §245.6
20 U.S.C. 1232g, 34C.F.R. 99.1 – 99.67
402 USC §1751 et seq.
402 U.S.C. Section 1771 et seq.

RELATED POLICY:

09.14

Graduation Requirements

Each student shall complete an individual learning plan that incorporates emphasis on career development, to include Academic Expectations 2.36, 2.37, and 2.38, and shall have a total of at least twenty-two (22) credits for high school graduation. Those credits shall include the following minimum requirements:

- Language arts – four (4) credits (including English I, II, III, and IV);
- Social studies – three (3) credits (to incorporate U. S. History, Economics, Government, World Geography, and World Civilization)
- Mathematics – three (3) credits (including Algebra I, Geometry, and one [1] elective as provided in the *Program of Studies*, 704 KAR 3:303)*
- Science – three (3) credits (including life science, physical science, and earth and space science as provided in the *Program of Studies*, 704 KAR 3:303)
- Health – one-half (½) credit
- Physical education – one-half (½) credit
- History and appreciation of visual and performing arts (or another arts course that incorporates this content) – one (1) credit
- Electives – seven (7) credits

Effective with the graduating class of 2012, students must take one (1) mathematics course each year of high school. Students are required to have three (3) credits in mathematics and to take mathematics every year. Required courses include: Algebra I, Geometry and Algebra II. An integrated, applied, interdisciplinary, technical or occupational course that prepares a student for a career path based on the student's individual learning plan (ILP) may be substituted for a traditional Algebra I, II or Geometry course. This decision is made on an individual student basis. These courses must meet the content standards in the Program of Studies. Students who receive credit for Algebra I in middle school must take mathematics every year of high school.

ADDITIONAL REQUIREMENTS

All students will be enrolled for eight (8) semesters or twelve (12) trimesters of high school unless the high school Principal, in consultation with the high school counselor, student, and legal guardian/parent, recommends an exception.

Provided all requirements for graduation are met and the Principal determines it is in the best interest of the student, the Principal may recommend an exception for a particular student(s) to the Board.

The consultation shall include a review of the student's high school course of study, grades, test scores, discipline records, extracurricular activities, and individual graduation plan for the purpose of determining the extent to which the student would benefit from an exception. The decision of the Principal to recommend an exception to the Board shall be on the basis of the student's readiness and need for accelerated coursework that is not available in the high school's curriculum or other extenuating circumstances.

Fractional credit may be granted for one-credit courses.

Students who have completed the requirements for graduation at each high school are eligible for a diploma from that school.

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Graduation Requirements

COMMENCEMENT

Graduation exercises and the issuing of diplomas shall occur only once each year at the end of the school term and shall involve only those students who have completed the requirements.

Honor Student recognition will be determined by school councils.

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HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL

It is expected that most students will earn these credits during their high school years. However, local school districts may offer these courses to middle level students if the following criteria are met:

1. The content and the rigor of the course is the same as established in the Program of Studies;
2. The students demonstrate mastery of the middle level content as specified in the Program of Studies;
3. The District has criteria in place to make reasonable determination that the middle level student is capable of success in the high school course; and,
4. The middle level course is taught by teachers with either secondary or middle level certification with appropriate content specialization.

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

Individual site-based councils, with Board approval, may determine additional graduation requirements.

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 expectations;
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 individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

Graduation Requirements**COMMONWEALTH DIPLOMA**

A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program, as specified in 704 KAR 3:340.

Deleted: (See Commonwealth Diploma—HCAR 08.113)

OTHER PROVISIONS

The Board may authorize different diploma programs. In order to graduate, seniors must have successfully completed requirements of the state assessment and accountability program. Individual site-based councils, with Board approval, may establish additional graduation requirements related to state-mandated standards-based assessment.

Deleted: (See Academic Studies Program—HCAR 08.113)

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

When a student successfully completes a KVHS course, the credit shall apply toward graduation requirements; and the grade received shall be used in calculating the student's grade point average. Students in Grades 5, 6, 7, or 8 who score a "3" or higher on an advanced placement examination or earn a grade of "B" or better in a high school equivalent or a KVHS course shall receive credit toward graduation. (Please refer to Policy 08.1131 concerning prior approval for KVHS courses.)

STUDENTS WITH DISABILITIES

High school diplomas shall be awarded to students with disabilities in compliance with Kentucky Administrative Regulation.

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:

¹KRS 40.010; KRS 156.160
KRS 158.140; KRS 158.622; KRS 158.860; KRS 158.645; KRS 158.6451
13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060
704 KAR 3:303; 704 KAR 3:305; 704 KAR 3:340; 704 KAR 7:140
OAG 78-348; OAG 82-386
Program of Studies for Kentucky Schools

RELATED POLICIES:

08.1131, 08.14, 08.2211
09.126 (re requirements for students from military families)

Graduation Requirements (Procedures)

ACADEMIC STUDIES CURRICULUM

~

Students successfully completing the curriculum will receive an academic seal on their diploma. A grade point average of B or 3.0 will be required on all high school work.

Schools may substitute, with Board approval, an integrated, applied, interdisciplinary or higher level course for a required course if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. If a substitution is granted by the Board, a rationale and course description shall be filed with the Board and the Kentucky Department of Education.

Individual site-based councils, with Board approval, may determine additional Academic Studies Curriculum requirements.

Deleted: Students selecting this program will be required to complete an individual learning plan which incorporates emphasis on career development, to include Academic Expectations 2.36, 2.37, and 2.38, and shall have a total of at least twenty-two (22) credits. Those credits shall include Language arts - four (4) credits (including English I, II, III, IV, Advanced English is strongly recommended); Social Studies - three (3) credits (to incorporate U.S. History, Economics, Government, World Geography, and World Civilization); Mathematics three (3) credits (including Algebra I, Geometry, and one (1) elective with content and rigor which meets or exceeds the recommended third math course as provided in the program of studies, 704 KAR 3:303); three (3) credits to include the content strands of number property and operation, measurement, geometry, data analysis and probability, and algebraic thinking, and included the following minimum requirements:

Deleted: (a) One (1) mathematics course taken each year of high school to ensure readiness for postsecondary education or the workforce based on the student's individual learning plan, (b) Required courses shall include 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 individual learning plan 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 program of studies, and, (c) Pre

Deleted: algebra shall not be counted as one (1) of the three (3) required mathematics credits for high school graduation but may be counted as an elective.

