

Legal Status of the Board

CORPORATE POWERS

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

ELIGIBILITY OF STUDENT REPRESENTATIVES

Candidates must be high school [a sophomore or juniors](#) in good standing. Nominations will be accepted at the Student Delegate Assembly.

ELECTION

Student representatives on the Board of Education will be elected by majority vote through an annual Student Delegate Assembly. They will be installed at the August Board of Education meeting.

TERM

Students will serve a one (1) year term beginning in August.

UNEXPIRED TERMS

If a Student Board Representative vacancy on the Board shall occur, it will be filled by the Superintendent. The member so chosen shall hold office until the term expires.

IRREGULAR ATTENDANCE

Any Student Board Representative failing to attend two (2) meetings, unless excused by the Board for reason satisfactory to it, shall be removed from the Board of Education.

POWERS, DUTIES AND RESPONSIBILITIES

Students will be non-voting representatives on the Board of Education. They will attend meetings of the Board of Education but will not participate in Closed Sessions. Student Board Representatives will advocate the priorities of students in the Boone County Schools.

NOTICE OF NONDISCRIMINATION

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

Legal Status of the Board

NOTICE OF NONDISCRIMINATION (CONTINUED)

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

WEBSITE ACCESSIBILITY

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

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

REFERENCES:

¹KRS 160.160
KRS 160.370
KRS Chapter 344
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Web Content Accessibility Guidelines
Bostock v. Clayton County, Georgia 140 S. Ct. 1731 (2020)
H.R. 1065 (EH) - Pregnant Workers Fairness Act

RELATED POLICIES:

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

PERSONNEL

- CERTIFIED PERSONNEL -

Salaries

SINGLE-SALARY BASES

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the approved calendar shall be prorated on the base pay for the approved calendar days.

Extended employment positions shall be established in the position job description and funded in the District budget.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION

The Board shall annually establish a schedule of compensation for extra services, special duty supplements and supervision.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards on or before July 1, 2020, shall be given an annual salary supplement of two thousand dollars (\$2,000) for the life of the certificate. A teacher who attains certification after July 1, 2020, shall be given an annual salary supplement for the life of the certificate, in accordance with the amount appropriated for this purpose by the General Assembly. If an annual supplement amount appropriated by the General Assembly is less than two thousand dollars (\$2,000), the Board may provide an additional supplement up to the amount required for the total annual supplement to equal two thousand dollars (\$2,000).

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 on September 15 of each year. Objections regarding rank, pay rate/experience must be reported in writing by September 15 or claim is waived.

Salaries

RANK AND EXPERIENCE (CONTINUED)

To assist with the budgeting process, candidates for NBCT 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. Teachers should submit to the District, confirmation of rank change earned through NBCT certification, no more than forty-five (45) days after receiving confirmation of successful completion of NBCT certification.

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EXCEPTION

The Superintendent's salary may be established without regard to the above-mentioned schedules.

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.

PAYROLL DISTRIBUTION

The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

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.

REFERENCES:

- KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
- KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
- KRS 160.290; KRS 160.291
- KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760
- KRS 337.070; KRS 424.120; 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

PERSONNEL

- CERTIFIED PERSONNEL -

Salary Deductions

MANDATORY DEDUCTIONS

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. City and county occupational taxes, when applicable;
3. The Teachers' Retirement System of the State of Kentucky; and
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.
5. Medicare (FICA) - applicable to personnel newly hired after 3/31/86.

OPTIONAL DEDUCTIONS

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Board for those employees who choose to participate:

1. Board approved medical/hospitalization plan(s);
2. Board approved deferred Compensation Tax Sheltered Annuity program(s);
3. Other state approved deferred compensation plan;
4. United Appeal, Fine Arts Fund, Boone Co. Education Foundation, and certain approved non-profit organizations;
5. Certain professional memberships ~~United States Savings Bonds~~;
6. Northern Kentucky Educators and/or Commonwealth Credit Union;
7. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans; and
8. Board approved optional Insurance coverage.

APPLICATION

Employees wishing to cancel deductions must submit a written request at least thirty (30) days prior to the cancellation.

