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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Administrative Policy/Procedure**  **Policy/Procedure Title** | **Executive Staff** | | | | **Board** | | | **Posted W/KSBA** | **Communicated To Staff** |
| **Date** | **Research Team Assigned** | **Discussion** | **Complete** | **Prepped** | **Awaiting**  **Action** | **Approved** |
| **Procedures** |  |  |  |  |  |  |  |  |  |
| 02.14 AP.2 Evaluation of Superintendent | 7/1 | Orr | Pages 1 – 5, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.112 AP.22 NCLB Qualification Notification | 7/1 | Hash  Thomas | Pages 6 – 7, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.12322 AP.21 Request for FMLA | 7/1 | Wilson | Page 8, Add additional options to bottom to allow employee to reserve accrued days for expenses | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.1321 AP.1 Staff Use of Telecommunication Devices | 7/1 | Orr, Sanders | Page 9, KSBA verified that first restriction not required. Delete first restriction prohibiting the use of devices while operating a Board vehicle. | 7/15 | 7/8 | 7/15 |  |  |  |
| 03.162 AP.23 Resolution Response | 7/1 | Wilson | Page 10, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 04.32 AP.1 Procurement | 7/1 | Hock | Pages 11 – 13, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 05.11 AP.1 Alterations to Buildings and Grounds | 7/1 | Thompson | Pages 14 – 15, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 05.42 AP.1 Severe Weather Drills | 7/1 | All | Pages 16 – 18, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 05.6 AP.1 Property Insurance | 7/1 | Hock | Page 19, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 06.2 AP.12 Mobile Radios Cellular Telephones | 7/1 | Sanders | Page 20, Delete # 8 as written and replace with edited statement | 7/1 | 7/8 | 7/8 |  |  |  |
| 07.1 AP.1 School & Community Nutrition Program | 7/1 | Lewis | Page 21 – 22, Add statement promoting electronic option as a method for payment | 7/1 | 7/8 | 7/8 |  |  |  |
| 08.133 AP.1 Extended School Supplemental Education Services | 7/1 | Thompson | Pages 23 – 24, Add # 8 to the end of the procedure on page 24 to account for after school care | 7/1 | 7/8 | 7/8 |  |  |  |
| 08.13451 AP.1 Title I Violation Complaint Procedure | 7/1 | Henderson | Page 25, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 08.2322 AP.21 Request for Reconsideration of Instructional/Library Materials | 7/1 | All | Page 26, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 08.2322 AP.22 Reconsideration of Instructional/Media Materials | 7/1 | All | Pages 27 – 28, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 08.21323 AP.1 Access to Electronic Media | 7/1 | Clements | Pages 29 – 31, Hold for further study |  |  |  |  |  |  |
| 09.12 AP.1 Student Enrollment & Homeless/Immigration Status | 7/1 | Thompson | Pages 32 – 33, Delete statement on guidelines for enrollment. Guidelines are being followed, but feeling is that it isn’t necessary to include in procedure | 7/1 | 7/8 | 7/8 |  |  |  |
| 09.12 AP.22 Admission of Out-of-District Students | 7/1 | Orr | Page 34, recommend revision from KSBA |  |  |  |  |  |  |
| 09.121 AP.1 Entrance Requirements | 7/1 | Henderson Thompson | Pages 35 – 36, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 09.14 AP.22 Student Record Logs | 7/1 | Henderson | Pages 37 – 38, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 09.2241 AP.1 Student Medication Guidelines | 7/1 | Wilson & Nurses | Pages 39 – 41, Hold for further clarifications |  |  |  |  |  |  |
| 09.2241 AP.22 Student Medication Logs | 7/1 | Wilson & Nurses | Pages 42 – 44, Hold for further clarifications |  |  |  |  |  |  |
| 09.2241 AP.23 Medication Administration Incident Report | 7/1 | Wilson & Nurses | Page 45, Hold for further clarifications |  |  |  |  |  |  |
| 09.4281 AP.1 Grievance Procedures | 7/1 | All | Pages 46 - 47, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 09.42811 P.24 Resolution Response | 7/1 | Henderson Wilson | Page 48, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| **Policies** |  |  |  |  |  |  |  |  |  |