Deleted: Science - three (3) credits (including life science, physical science, and earth and space science as provided in the program of studies, 704 KAR 3:303); Health - one-half (1/2) credit; Physical education - one-half (1/2) credit; History and appreciation of visual and performing arts (or another arts course which incorporates this content - one (1) credit, and Electives - seven (7) credits. Two (2) elective credits of foreign language are suggested for students who plan to go to college.

Graduation Requirements (Procedures)**THE COMMONWEALTH DIPLOMA**

Students successfully completing this curriculum will receive an academic seal on their school diploma and a Commonwealth Diploma from the State Board of Education. A grade point average of B or 3.0 will be required on all high school work required to earn twenty-two (22) credits.

In addition to earning twenty-two (22) or more credits, each candidate for this combined Academic Studies and Commonwealth Diploma program must complete Advanced Placement Examinations in three (3) of the four (4) required AP course areas (English, Science/Mathematics, Foreign Language, Elective). The Kentucky Department of Education reimburses graduates for test fees contingent upon the graduate making a composite score of 8 on the three required AP classes and earning a Commonwealth Diploma.

AWARDING CREDIT

- I. High School credits (Grades 9-12) are awarded on a course completion basis. Students who are successful in passing one-half of a regular course may be given one-half credit. Further, credit for incomplete regular courses may be evaluated only as one-half credit
2. Students who exit for any reason and who have successfully passed one-half of a regular course are eligible for one-half credit. Further, the transcript of all exiting students will reflect the grades to date.

Deleted: Students have the opportunity to earn the Commonwealth Diploma. The Commonwealth Diploma is a recognition program established by the State Board of Education. This diploma combines the present Academic Studies Curriculum with the national Advanced Placement Program administered by the College Entrance Examination Board. Advanced Placement (AP) is a program of college-level courses and examinations for high school students. ¶ The requirements of the Commonwealth Diploma include the successful completion of at least twenty-two (22) credits. In compiling these credits, the student must complete the Academic Studies Curriculum and four (4) Advanced Placement courses from the areas of (1) English, (2) calculus, (3) foreign language, (4) American history, (5) biology, and (6) chemistry or physics. ¶ Further, s

Correspondence/Distance Learning Courses

Students who have not received credit in any course offered by a state-accredited high school may enroll in any accredited correspondence program from agencies and institutions recognized by the Board and receive credit for graduation upon successfully completing said course.

Pupils may earn no more than three (3) credits through correspondence. Further, no more than two (2) correspondence courses may be taken while enrolled in any regular school year.

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Only courses offered by agencies and institutions recognized by the Board will be accepted. The express approval of the Principal or the Principal's designee shall be obtained before the course is taken, and an official record of the final grade must be received by the school before a diploma may be issued to the student.

MAXIMUM NUMBER OF UNITS TO BE EARNED BY CORRESPONDENCE

1. High school students may be permitted to earn, upon the recommendation and approval of the Principal/designee, correspondence credit(s). All correspondence work and final exams must be completed by May 1.
2. Any person who has reached twenty-one (21) years of age and has not completed school may earn, by correspondence, a maximum of one-fourth ($\frac{1}{4}$) of the number of units required for graduation at the time of entrance to high school. To be eligible to receive credit through correspondence, a person will be required to make application to the Superintendent of the district in which credit is to be received. Upon recommendation and approval of the Principal/designee in the school in which the person will be enrolled, application may be made to take a correspondence course.
3. Any person who has been out of school for a minimum of ten (10) years, from the close of school term during the last year of attendance, may earn by correspondence a maximum of one-half ($\frac{1}{2}$) of the number of units required for graduation at the time of entrance to high school. To be eligible to receive such credit through correspondence, the person will be required to make application to the Superintendent of the district in which the credit will be received. The person may make application to take a correspondence course upon the recommendation and approval of the Principal of the school for the balance of courses needed.
4. High school students may be permitted to earn Kentucky Virtual High School credit(s) upon the recommendation and approval of the Principal/designee. All work and final exams must be completed by the timeline established through the Kentucky Virtual High School.

REFERENCE:

KRS 158.622

RELATED POLICIES:

08.113, 08.2323, 09.1221, 09.3, 09.435

Instructional Organization**PHYSICAL ORGANIZATION**

Elementary school consists of preschool through grade five (5). Middle school consists of grades six (6) through eight (8). High school consists of grades nine (9) through twelve (12) and Alternative School.

CURRICULAR ORGANIZATION

The current curricular organization of preschool through grade five (5) shall be considered elementary childhood education; grades six (6) through eight (8), middle childhood education; and grades nine (9) through twelve (12), secondary education.

Curricular organization may change as Local Planning Committee recommendations are put into effect.

REFERENCES:

KRS 157.320
KRS 158.030
KRS 157.3175

Students With Disabilities**LEGAL OBLIGATIONS**

The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the Board approved and adopted Hardin County Special Education Policies and Procedures Manual and Section 504 procedures relating to such programs.

ASSESSMENT

District special education programs and related services shall meet all requirements established by governance authorities.

Before any action is taken with respect to the initial placement of a student with a disability in a special education program, a full and individual assessment of the child's educational needs must be conducted in accordance with the requirements of state and federal regulations.

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(See the above-referenced District policy and procedure information for students with disabilities.)

REFERENCES:

Individuals with Disabilities Education Improvement Act of 2004

District 504 procedures

KRS 157.200

707 KAR Chapter 1

A complete listing of pertinent legal references is contained in the District's Special Education Manual and Section 504 procedures, which are incorporated herein by reference.

RELATED POLICY:

09.126 (re requirements/exceptions for students from military families)

Home/Hospital Instruction

HOME/HOSPITAL INSTRUCTION

Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child's attendance in school for five (5) days.¹ Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2), one (1)-hour visits per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

ELIGIBILITY

In accordance with KRS 159.030(2), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student's condition, the home/hospital instruction review committee may schedule a review of the student's continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

SECONDARY STUDENTS

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester/trimester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters/trimesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as outlined by the Kentucky Core Academic Standards.
4. If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.

STUDENTS WITH DISABILITIES

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of homebound services for a student at the secondary level and the number of credits the student will be permitted to earn while on home/hospital instruction.