REFERENCES:

KRS 160.291; KRS 161.158
KRS 336.134
702 KAR 1:035; OAG 72-802

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- CERTIFIED PERSONNEL -

Leaves and Absences

APPROVAL

All leaves and absences (except for illness and emergency) must be approved in advance by the employee's immediate supervisor. Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Leave taken without proper authorization may result in a reduction in pay for the employee affected.

UNPAID LEAVE

The Superintendent/designee may grant leave without pay provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests shall be made in writing and shall be submitted to the Superintendent/designee for approval in advance of the intended dates of such leave. An unpaid leave request will not be considered or granted unless all available and applicable paid leave has been exhausted.

Unpaid leave can affect retirement service credit and annual salary increases.

NOTIFICATION OF RETURN

Employees on leave covered by the related policies listed below shall notify the Superintendent/designee in writing by April 1 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent/designee of their return by April 1 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent/designee by April 1, the Superintendent/designee is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent/designee by April 1, to either request an extension of leave or to provide a date of return, the Superintendent/designee may determine whether personnel action is required.

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VACANCIES AND REPLACEMENTS

Individuals employed or assigned to fill vacancies created by long term leaves shall be informed of the possibility before assuming the position that, upon return of the individual from leave, employment may not continue or they may be reassigned to a comparable position.

LEGAL PROCEEDINGS

The Superintendent/designee shall grant release time to employees who are summoned to appear in legal proceedings arising from their course of employment. If a person is found guilty of an illegal act against the Board, the absences shall be without pay.

Leaves and Absences

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 161.155.

PLACEMENT UPON RETURN

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.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

FMLA

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

REFERENCES:

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

RELATED POLICIES:

- 03.1232, 03.12322, 03.1233, 03.1235, 03.124

PERSONNEL

- CERTIFIED PERSONNEL -

Sick Leave

All teachers or other certified employees who work nine and one-quarter (9 ¼) months shall be entitled to ten (10) days of sick leave with pay each school year.

Certified employees who work ten and one-quarter (10 ¼) months are entitled to eleven (11) days of sick leave with pay each school year.

Certified employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days, respectively, with pay each school year.

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.

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.

DEFINITION

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

FAMILY ILLNESS/MOURNING

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

TRANSFER OF SICK LEAVE

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

~~Certified personnel coming to the District directly from another Kentucky school district prior to July 1, 1976, may transfer a maximum of thirty (30) accumulated sick leave days 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.

Sick Leave

SICK LEAVE DONATION PROGRAM (CONTINUED)

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

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

STATEMENT

Employees utilizing sick leave must enter a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent to attend a member of the immediate family who was ill in the Districts electronic absence management system.¹

REFERENCES:

- ¹KRS 161.155
- OAG 79-148; OAG 93-39
- Family & Medical Leave Act of 1993

RELATED POLICIES:

- 03.12322; 03.1233; 03.175 (Retirement Compensation)

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PERSONNEL

- CERTIFIED PERSONNEL -

Maternity/Paternity Leave

PAID SICK LEAVE

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An employee may use up to thirty (30) days of sick leave within the six (6) week period immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

UNPAID MATERNITY/PATERNITY LEAVE (KRS 161.770)

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurred. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees on maternity/paternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

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FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks of leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

REFERENCES:

- KRS 161.155; KRS 161.770
- OAG 80-151; OAG 84-43; OAG 86-66
- Family and Medical Leave Act of 1993

RELATED POLICIES:

- 03.123; 03.1232; 03.12322

PERSONNEL

-CERTIFIED PERSONNEL-

Emergency Leave

NUMBER OF DAYS

Full-time certified employees shall be entitled to three (3) days of emergency leave with pay each school year.

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

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

Emergency leave shall be granted for the following reasons:

BEREAVEMENT

Death of the following relatives: spouse, parents, grandparents, grandchildren, siblings, children, aunts, uncles, nieces, nephews, cousins, and in-law relationships. In addition, at the discretion of the Superintendent/[designee](#), leave may be granted for others not specifically listed.

DISASTERS

Personal disasters as determined by the Superintendent/[designee](#). This applies only in cases not covered by sick leave.