| 01.5 School Board Policies | 7/1 | All | Pages 49 – 50, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 01.53 Code of Ethics | 7/1 | All | Page 51, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 02.14 Evaluation (Legal) | 7/1 | Orr | Page 52, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 02.4242 School Budget & Purchasing (SBDM) (Legal) | 7/1 | Hock | Page 53 – 54, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 02.4331 School Staffing (SBDM) (Legal) | 7/1 | Hock | Pages 55 – 56, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.11 Hiring (Legal for Certified) | 7/1 | Wilson | Pages 57 – 58, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.112 Certification & Records (Legal for Certified) | 7/1 | All | Pages 59 – 60, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.113 Equal Employment Opportunity (Legal for Certified) | 7/1 | Wilson | P)age 61 – 62, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.12322 Family & Medical Leave (Legal for Certified) | 7/1 | Wilson | Pages 63 – 65, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.1233 Maternity Leave (Certified) | 7/1 | Wilson | Page 66, Leave the strike-out in policy! “Paid leave may be taken if employee …” | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.14 Health & Safety (Legal for Certified) | 7/1 | Thompson | Page 67 – 69, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.15 Personnel Records (Legal for Certified) | 7/1 | Wilson | Page 70 – 71, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.162 Harassment Discrimination (Legal for Certified) | 7/1 | All | Pages 72 – 74, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.175 Retirement (Legal for Certified) | 7/1 | Hock | Page 75, recommend revision from KSBA | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.21 Hiring (Legal for Classified) | 7/1 | Wilson | Pages 76 – 78, recommend revision from KSBA (same as 03.11) | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.212 Equal Employment Opportunity (Legal for Classified) | 7/1 | All | Pages 79 – 80, recommend revision from KSBA (same as 03.112) | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.22322 FMLA (Legal for Classified) | 7/1 | Wilson | Pages 81 – 83, recommend revision from KSBA (same as 03.12322) | 7/1 | 7/8 | 7/8 |  |  |  |
| 03.2233 Maternity Leave (Classified) | 7/15 | Wilson | Page 84, Leave the strike-out in policy! “Paid leave may be taken if employee …” (same as 03.1233) | 7/15 | 7/20 | 7/20 |  |  |  |
| 03.24 Health & Safety (Legal for Classified) | 7/15 | Thompson | Pages 85 – 87, recommend revision from KSBA (same as 03.14) | 7/15 | 7/20 | 7/20 |  |  |  |
| 03.25 Personnel Records (Legal for Classified) | 7/15 | Wilson | Page 88, recommend revision from KSBA (same as 03.15) | 7/15 | 7/20 | 7/20 |  |  |  |
| 03.262 Harassment Discrimination (Legal for Classified) | 7/15 | All | Page 89 – 92, recommend revision from KSBA (same as 03.162) | 7/15 | 7/20 | 7/20 |  |  |  |
| 03.273 Retirement (Legal for Classified) | 7/15 | Hock | Page 93, recommend revision from KSBA (same as 03.275) | 7/15 | 7/20 | 7/20 |  |  |  |
| 04.2 Depositories (Legal) | 7/15 | Hock | Page 94, recommend revision from KSBA | 7/15 | 7/20 | 7/20 |  |  |  |
| 04.311 District Accounts (Legal) | 7/15 | Hock | Page 95, recommend revision from KSBA | 7/15 | 7/20 | 7/20 |  |  |  |
| 04.32 Bidding (Legal) | 7/15 | Hock | Pages 96 – 97, recommend revision from KSBA | 7/15 | 7/20 | 7/20 |  |  |  |
| 05.23 Energy Management (Legal) | 7/15 | Thompson Sanders | Page 98, recommend revision from KSBA | 7/15 | 7/20 | 7/20 |  |  |  |
| 05.48 Weapons (Legal) | 7/15 | All | Pages 99 – 101, recommend revision from KSBA | 7/15 | 7/20 | 7/20 |  |  |  |
| 07.1 Food/School Nutrition Services (Legal) | 7/15 | Lewis | Page 102, Change Meal Charges item to 5 instead of 6 | 7/15 | 7/20 | 7/20 |  |  |  |
| 08.13452 English as a Second Language (Legal) | 7/15 | Thomas | Pages 103 – 105, recommend revision from KSBA | 7/15 | 7/20 | 7/20 |  |  |  |