Home/Hospital Instruction

REFERENCES:

¹KRS 157.270

²704 KAR 7:120; KRS 159.030

707 KAR 1:055; KRS 157.360

RELATED POLICIES:

09.122; 09.123

Gifted and Talented Students**DISTRICT PROVIDES**

The District shall identify students in grades primary through twelve (P-12) who qualify for Gifted and Talented services. Students in the primary program (P1-P4) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool, and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the District shall provide qualitatively differentiated educational programs in the five (5) Gifted and Talented areas defined below.

DEFINITIONS

Gifted and talented students represent a group of pupils who have been identified as possessing demonstrated or potential ability to perform at an exceptionally high level in general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial or leadership skills, or in the visual or performing arts.

The definitions specified in 704 KAR 3:285 shall be used in the operation of the District's programs for gifted and talented students.

IDENTIFICATION/DIAGNOSIS AND ELIGIBILITY

In compliance with 704 KAR 3:285, the Superintendent/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors, and talents of students. Determination of eligibility for Gifted and Talented services shall be based on the student's individual needs, interests, and abilities and shall be designed to address environmental and cultural factors that may contribute to the student's being overlooked such as whether the student is economically disadvantaged or underachieving, is a member of a racial or ethnic minority, or has a disability.

The District's plan for identifying gifted and talented students shall:

1. A balanced multiple-criteria approach to include both informal and formal instruments;
2. A variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
3. KRS 157.200 definitions for all areas of giftedness.

Based on data gathered by the Gifted/Talented Coordinator or Gifted/Talented Teacher, schools will be notified of the names of students who qualify for gifted education services. A school committee, to include one of the above named G/T persons, shall determine the most appropriate method(s) and level of service delivery to be provided for each individual student.

Prior to selection or formal identification and placement of a student, the District shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services.

Gifted and Talented Students

IDENTIFICATION/ELIGIBILITY DETERMINATION PROCEDURE

Data gathering shall be initiated by the Gifted Education Coordinator each spring. The student data will be analyzed and diagnosed by the Coordinator and Gifted/Talented Teachers to determine the areas in which students meet qualifying criteria for G/T services. A committee at each school, as described above, shall determine the most appropriate method and level of service delivery to be provided for each individual student.

SERVICES AND CURRICULUM

Gifted and talented students shall be provided with a student services plan that meets requirements set out in administrative regulation.

Each school shall adjust its curriculum to meet the needs of gifted and talented students. Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular experiences commensurate with the student's interests, needs and abilities; and
3. Helps the student attain, to a high degree, the goals established in KRS 158.6451.

Procedures and strategies to implement this policy shall identify the following:

- A variety of appropriate options for grouping by ability, interest, and/or need;
- Multiple-service options reflecting continuous progress through a logical sequence of learning;
- Means of obtaining parental input for use in determining appropriate services;
- A gifted and talented student services plan format that provides for matching a formally identified gifted student's interests, needs, and abilities to differentiated service options; and
- A plan for reporting to parents, at least once each semester/trimester, regarding their child's progress in services included in the student's services plan.

Neither the primary program nor any grade level shall be served by one (1) gifted education service option alone.

PERSONNEL

The Superintendent shall appoint a Gifted/Talented Coordinator who shall oversee the operation of the District's Gifted and Talented Program and assist schools in implementing the provisions of this policy. The Gifted/Talented Coordinator shall oversee the expenditure of funds for gifted education to ensure they are used to provide direct services to identified students.

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall receive training to address the individual needs, interests, and abilities of these students.

Gifted and Talented Students**PROGRAM EVALUATION**

The Gifted/Talented Coordinator shall coordinate the annual, ongoing process of evaluating all aspects of the Gifted Education Program and make recommendations for upgrading those areas found to be deficient. Data collected in the annual evaluation shall be used in the comprehensive improvement planning process, and District G/T Advisory Council members shall provide recommendations to the Coordinator and assist in program improvement discussions throughout the year, as well as serve as G/T contact persons for their respective schools. The results of the annual evaluation shall be presented to the Board who shall determine if District goals are being accomplished.

BUDGET/FUNDING

A Local District Gifted Education Plan Application is submitted each spring to obtain state funding for the following year. Additional funding beyond the state allocation shall be from local District allocations as determined in the District Budget.

PROCEDURAL SAFEGUARDS

Students, parents or guardians who wish to file a grievance or appeal concerning the following areas may do so under the process outlined in administrative procedures:

1. The District's process for selecting students for talent pool services;
2. The District's process for formal identification of gifted and talented students; or
3. The appropriateness and/or adequacy of talent pool services or services address in a formally identified student services plan.

This policy and the procedures to implement it shall be made available for public inspection.

REFERENCES:

KRS 157.196; KRS 157.200; KRS 157.224

KRS 157.230; KRS 158.6451; KRS 161.052; KRS 161.095

703 KAR 4:040; 704 KAR 3:285

16 KAR 2:110, 16 KAR 4:010

A Framework to Provide Successful Learning Opportunities for Gifted and Talented Students, Kentucky Department of Education

RELATED POLICY:

09.126 (re requirements/exceptions for students from military families)

DRAFT TO RESCIND (02/23/10)

**Deleted: CURRICULUM AND
INSTRUCTION .08 13439
Drug and Alcohol Education¶**
The Superintendent shall develop
regulations regarding instruction on the
effects of the use of alcohol and drugs
consistent with the Drug-Free Schools
Act of 1989, Public Law 101-226.¶
REFERENCE:¶
P.L. 101-226¶

Promotion and Retention

CERTIFICATE AND TRANSFERS

When a pupil in any public school completes the prescribed program of studies, s/he may receive a certificate of completion signed by the teacher. The certificate shall entitle the pupil to admission into any public high school. Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a pupil transfers from the school of one district to the school of another district, s/he may not be assigned to a lower grade or course until the pupil has demonstrated that s/he is not suited for the work in the grade or course to which s/he has been promoted.¹

A student who has completed the requirements established by the State Department of Education for a vocational program shall receive a vocational certificate of completion specifying the areas of competence.¹

DIPLOMAS

Upon successful completion of all state and Board requirements, the student shall receive a diploma indicating graduation from high school.