Emergency situations resulting from natural disasters (tornado, flood, etc.) or other damage to personal property requiring immediate attention or action.

COURT/LEGAL

Official court appearances as a witness or to produce documents for which the employee is subpoenaed, as determined by the Superintendent/[designee](#). (A copy of the subpoena will be required as documentation.) This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.1237.)

REQUEST FOR LEAVE

Emergency leave must be requested through the employee absent management system. The Superintendent/~~or Superintendent's~~ [designee](#) will determine if the leave requested meets the Board's criteria.

APPEAL

Employees believing they have been unjustly denied emergency leave may appeal the decision to the Superintendent/[designee](#).

STATEMENT

Employees utilizing emergency leave must enter a personal statement in the District's absence management system stating the specific reasons for their absence.

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.

PERSONNEL

03.1236
(CONTINUED)

Emergency Leave

REFERENCES:

KRS 161.152; KRS 161.155
OAG 72-348; OAG 74-770; OAG 76-427

RELATED POLICIES:

03.1232; 03.1237

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PERSONNEL

- CERTIFIED PERSONNEL -

Transfer

Transfers of certified personnel shall be made by the Superintendent. Transfer or reassignment of certified personnel will be made no later than thirty (30) days before the first student attendance day of the school year except to fill vacancies created by illness, death, or resignations; to reduce or increase personnel because of a shift in school population; to make personnel adjustments after consolidation or merger; or to assign personnel according to their major or minor fields of training.¹

Transfer of certified personnel among schools will be effected for the benefit of the instructional program. Every effort will be made to meet these needs through individual transfer requests.

REQUESTS FOR TRANSFERS

Transfer requests may be made at any time ~~using the District's electronic application system on forms provided by the Central Office.~~

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DEFINITIONS

A transfer is defined as a parallel move from one (1) position to another that does not result in a salary differential or require additional administrative and/or supervisory responsibilities, excepting extended time employment and/or extra assignment.

A vacancy is defined as an unstaffed position that has been declared vacant by the Superintendent.

District seniority for purposes of this policy shall mean the number of years of service to the District schools computed from the first compensable day of employment as a regular employee in the schools following the last break in service. The intent of the use of seniority is to assist in the voluntary and involuntary transfer process, not to bump another person from a position.

A break in service occurs when employees resign or their employment is terminated. (An employee on an approved leave of absence will not incur a break in service, and his/her seniority continues to accumulate while on leave.) Employees hired back by the first day of the following school year will not incur a break in service. The employee will be made whole in terms of seniority and benefits.

JOB POSTINGS

All vacancies shall be posted in accordance with the provisions of the bargaining agreement.

VOLUNTARY TRANSFERS

Only certified personnel may participate in the transfer process. Consideration for transfer shall be given in the order of:

1. Full-time employees/ten-tenths (10/10);
2. Seven-tenths (7/10) employees;

APPLICATION AND PROCESS

Teachers who desire to transfer to another building for the next school year shall ~~apply for each position for which they want to transfer using the District's electronic application file a separate transfer application form for each building to which they want to transfer, and shall submit the forms to the Central Office between the first day of the current school year and the first day of the following school year.~~ Transfers shall be processed as specified in the bargaining agreement.

Transfer

APPLICATION AND PROCESS (CONTINUED)

~~A transfer request is only valid for one (1) school year and must be annually renewed. All transfer requests not granted shall be dropped on the first day of the school year.~~

Transfers will be granted and positions staffed from the transfer requests according to program needs, certification, and District seniority.

NEW SCHOOL STAFFING

In the event a new school is opened, vacancies shall be staffed in compliance with the bargaining agreement.

DENIAL OF REQUESTS

Requests for transfers which are denied shall be handled per the provisions of the bargaining agreement.

INVOLUNTARY TRANSFERS

Involuntary transfers that result in relocating a teacher in another building or in reassigning a teacher resulting in a change of the teacher's immediate supervisor shall be made only in cases of emergency or in the prevention of undue disruption of the instructional program. Provisions of the bargaining agreement shall be followed in such cases.