| 08.2323, Access to Electronic Media | 7/15 | Clements | Pages 106 – 109, Hold for further study |  |  |  |  |  |  |
| 08.33 School Day | 7/15 | Thompson | Page 110, recommend revision from KSBA | 7/15 | 7/20 | 7/20 |  |  |  |
| 09.12 Admissions & Attendance (Legal) |  | Henderson | Pages 111 – 112, |  |  |  |  |  |  |
| 09.121 Entrance Age (Legal) |  | Henderson Thompson | Page 113, |  |  |  |  |  |  |
| 09.122 Attendance Requirements (Legal) |  | Thompson | Pages 114 – 115, |  |  |  |  |  |  |
| 09.22 School Health & Safety |  | Thompson | Pages 116 – 117, |  |  |  |  |  |  |
| 09.2241 Student Medication |  | Wilson Nurses | Page 118, |  |  |  |  |  |  |
| 09.311 Safety (Athletics) (Legal) |  | All | Page 119, |  |  |  |  |  |  |
| 09.4261 Telecommunication Devices |  | Clements | Pages 120 – 121, |  |  |  |  |  |  |
| 09.4281 Grievances (Legal) |  | Hash | Page 122, |  |  |  |  |  |  |
| 09.42811 Harassment Discrimination (Legal) |  | All | Pages 123 – 126, |  |  |  |  |  |  |
| 09.43 Student Disciplinary Processes (Legal) |  | Thompson | Page 127, |  |  |  |  |  |  |
| **Add – Ins for Discussions** |  |  |  |  |  |  |  |  |  |
| 08.221 Grading | 7/15 | Thomas | Pages 128 – 129, Recommended change in grading scale of: 92-100(A), 83-91(B), 74-82(C), 68-73(D), 67 and below (F). This is the same scale used by Hardin County | 7/15 | 7/20 | 7/20 |  |  |  |
| 03.12322 AP.21 Request for FMLA |  | Wilson | Page 130, Add Option of reserving leave days |  |  |  |  |  |  |
| 04.32 AP.1 Procurement |  | Hock | Pages 131 – 134, (131 – 133 NCBOE current procedure, page 134 sample procedure) |  |  |  |  |  |  |
| 03.1161 Coaches & Assistant Coaches & Sponsors |  | Orr | Page 135, Sample Only! This would prohibit administrators from coaching positions |  |  |  |  |  |  |
| 08.1131 Alternative Credit Options |  | Thomas | Pages 136 – 140, |  |  |  |  |  |  |
| 03.221 Salaries (Classified) |  | Hock | Pages 141 – 142, Samples Only! Page 142 definitely a NO! |  |  |  |  |  |  |
| KRS 159.035 Armed Forces Day |  | Thompson | Pages 143 – 144, Drafts to consider for Procedures if student requests leave for visitation |  |  |  |  |  |  |
| 05.1, Construction (for naming buildings/existing facilities) |  | Thompson | Pages 145 – 150, SAMPLES ONLY! |  |  |  |  |  |  |
| 03.19 AP.21, Professional Leave Request | 7/15 | Wilson | Pages 154, Currently being used in a triplicate form. There is a need for it as a procedure! (Pages 151 – 153 have been pulled. They were copies of forms that we are using) | 7/15 | 7/20 | 7/20 |  |  |  |
| 09.36 AP.21 Field Trip Request & Permission Forms | 7/15 | Wilson | Pages 155 – 155a, Page 155 currently used. Page 155a is also being used for overnight, out-of-state trips. There is a need to add it to the procedure so all forms are together | 7/15 | 7/20 | 7/20 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 08.113 Graduation Requirements | 7/15 | Thomas | Page 157, This policy was presented at June work-session (Page 156 is void) | 7/15 | June | 7/20 |  |  |  |
| 08.1131 AP.1 Performance-Based Credit | 7/15 | Thomas | Page 158 -159, This procedure was presented at June work-session | 7/15 | June | 7/20 |  |  |  |
| 08.1131 AP.2 Alternative Credit Options | 7/15 | Thomas | Pages 160 – 161, This procedure was presented at June work-session | 7/15 | June | 7/20 |  |  |  |
| 08.1131 Alternative Credit Options | 7/15 | Thomas | Pages 162 – 163, This was presented at June work-session | 7/15 | June | 7/20 |  |  |  |
| 03.222 Holidays & Vacations | 7/15 | All | Page 164, The change to “year-round” will change for employees who went from 260 days to 259 days. | 7/15 | 7/20 | 7/20 |  |  |  |
| 03.12321 AP.21 | 7/15 | Wilson | Page 165, Change wording from Sub-finder to “Employee Attendance Tracking”. | 7/15 | 7/20 | 7/20 |  |  |  |
| 09.14 AP.251 Publication Consent Form | 7/15 | Dekle | Page 166, HOLD for further review! |  |  |  |  |  |  |
| 03.1322 Gifts |  | Orr | Pages 167a – 167d, SAMPLE POLICIES |  |  |  |  |  |  |
| 03.1322 AP.2 |  | Orr | Pages 168 – 169, SAMPLE PROCEDURE |  |  |  |  |  |  |