PROMOTION

The elementary and middle school Principals or designee shall notify parents of students who are in danger of retention at the close of the first and third quarters. The high school Principal shall notify parents of students who are in danger of failing a two-semester class at the close of the second and third quarters. For semester courses, the notification will be done at the end of the first quarter. Notification to parents of seniors who are failing shall be sent at the end of the third grading period.

Promotion of elementary students shall be based on demonstration of emotional, social, intellectual, and academic growth. The decision to retain shall be made by the teacher, Principal, and parent. Should there be a division of opinion regarding retention, the Principal shall make the final decision.

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A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade.

Middle school students are to be promoted according to the number of classes passed. Students who fail two (2) or more core content classes (language arts, math, science, social studies) are to be retained. Students who fail one (1) core content class and related arts classes equivalent to one (1) core content class (i.e., physical education, family and consumer science, technology education, music, band, art, etc.) are to be retained. Exception to this provision of the policy may be appealed to the Superintendent or designee for a final judgment. The Superintendent or designee shall use criteria that includes but not be limited to home/school communications. ESS referral and Intervention Assistance Team strategies used.

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To be promoted from one grade level to another in elementary, middle, and high school, a student must complete all components of District and State assessment and accountability programs as specified in state guidelines.

Promotion and Retention

PROMOTION (CONTINUED)

Senior high students shall be promoted according to the number of credits stated in the student handbooks.

Students in grades nine through twelve (9-12) not enrolled at the beginning of the school year shall be given comprehensive tests to determine a grade to date for the subject areas in which they enroll.

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STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.²

REFERENCES:

¹KRS 158.140

²P. L. 101-476; 707 KAR 1:051 – 707 KAR 1:060

KRS 158.031; KRS 160.345

KRS 158.645, KRS 158.860

KRS 158.6451; KRS 158.6453

OAG 82-473

703 KAR 4:020; 703 KAR 4:040

Honig v. Doe, 108 S.Ct. 592 (1988)

RELATED POLICIES:

08.113

08.222

08.5

09.121

09.431

Grading

ACHIEVEMENT

Teachers shall maintain detailed, systematic records of the achievement of each student. Teachers shall provide feedback on all assessments, assignments, and/or projects that are used for grading purposes within a reasonable amount of time after the tasks have been completed.

GRADE REPORTS

Grade reports shall be issued every nine (9) weeks for elementary, middle, and high school students. These evaluations shall provide a record of academic progress and conduct.

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Teachers shall send progress reports at the middle of each grading term to parents of students who are doing unsatisfactory work. This report may be written or verbal however interim report forms are available upon request. A copy of the interim report(s) shall be retained at the local school during the current academic year.

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Conduct grades are not to be recorded on the permanent record card.

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Special area teachers should collaborate with regular classroom teachers to report student progress. At the end of each grading period, the Principal shall have teachers report, on a form provided by the school, the names of students who are failing or in danger of failing.

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UNIFORM GRADING

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It is beneficial to the school system and to the teachers to work toward uniformity in grading practices. Each Principal shall be responsible for reviewing the grading practice of the school staff after each grading period.

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Nothing in this policy shall prevent a Principal from taking appropriate action on any grading problem.

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PARENT/TEACHER CONFERENCES

Conferences may be held when requested by the parent or teacher.

GRADING SCALE

The following grading standards shall be adhered to for students enrolled in grades four through twelve (4-12):

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Descriptor</u>
A	92-100	Excellent
B	83- 91	Good
C	74- 82	Average
D	68- 73	Below Average
F	0- 67	Failing

Grading**ELEMENTARY PROGRESS REPORTS**

Elementary students will receive a progress report quarterly, utilizing the District assessment key as designated by the report card. Each primary teacher (grades K-3) shall provide parents with a comprehensive report that is based on samples of their child's work and that includes a descriptive, narrative evaluation of all aspects of the child's progress.

A student's grade shall not be lowered as a disciplinary action.

The Principal shall review the grading practices of each staff member after each grading period.

STUDENTS WITH DISABILITIES

Special education teachers and regular classroom teachers shall work together on grades reported in supported subjects.

The special education teacher shall report grades of those subjects taught exclusively by that teacher. If a student is not in the regular class for a full period of instruction due to attendance in a special class, the student shall be evaluated for only the time present in the regular class.

REFERENCES:

KRS 158.140, KRS 161.200, KRS 160.345, KRS 158.645, KRS 158.6451, KRS 158.860
703 KAR 4:040

RELATED POLICIES:

02.441; 08.113; 08.22; 08.222; 08.5

Instructional Resources**SURVEY**

Schools not having SBDM school councils shall survey teachers to determine their needs for instructional resources. The results of the survey shall be used to establish priorities for purchase.

ALLOCATION METHOD

Within budgetary limits, schools or school councils shall establish an equitable method of allocating funds to purchase instructional resources.

FINANCIAL REPORT

A financial report on allocations to and expenditures for instructional resources shall be prepared annually by the Board and shall be a public record.

Each school may carry forward to the next fiscal year any part of the instructional resource allocation distributed to the school that has not been spent or committed in the current fiscal year.

INSTRUCTIONAL RESOURCE FUND

Schools with any grade from P-8 may purchase instructional resources using State funds in accordance with 704 KAR 3:455.

Each school allocated instructional resource funds shall complete an annual plan to identify purchases following guidelines of the Kentucky Board of Education.

The annual plan shall be approved by the Board and by the School Council in SBDM schools.

All plans shall be approved by the local Board as to sufficiency of funding to support the requested purchases.

FEES

If the Board authorizes charging rental fees for students in grades nine through twelve (9-12), the Board shall establish those fees annually.

Instructional resources shall be made available to all students. No student shall be denied full participation in any educational program due to an inability to pay for, or rent, all necessary instructional resources.¹

Fee waivers shall be provided as required by applicable statutes and regulations.²

Expenditures, such as college textbooks and/or tuition costs that are incurred as a result of dual credit, may be required of students enrolled in such programs.

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RESPONSIBILITY

Students or parents shall compensate the District for instructional resources that are lost, damaged, or destroyed while in the student's possession.