When an involuntary transfer or reassignment is necessary, it shall be determined by first considering the teacher's area of certification for the position available. If more than one (1) person is certified, then the person with the least number of years of seniority in the District would be identified. If a tie exists, the person with the least number of years experience in the school building would be identified. If a tie still exists, the process for determining seniority specified in the bargaining agreement will be applied.

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380.

REFERENCES:

- ¹KRS 161.760; OAG 78-266
- KRS 160.380; KRS 161.720
- OAG 76-360
- OAG 91-149, OAG 92-1, OAG 91-115, OAG 92-135, OAG 92-78

RELATED POLICY:

- 02.4244

PERSONNEL

Classified Personnel

DEFINITION

Classified personnel are all those employees who hold positions not requiring teacher certification.¹

FULL-TIME PERSONNEL

A full-time classified employee, ~~with the exception of bus drivers and transportation aides,~~ is one who works at least twenty-five (20~~5~~) hours per week, excluding lunch. ~~Bus drivers and transportation aides who work at least twenty (20) hours per week, excluding lunch, shall be considered full-time employees.~~

PART-TIME PERSONNEL

Classified employees, ~~other than bus drivers and transportation aides,~~ who work less than twenty-five (20~~5~~) hours per week are considered part-time employees. ~~Bus drivers and transportation aides working less than twenty (20) hours per week are considered part-time employees.~~

SUBSTITUTE EMPLOYEES

Solely for purposes of the County Employees Retirement System, substitute employees shall serve a probationary period not to exceed twelve (12) months during which they shall not participate in CERS.

REFERENCES:

- ¹KRS 161.011 (1)
- KRS 78.510
- KRS 78.615

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PERSONNEL

-CLASSIFIED PERSONNEL-

Salary Deductions

MANDATORY DEDUCTIONS

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. City and county occupational taxes, when applicable;
3. Social security;
4. The County Employees' Retirement System of the State of Kentucky;
5. Any deductions required as a result of judicial process, e.g., salary attachments, etc.; and
6. Medicare (FICA), when applicable.

OPTIONAL DEDUCTIONS

Pursuant to the provisions of KRS 161.158, the following optional payroll deductions are authorized by the Board for those employees who choose to participate:

1. Board approved medical/hospitalization plan(s);
2. Board approved deferred Compensation Tax Sheltered Annuity program(s);
3. Other state approved deferred compensation plan;
4. United Appeal, Fine Arts Fund, Boone Co. Education Foundation, and certain approved non-profit organizations;
5. Certain professional memberships ~~United States Savings Bonds~~;
6. Northern Kentucky Educators and/or Commonwealth Credit Union;
7. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans; and
8. Board approved optional Insurance coverage.

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APPLICATION

Employees wishing to cancel deductions must submit a written request at least thirty (30) days prior to the cancellation.

REFERENCES:

- KRS 160.291; KRS 161.158
- KRS 336.134
- 702 KAR 1:035; OAG 72-802

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- CLASSIFIED PERSONNEL -

Holidays and Vacations

HOLIDAYS

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

Twelve (12)-month employees may observe Memorial Day and Independence Day as holidays. Ten and one quarter (10 ¼)-month employees may observe Memorial Day as a holiday. (Any part-time transportation or food service employee who was employed prior to February 13, 1992 will continue to be eligible for the four (4) paid holidays designated in the official school calendar until employment ceases.)

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EXCEPTION

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

VACATIONS

Based on length of continuous service to the District, full-time twelve-month classified employees shall be entitled to annual vacation days as scheduled with the approval of the Superintendent. Previous employment in the District will be included in the District service credit if the previous employment is four or more continuous years.

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	<u>Length of District Service</u>	<u>Number of Days Annually</u>
<u>Administrative/Supervisory and Professional classified staff:</u>	<u>1-14 years</u>	<u>15 days</u>
	<u>15 or more years</u>	<u>20 days</u>
<u>Other classified personnel:</u>	<u>1-7 years</u>	<u>10 days</u>
	<u>8-14 years</u>	<u>15 days</u>
	<u>15 or more years</u>	<u>20 days</u>

A maximum of ten (10) vacation days may be accumulated and carried over to the next year. Twelve (12) month classified employees shall be paid for unused vacation days up to a maximum of thirty (30) days upon retirement.