Instructional Resources

REFERENCES:

¹KRS 158.108

²KRS 160.330; 702 KAR 3:220

KRS 156.433

KRS 156.439

KRS 157.110

702 KAR 3:246

704 KAR 3:455

RELATED POLICIES:

02.4242

04.32

09.15

School Attendance Areas**ASSIGNED DISTRICT**

All pupils shall be assigned by geographic attendance districts. Specific areas served by each attendance district will be marked on a map in the central administration office. The Board may revise attendance districts from time to time to attain maximum utilization of school facilities.¹ Once an area has been redistricted, a student affected by the redistricting may apply for an exception outside the month of December or entry level grade, according to this policy.

CLASS ENROLLMENT MAXIMUMS

Should classes in a particular school exceed the allowable size limit specified by law or regulation, the administration is permitted to move students from their respective attendance area to balance student/teacher assignments.

REQUESTS FOR TRANSFER

Parents may request that their child(ren) attend a school outside the assigned attendance area.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low-income families);
3. The assigned school is designated by the state as being "persistently dangerous"; or
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.²

Deleted: The following provisions are for parents who request that their child(ren) attend a school other than their assigned school:¶
<#>A written request must be filed at the school of choice on or before the last school day in December. Families moving into the district and preschool children determined eligible for services after the December deadline will be permitted to make an exception request once upon enrollment. After receiving building capacities, projections, and district programming decisions from the Central Office, the principal will review the transfer requests and decide who will be allowed a transfer. Families shall be notified on February 1 or later. District programming needs (i.e., special education units, preschool units, etc.) shall be determined on or before January 15. The principal will report the names of all students who requested transfer and indicate those who have been accepted to the Student Services Department. Criteria for accepting in-district but out of attendance area students will be based upon the following:¶

School Attendance Areas

Deleted: REQUESTS FOR TRANSFER (CONTINUED)¶
<#>Students will be considered for transfer only at each of the entry grades per school level (i.e., kindergarten for elementary, sixth grade for middle school, and ninth grade for high school). The only exception to this stipulation is when a family moves into the district and desires a one time transfer consideration for children who may not be kindergarten, sixth grade, or ninth grade level students. Students who are accepted under this transfer provision must remain at the transfer school for the duration unless they desire to return to the school of their residence.¶
<#>Students who receive a transfer that fail to meet attendance requirements due to transportation challenges may result in the superintendent or designee sending the student back to the school of their residence where transportation is provided by the board of education.¶
<#>Students who are attending schools out of their attendance areas via the provisions of Policy 9.11 prior to the 2006-07 school year shall be allowed to remain in attendance at their transfer school under the provisions of the previous Policy stipulations (i.e., if principals approve their continuing as a student in the school they shall be allowed to remain).¶
<#>Request for transfer of students of full time employees of the district shall be considered by the principal and, if approved, accommodated before other transfer requests as long as the request is related to convenience for the employee (i.e., working in a school or near feeder schools to the employee's place of employment that would be more convenient for the employee). This transfer provision may supersede the 95% capacity as outlined in section 2 of this policy.¶
<#>Adequate space must be available. If a school reaches class enrollment maximums on or before September 15, students requesting district exceptions will be subject to the provisions of HCAR 09.11. Building capacities will be established by the central office (i.e., finance and student services personnel in collaboration with schools). Building capacities for the purpose of this policy shall take into consideration the physical space, district programming needs, and optimal enrollment limits. A school shall not accept transfer students that will cause the total school enrollment to be in excess of 95% capacity of the school. This will ensure that 5% space is available for students who may enroll during the school year. Calculation of total school enrollment shall be done in accordance with the Student Services Department's projections of enrollments (i.e., second month growth factor report). Provisions of this policy shall not preclude district decisions to place students and/or programs in schools as needed.¶
<#>There will be no cost to the Board nor service provided by the Board (e.g. ... [2]

School Attendance Areas**IF FAMILIES MOVE**

If a family moves from one attendance district to another within the school system, the pupil may be permitted to finish the school year in the school in which s/he was last enrolled based on the following criteria: (1) Principal approval, (2) adequate space, and (3) no cost to the Board nor service provided by the Board. The pupil will enroll the following year in the school in the attendance district of his/her legal residence unless accepted as an out-of-district by the Principal under provision 1.A of procedure 09.11 AP.1. If a student moves during the testing window for CATS, the student shall remain at that school until the end of the year provided the parent transports.

REFERENCES:

¹KRS 159.070; OAG 80-394

²P. L. 107-110 (No Child Left Behind Act of 2001)
34 CFR 200.44

RELATED POLICIES:

03.127, 03.226

Student Fees**BOARD APPROVAL REQUIRED**

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

The Principal and teachers shall review costs to students and parents and submit an annual report to the school council as well as the Superintendent or designee.

REFERENCE:

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

08.232

Deleted: NO CHILD DENIED¶

Students shall not be denied access to any educational program due to an inability to pay a fee, purchase school supplies, or rent or purchase instructional resources.¶

PRINCIPAL'S RESPONSIBILITY¶

Principals shall determine those students who qualify for free school supplies and instructional resources as follows:¶

<#>Principals shall use the guidelines of the free and reduced-price lunch program to determine the inability of students to rent instructional resources, pay fees, and purchase necessary school supplies.¶

<#>During the first week of school, the Principal shall send to the parents of each student the eligibility guidelines for free and reduced-price lunches. (If the student qualifies for free or reduced lunches, s/he also qualifies for free necessary school supplies.)¶

<#>Parents shall be informed that they must complete the required documentation to be eligible for exemption from payment of fees for necessary school supplies.¶

Contagious Diseases and Parasites**NOTIFICATION**

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's school Principal if the student has any medical condition which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.¹

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent or designee may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards, which the Superintendent or designee shall obtain from consultation with the student's physician, the local health officer¹, or the Kentucky Department for Public Health.

EPIDEMICS

In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the Board may close the schools.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

Unless otherwise permitted by law, signed parental consent designating personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel.

The Superintendent/District FRYSC/Health Services Director shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

CLEANUP PROCEDURES

The Superintendent shall develop procedures to promote adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases.

Deleted: Parents are advised that all children are presumed to be mature enough to make their own decisions concerning food choices, especially as such decisions may affect their own medical conditions such as food allergies or diabetes. If a student's medical condition requires that individualized food alternatives be provided to a child such as a milk substitute because of milk allergy or individual food scheduling such as a snack for a diabetic, it is the parent's responsibility to procure a medical doctor's statement supporting the need for the individual change and to provide that doctor's statement to the child's local school.