Classified administrators accrue vacation from July 1 through June 30. Vacation allotment for the year is credited to your account on January 1 of each year.

~~Based on length of continuous service to the District, full-time twelve-month classified employees shall be entitled to annual vacation days as scheduled with the approval of the Superintendent.~~

	<u>Length of District Service</u>	<u>Number of Days Annually</u>
Administrative/Supervisory and Professional classified staff:	1-14 years	15 days
	15 or more years	20 days
Other classified personnel:	1-7 years	10 days
	8-14 years	15 days
	15 or more years	20 days

(CONTINUED)

Holidays and Vacations

REFERENCES:

KRS 158.070
KRS 160.291
KRS 161.154
KRS 2.110; KRS 2.190

PERSONNEL

- CLASSIFIED PERSONNEL -

Leaves and Absences

APPROVAL

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Leave taken without proper authorization may result in a reduction in pay for the employee affected.

UNPAID LEAVE

The Superintendent/designee may grant leave without pay provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. Requests shall be made in writing and shall be submitted to the Superintendent/designee for approval in advance of the intended dates of such leave. An unpaid leave request will not be considered or granted unless all available and applicable paid leave has been exhausted.

Unpaid leave can affect retirement service credit and annual salary increases.

NOTIFICATION OF RETURN

Employees on leave covered by the related policies listed below shall notify the Superintendent in writing by April 1 of the year the leave terminates of the date of their intent to return to the school system. Employees who fail to notify the Superintendent of their return by April 1 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by April 1, the Superintendent is authorized to fill the position for the following school year. Where an employee in the final year of leave fails to contact the Superintendent by April 1, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

VACANCIES AND REPLACEMENTS

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LEGAL PROCEEDINGS

The Superintendent shall grant release time to employees who are summoned to appear in legal proceedings arising from their course of employment. If a person is found guilty of an illegal act against the Board, the absences shall be without pay.

Leaves and Absences

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 the terms and conditions set forth in KRS 161.155.

PLACEMENT UPON RETURN

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.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

FMLA

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

REFERENCES:

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

RELATED POLICIES:

03.2232, 03.22322, 03.2233, 03.224

PERSONNEL

- CLASSIFIED PERSONNEL -

Maternity Leave

PAID SICK LEAVE

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.2232.

An employee may use up to thirty (30) days of sick leave within the six (6) week period immediately following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

UNPAID MATERNITY/PATERNITY LEAVE

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the school year in which the birth or placement occurs. Thereafter, leave may be extended in increments of no more than one (1) year.

Employees on maternity/paternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.223. Failure to do so will render the position vacant.

Employees taking a maternity/paternity 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.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks of leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

REFERENCE:

Family & Medical Leave Act of 1993

RELATED POLICIES:

- 03.223
- 03.2232
- 03.22322

PERSONNEL

- CLASSIFIED PERSONNEL -

Emergency Leave

NUMBER OF DAYS

Full-time classified employees shall be entitled to three (3) days of emergency leave with pay each school year.

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

Emergency leave shall be granted for the following reasons:

BEREAVEMENT

Death of the following relatives: spouse, parents, grandparents, grandchildren, siblings, children, aunts, uncles, nieces, nephews, cousins, and in-law relationships. In addition, at the discretion of the Superintendent/designee, leave may be granted for others not specifically listed.

DISASTERS

Personal disasters as determined by the Superintendent/designee. This applies only in cases not covered by sick leave.

Emergency situations resulting from natural disasters (tornado, flood, etc.) or other damage to personal property requiring immediate attention or action.

COURT/LEGAL

Appearances as a witness or to produce documents for which the employee is subpoenaed as determined by the Superintendent/designee. (A copy of the subpoena will be required as documentation.) This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.2237.)

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REQUEST FOR LEAVE

Emergency leave must be requested through the employee absence management system. The Superintendent/~~or Superintendent's~~ designee will determine if the leave requested meets the Board's criteria.

APPEAL

Employees believing they have been unjustly denied emergency leave may appeal the decision to the Superintendent/designee.

STATEMENT

Employees utilizing emergency leave must enter a personal statement in the District's electronic absence management system stating the specific reasons for their absence.