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Contagious Diseases and Parasites

REFERENCES:

¹KRS 158.160

²704 KAR 4:020

902 KAR 2:020

Kentucky Department for Public Health

Center for Disease Control

KRS 214.185

Guidelines for Administration of Medication to Students

GENERAL GUIDELINES

- **Medications (prescription on non prescription) shall be given at home when at all possible.** Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope and given to designated school personnel immediately upon arrival.
- Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.
- First doses of new medications shall not be given at school.
- A nurse or school personnel trained by a registered nurse, physician, pharmacist, and/or dentist shall dispense medications.
- School personnel authorized to give medications must be trained in accordance with KRS 156.502 and 704 KAR 4:020.
- No medication (prescription and/or non prescription) can be dispensed without a written request/authorization signed by the parent or legal guardian.
- The Authorization form must include:
 - Name of student
 - Name, address, and telephone number of physician
 - Name of medication
 - Dosage and route of administration
 - Time of day for dosage
 - Reason medication must be administered
 - Specify possible reactions or side effects of the medication
 - Parents'/guardians' telephone number at home, work; and an emergency contact number
 - Release from liability
- The prescription label shall include the following:
 - Student name
 - Date dispensed
 - Name of medication
 - Dosage
 - Strength
 - Date of expiration
 - Directions for use including frequency, duration, and mode of administration
 - Prescriber's name
 - Pharmacy name, address, and phone number
- Altered prescription labels shall not be accepted.
- Any change in dosage of and/or time of administration must be received in the form of a written order from the physician or a new prescription bottle from the pharmacy.
- Authorization shall be filed with students' cumulative health record.

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Guidelines for Administration of Medication to Students

GENERAL GUIDELINES (CONTINUED)

- Authorization to administer medication shall be valid only for the current school year or until a treatment changes.
- In the event a treatment changes, a new authorization form must be obtained.
- A separate authorization form must be filled out for each medication.
- Except for emergency medications (including, but not limited to Diastat, Glucagon, and EpiPens) and medications approved for students to carry for self-medication purposes, all medications shall be stored in a locked cabinet/drawer. Medicines requiring refrigeration shall be kept in a separate refrigerator in a supervised area or locked container that can be stored with food in a supervised area.
- All medications must be provided by the parent/legal guardian in the original container, which shall include recommended dosage and directions for administration.
- No medication shall be given beyond the expiration date.
- All medications dispensed by school personnel or nurse shall be documented on a Student Daily Medication Record Form. Record must contain signature(s) of person(s) administering the medication, dosage administered and time administered and kept on file in student's cumulative folder. Documentation shall be complete, reflecting beginning and ending dates and notations of missed doses and absences. Medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

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SELF MEDICATION

A student may be responsible for taking his/her own medication (prescription or nonprescription) provided the parent has completed the Authorization for Self-Administration of Medication and it is on file with school personnel.

Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.

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NOTE: Self administration of asthma medication shall be permitted in compliance with KRS 158.834

EMERGENCY MEDICATION ADMINISTRATION

In schools with students who have seizure disorders and diazepam (Diastat) rectal gel has been prescribed in a prefilled unit-dose by the student's health care provider; or students who have Diabetes mellitus and have a glucagon emergency kit prescribed by the student's health care provider, the school shall have a least one (1) employee on duty in each school during the entire school day who has been trained in the administration of these emergency drugs. The definition of school day is "the period of time between the arrival of the first student at the school building end the end of the instructional period". (KRS 158.838)

Guidelines for Administration of Medication to Students**EMERGENCY MEDICATION ADMINISTRATION (CONTINUED)**

Prior to administering glucagon or diazepam rectal gel to a student, the student's parent or legal guardian shall:

- Provide the school with a written authorization to administer the medication at school that includes acknowledgement that the school shall incur no liability except as provided in this subsection, and the parent or guardian shall hold harmless the school and its employees against any claims made for any reaction to any medication to treat a hypoglycemic episode or a seizure or its administration if the reaction is not due to negligence or misconduct on behalf of the school or its employees;
- Provide a written statement from the student's health care provider, which shall contain the following information:
 - Students name
 - Name and purpose of the medication
 - Prescribed dosage
 - Route of administration
 - Frequency medication may be administered
 - Circumstances under which the medication may be administered
- Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact.
- Authorization for administration of emergency medications shall be effective for the current school year and shall be renewed each year.
- Expiration dates of emergency medications shall be checked monthly by school nurse or designee. Parents shall be notified at least one month prior to the expiration date of the medication.

MEDICATION REFUSAL

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

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MEDICATION ERROR

An error may occur when school personnel giving medication to students such as the following:

- Gives the wrong medication
- Gives medication to the wrong student
- Gives the medication a the wrong time
- Uses the wrong method of administration
- Gives the wrong amount of medication

Guidelines for Administration of Medication to Students**MEDICATION ERROR (CONTINUED)**

When a medication administration error occurs, follow these guidelines:

- Keep student in office or health room. If the student has already returned to class, have them accompanied back to office/health room.
- Observe student's status and document
- Identify the incorrect dose or type of medication taken by the student
- Notify the Principal, supervising school nurse (if medication was given by a non-licensed personnel) and parent of the student and/or health provider
- If unable to contact the health care provider, contact the Poison Control Center for instructions 1-800-222-1222
 - Give the name and dose of the medication taken in error
 - Give the age and approximate weight of the student
 - Give the name(s) dose(s) and time of last dose of other medication being taken by the student
- Follow instructions from Poison Control if at all possible. If unable to complete their directions, explain to Poison Control to determine if the student shall be transport for emergency medical care.
- Document actions taken
- Keep Master file of documentation determined by the Principal or designee

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FIELD TRIPS (OVERNIGHT AND DAY) AND MEDICATION ADMINISTRATION

If a student is attending a field trip away from school during his/her scheduled medication time, the nurse or trained school personnel shall dispense the medication prior to the trip in a zip lock bag with the student's name, name of medication, dosage, time to be give, and route to be administered. The nurse or trained school personnel shall initial the student's daily medication log and specify PREPARED for field trip.

The employee responsible for administering the medication on the trip shall:

1. Pick up the medication from the school nurse or trained school personnel the day of the field trip before departure.
2. Keep the medication with him/her until time to dispense.
3. Upon returning from the field trip, initial daily medication record log and specify ADMINISTERED medication for field trip.