ACCUMULATION

Emergency leave days not taken during the school year shall not accumulate.

PERSONNEL

03.2236
(CONTINUED)

Emergency Leave

REFERENCES:

KRS 161.152; KRS 161.155
OAG 72-348; OAG 74-770; OAG 76-427

RELATED POLICIES:

03.2232; 03.2237

PERSONNEL

- CLASSIFIED PERSONNEL -

Change of Assignment

The change of assignment of classified personnel shall be made by the Superintendent.

Employees applying for a change of assignment are considered on the basis of individual qualifications such as education, job performance, experience, special skills, attendance, and punctuality. Employees are considered regardless of race, color, sex, age, religion, handicap, ancestry, or national origin.

ELIGIBILITY

Employees may apply for a change of assignment any time during the year after serving a qualifying six (6)-month period in their present position. Movement to a new assignment shall not occur during the first ten (10) instructional days of the school year. Employees wishing to add additional hours to their current position may apply when the hours are posted.

APPLICATION PROCESS

~~To be considered for a change of assignment, eligible employees shall apply for each position for which they want to be considered using the District's electronic application system.~~

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~~Eligible employees who wish to apply for a vacant position shall file a separate form for each position or building and shall submit the form to Human Resources.~~

DEFINITIONS

A lateral change of assignment is a move to a position with the same grade level as the employee's current position.

A promotional change of assignment is a move to a position with a higher grade level as the employee's current position.

A demotional change of assignment is a move to a position with a lower grade level than the employee's current position.

A temporary promotional change of assignment is a move to a position with a higher grade level than the employee's current position for a minimum of four (4) weeks not to exceed six (6) months. The employee shall receive the rate of pay for the higher position.

A vacancy is an unstaffed position that has been declared vacant by the Superintendent.

JOB POSTING

All vacancies shall be posted for a minimum of five (5) working days. During this period only eligible employees will be considered. After this five (5)-day period, employees submitting Change of Assignment requests will be considered along with outside applicants.

Change of Assignment**COMPLETING CHANGE OF ASSIGNMENT**

After an employee has been selected and has accepted the change of assignment, the employee shall be responsible for notifying both supervisors. The transfer to the new location shall occur two (2) weeks from the date the employee notifies their current supervisor~~Human Resources notifies the employee~~ of the change of assignment, unless a shorter ~~or longer~~ period of time is mutually agreed to by both of the employee's supervisors or a longer period of time is mutually agreed to by both supervisors and the employee. If the proposed transfer time frame exceeds two (2) weeks, it is subject to review by Human Resources.

BIDDING ON ROUTES

Bus drivers must complete a Change of Assignment form to bid on a vacant route. Bus drivers are exempt from this change of assignment policy when bidding on bus routes. (See Transportation Bid procedures.)

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

Notwithstanding any other policy provision, the Superintendent may transfer an employee charged with a felony offense as permitted under KRS 160.380.

REFERENCES:

KRS 160.380
KRS 160.390
OAG 92-135
OAG 92-1

RELATED POLICIES:

03.21
03.2312
03.2313
06.31

PERSONNEL

- CLASSIFIED PERSONNEL -

Promotion

The promotion of classified personnel shall be made by the Superintendent.

A promotion is a change to a position in a higher level. An employee may apply during the school year to transfer to a higher level position, ~~provided the employee has served a qualifying six (6) months in present position~~. If position is hourly paid, employee receives years of experience in new level. If promoted into a salaried position or an hourly position without experience steps, the employee receives a 5% minimum increase. If the increase does not bring the employee's compensation to the minimum of the new range, an additional increase may be given.

The promotion of personnel shall be based on qualifications, success in past assignments, and potential for success in the new position.

The Superintendent shall not promote a personal relative or the relative of a Board member who continues employment in the District under the provisions of KRS 160.380.

Temporary promotion is a change to a position in a higher level for a minimum of four (4) weeks, not to exceed six (6) months. Employee receives rate of pay for higher level position.