Guidelines for Administration of Medication to Students

FIELD TRIPS (OVERNIGHT AND DAY) AND MEDICATION ADMINISTRATION (CONTINUED)

If the employee does not administer the medication for some reason, she/he is responsible for notifying school personnel and parent/guardian.

If there is an error in administration, follow error in medication guidelines previously outlined

RELATED POLICY:

09.2241

RELATED PROCEDURES:

09.2241 AP.21

Eligibility (Athletics)

Determination of athletic eligibility shall be made in compliance with Kentucky High School Athletic Association requirements, District Policy 09.3/Student Activities, and Drug Testing for Athletics, Cheerleaders, and Team Managers who participate at the high school level.

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DRUG-TESTING**STATEMENT OF PURPOSE**

Today, drug abuse has grown to major proportions in our society. The high school setting is not exempt from this phenomenon. It is vital that educators and parents continually explore ways to institute programs that encourage a drug-free lifestyle for students/children. It is to that end that this program is created to provide the appropriate action plan to address and nurture a drug-free environment.

WHO WILL BE AFFECTED

All students who choose to participate on any Hardin County high school athletic team, cheerleading squad or serve as a team manager, each of which is a voluntary extracurricular activity, must abide by this policy. This includes players at the varsity or subvarsity level.

Deleted: ENDORSEMENT¶

The Hardin County Board of Education (HCBE) approved the implementation of this HCAR on June 17, 1999.¶

EDUCATION

At least once each semester, each Head Coach will review this policy with his/her respective team.

TESTING PROGRAM

In order to accomplish the purpose of this policy, each student participant on each high school team shall be required to participate in a program of substance abuse testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

SUBSTANCES TESTED

Student participants' urine specimens shall be tested for the following:

- (a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates,
- (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) methadone,
- (i) methaqualone, (j) propoxyphene, and (k) such other abused, illegal, or banned substances.

Eligibility (Athletics)**SANCTIONS/VIOLATIONS**

First Violation – If a sample tests positive, the athlete and his parents or guardians shall be notified, and the Principal shall convene a meeting with the student and his parents or guardians, at which time the student has one of the following options: (1) At the expense of the parents/guardians, the parents/guardians shall seek an evaluation of the student's drug use from a qualified chemical dependency counselor acceptable to the District. Additionally, at the expense of the parents/guardians, weekly urinalysis will be conducted during this time. At the expense of the Board, drug testing will be conducted every sixty (60) days thereafter as long as the student is a member of a sports team, cheerleading squad or serves as a team manager for the current school year. The student is also automatically suspended for ten (10) days from participating in any athletic event; however, the student may be allowed to practice.

(2) If a student who tests positive fails to abide by Option 1 then the violator will suffer suspension from all athletics, including practices, for the remainder of the current season and the next athletic season for all sports (sports teams, cheerleading squads or team managers).

Second Violation – A subsequent offense results in automatic imposition of suspension from all athletics (including practices) for all sports for a twelve (12) month period.

Third Violation – The student participant shall be excluded from participation in any athletic team for the remainder of the student's interscholastic eligibility.

AMENDMENT OF POLICY

This policy may be amended at any time by the Hardin County Board of Education.

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REFERENCES:

702 KAR 7:065; 702 KAR 7:070; 702 KAR 7:100
Kentucky High School Athletic Association (KHSAA)
KRS 156.070

RELATED POLICIES:

09.126 (re requirements/exceptions for students from military families)
09.423
09.3

School-Related Student Trips**COMPETITIVE AND ATHLETIC EVENTS**

The Principal shall have the authority to approve the use of school buses for transportation to competitive events.

CRITERIA FOR APPROVAL OF FIELD TRIPS

Approval for field trips shall be contingent upon the following requirements being met:

- 1) Curricular Trips-those student trips directly related to the classroom curriculum;
 - a. Field trip must be educationally justifiable (not recreational in nature);
 - b. All students desiring to participate are permitted to do so; and
 - c. No student shall be denied the opportunity to participate because of finances.
- 2) Athletics/Extracurricular
 - a. For high schools, all athletic-related contests or extracurricular competitions must have the prior approval of the Principal at each school.
 - b. For middle and elementary schools, all athletic-related contests or extracurricular competition must have the prior approval of the Principal.
 - c. These field trip requests must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA).
 - d. No school instructional time may be lost without prior approval from the Superintendent.

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GUIDELINES

Consideration for approving overnight/out-of-state trips will use the following guidelines:

- 1) Trips should be scheduled to cause minimal disruption to the regular school day. Whenever possible, trips should occur when school is not in session.
- 2) Consideration in scheduling must have as a first priority the safety of students. For example, extended trips north should occur whenever possible, at a time when ice and snow is not a factor.
- 3) Prior to the trip, plans must be in place to ensure that missed classroom instruction will be made up.
- 4) Approval for subsequent trips will be based on educational value factors and/or problems encountered on previous trips.
- 5) All trips requiring Superintendent approval must be submitted in writing thirty (30) days prior to the trip. All trips using a commercial carrier (requiring Board approval) must be submitted in writing sixty (60) days prior to the trip. No reservations or deposits will be made prior to Board/Superintendent approval. Use of certified common carrier services shall be authorized by the Board on a case by case basis and the reasons to justify such use shall be cited in Board minutes.

Deleted: <#>Teams may attend one (1) national extra-curricular competition per school year with a maximum of two (2) days of non-school attendance.¶

School-Related Student Trips**GUIDELINES (CONTINUED)**

- 6) The following written information must be attached to the request:
- A short narrative describing the trip and reasons for the trip;
 - The educational objectives for the trip;
 - An itinerary listing of the schedule noting visitation sites and motels/hotels; and,
 - A list of all students, chaperones, parents and teachers going on the trip.
- 7) Food Service and transportation policies must be followed.

When time constraints make it impossible to adhere to timelines, e.g., advancing in competitions, the Superintendent may approve the trip following the above guidelines.

MEALS

Any group of students participating in school-related activities away from school during normal meal times shall have meals provided by the school's child nutrition department. Exceptions can be made if ALL meals for ALL students are purchased by the school, parent group, or are in another manner donated to the students.

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FEES

Groups shall pay bus drivers at rates determined by the Superintendent or the Superintendent's designee and approved by the Board. Mileage rates for field trips shall be determined by the Superintendent or the Superintendent's designee, and groups shall reimburse the Board at that rate.

If funding is not available, students may be charged an amount to cover travel expenses.

INTERSCHOLASTIC/ATHLETIC COMPETITIONS (REIMBURSEMENT GUIDELINES)

To encourage and facilitate student excellence in inter-school competition, some entry fees, meals, lodging, and necessary/actual expenses for transportation will be paid for students who have qualified to represent the school in higher level competition if the following criteria are met:

- The activity is not itself revenue producing.
- The student is representing the school at higher level competition, such as national or state competitions, that are not the initial level of competition.
- Other sources of financial support will be utilized first whenever possible.
- Payments will not exceed matching funds \$2,000 per activity/group per competition, with a maximum of \$150 a day per individual. Reimbursement requests will only be reviewed when a minimum of \$100 per day of expenses is incurred by the group or individual. Reimbursement requests must be submitted to Finance within thirty (30) days after the competition.
- The event and support request is approved thirty (30) days in advance by the Principal and Superintendent.

School-Related Student Trips**INTERSCHOLASTIC/ATHLETIC COMPETITIONS (REIMBURSEMENT GUIDELINES CONTINUED)**

6. All claims for reimbursement will be submitted on proper forms and substantiated by receipts. (The District can not reimburse booster clubs or students/parents directly and can not reimburse the school for expenditures paid by booster clubs or students/parents.)

DRIVERS/VEHICLES

Buses and all other District-owned vehicles shall be driven by an adult employee duly qualified and licensed to operate the vehicle. The Transportation Coordinator shall select drivers. Any other driver must be approved by the Director of Transportation.

Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.

SUPERVISION

A member of the faculty or administration staff shall accompany students on all school-sponsored and school-endorsed trips.² There must be at least one (1) adult chaperone for every fifteen (15) students on the trip for students in grades six through twelve (6-12) and one (1) adult chaperone for every ten (10) students in grades pre-kindergarten through six (PreK-6). On overnight trips, there must be at least one (1) adult chaperone for every ten (10) students.

Principals are responsible to ensure proper supervision on all athletic trips. Coaches are expected to travel with and supervise student athletes at all times and are expected to ride with students unless prior Principal approval.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

REFERENCES:

¹KRS 156.153

²KRS 161.185

³702 KAR 5:060

702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

KRS 158.110, KRS 160.340, KRS 189.125, KRS 189.540

RELATED POLICIES:

03.1321; 03.2321; 04.31211

09.15

Student Behavior

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state.¹

The Hardin County Board of Education annually approves policies to be included in the Student Code of Conduct Manual. In addition to and consistent with policies herein, the Superintendent shall expand upon and submit for Board approval a Code of Conduct appropriate to maintaining an orderly learning environment. For specific procedures dealing with student behavior, please refer to the latest version of the student "Code of Conduct."

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REFERENCES:¹KRS 160.290

KRS 161.180

RELATED POLICY:

09.438

Any person, whether a student or employee of the Hardin County School System, who is aware of discrimination or harassment of a student may report such discrimination or harassment to the Principal of the school involved or directly to the Superintendent.

Principals who receive a report shall provide a form for the student to complete and then immediately notify the Superintendent and/or Title IX/Equity Coordinator, as appropriate.

GRIEVANCE PROCEDURE

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Any student or parent of a student may express by a written grievance alleged discrimination or harassment.

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it.

The following order of consideration should be used:

From student or parents or employee to Principal;

From Principal to Superintendent and/or Title IX/Equity Coordinator;

From Superintendent to Board.

The Superintendent shall develop procedures providing for the prompt investigation of and the expeditious correction of grievances alleging discrimination or harassment of a student on the basis of race, color, national origin, age, religion, marital status, sex, or disability.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

NOTIFICATION

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.)

DISCIPLINARY ACTION

Persons engaging in discrimination or harassment of a student in the Hardin County School System on the basis of any of the areas mentioned above shall be subject to disciplinary action under the Code of Acceptable Behavior and Discipline if committed by a student, and as permitted under statutory law or policy of the Board of Education of Hardin County if committed by an employee of the school system.

Failure by a Principal and/or the Superintendent to report, notify, and/or initiate an investigation of alleged discrimination or harassment as required by this policy, to

otherwise follow the adopted procedures, or to take corrective action shall be the subject of disciplinary action.

REQUESTS FOR TRANSFER (CONTINUED)

Students will be considered for transfer only at each of the entry grades per school level (i.e., kindergarten for elementary, sixth grade for middle school, and ninth grade for high school). The only exception to this stipulation is when a family moves into the district and desires a one time transfer consideration for children who may not be kindergarten, sixth grade, or ninth grade level students. Students who are accepted under this transfer provision must remain at the transfer school for the duration unless they desire to return to the school of their residence.

Students who receive a transfer that fail to meet attendance requirements due to transportation challenges may result in the superintendent or designee sending the student back to the school of their residence where transportation is provided by the board of education.

Students who are attending schools out of their attendance areas via the provisions of Policy 9.11 prior to the 2006-07 school year shall be allowed to remain in attendance at their transfer school under the provisions of the previous Policy stipulations (i.e., if principals approve their continuing as a student in the school they shall be allowed to remain).

Request for transfer of students of full time employees of the district shall be considered by the principal and, if approved, accommodated before other transfer requests as long as the request is related to convenience for the employee (i.e., working in a school or near feeder schools to the employee's place of employment that would be more convenient for the employee). This transfer provision may supersede the 95% capacity as outlined in section 2 of this policy.

Adequate space must be available. If a school reaches class enrollment maximums on or before September 15, students requesting district exceptions will be subject to the provisions of HCAR 09.11. Building capacities will be established by the central office (i.e., finance and student services personnel in collaboration with schools). Building capacities for the purpose of this policy shall take into consideration the physical space, district programming needs, and optimal enrollment limits. A school shall not accept transfer students that will cause the total school enrollment to be in excess of 95% capacity of the school. This will ensure that 5% space is available for students who may enroll during the school year. Calculation of total school enrollment shall be done in accordance with the Student Services Department's projections of enrollments (i.e., second month growth factor report). Provisions of this policy shall not preclude district decisions to place students and/or programs in schools as needed.

There will be no cost to the Board nor service provided by the Board (e.g., transportation).