REFERENCE:

- KRS 160.380
- OAG 92-1

PERSONNEL

- CLASSIFIED PERSONNEL -

Grievances~~Expressed Concerns~~

GENERAL

The Superintendent shall develop specific ~~grievance~~~~expressed concern~~ procedures to include, but not be limited to, the opportunity for ~~grievances~~~~concerns~~ 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~~~~concern~~ and procedures for the orderly review and appeal of each individual ~~grievance~~~~expressed concern~~.

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

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

PERSONNEL ISSUES

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

Before accepting an ~~grievance~~~~expressed concern~~, 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~~~~expressed concern~~ not falling within those requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear ~~grievance~~~~expressed concerns~~ concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by policy 03.262.

REFERENCE:

OAG 78-204

RELATED POLICY:

03.262

Volunteers

DEFINITION

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis regardless of employment status with the District. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

RECORDS CHECK

The District shall conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The District shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a state and national criminal (fingerprint) history background check and to provide a clear CA/N check. Volunteer directly responsible for management of Booster, PTA, or PTO funds shall submit a state and national criminal (fingerprint) history background check. The Boosters, PTA, or PTO may arrange to pay any cost required for the records check. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

The records of volunteers with criminal convictions must be reviewed by the Superintendent or his/her designee. If the conviction is of such a nature that would likely put the students or personnel of the school District at risk, the Superintendent/designee has the authority to refuse the individual the opportunity to work or volunteer in the District.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.

SUPERVISION

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

PERSONNEL

03.6
(CONTINUED)

Volunteers

REFERENCES:

¹KRS 161.148
KRS 160.380; KRS 161.044

RELATED POLICIES:

03.5; 08.113; 08.1131

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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 (Redbook). 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 (2) 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 funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds.

Activity fund purchases must be supported by a properly executed purchase request 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 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 District Finance Officer 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 District Finance Officer 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 and Board approved fees sponsored under the auspices of the school by student clubs or student organizations. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered school activity funds.

DEFINITION OF DISTRICT ACTIVITY FUNDS

Non-student generated funds collected at the school level to be used for operating costs. Operating costs are the expenses which are related to the operation of a District, or to the operation of a device, component, or a piece of equipment or facility. They are the cost or resources used by a District just to maintain its existence.¹

Funds carry over at year end subject to board policy.

School Activity Funds

DONATIONS

With [approval as defined in Policy 09.33/Fund-raising Activities](#) ~~the Principal's approval~~, schools may receive donations, including gifts of personal property, for the benefit of the school or for the students of the school, that are valued at an amount as determined by the Board in Policy 04.61 and hold and use as requested. Donations valued at more than that amount must be approved by the Superintendent/designee.

Donations specifically for instructional materials or operating expenses must be sent to the District as District Activity Funds.

Donations valued at \$250 or more require a Donation Acceptance Form be completed.

A listing of all donations shall be submitted to the Board at the end of each fiscal year.

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 CLUBS

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.³ However, each year the Principal shall be provided the following from all support/booster club organizations as required by the state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
 - a. Names of club officers;
 - b. Federal Employer Identification Number (FEIN); and
 - c. A copy of the annual budget.
2. An annual financial report by July 25 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;¹ and
3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

External support/booster organization officers are solely responsible for ensuring that their group is in compliance with District policies, external support/booster organization guidelines in the Redbook, and state and federal regulations. The District, including any District employee, shall not be held responsible for any deficiencies by the external support/booster organization.

All support/booster organizations 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.

School Activity Funds

SUPPORT/BOOSTER CLUBS (CONTINUED)

Each year the Superintendent/designee shall report to the Board when all support/booster organizations have been informed of requirements from the Accounting Procedures for Kentucky School Activity Funds that apply to them.

External support/booster organizations shall obtain prior Board approval to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

All funds expended by a support/booster organization shall be from their fund-raising activities and donations. No dues, fees, or charges shall be assessed to students or parents, except for the PTA forwarding membership fees to national/state/district/local chapters.

External support/booster organizations cannot reimburse District employees for personal and booster club purchases.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

FUND-RAISING PROJECTS

Schoolwide fund-raising projects must be approved by the Board.⁴

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group.

REFERENCES:

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

²702 KAR 3:120

³OAG 79-556

⁴KRS 158.290

KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

RELATED POLICIES:

04.61; 09.33

District Petty Cash

PETTY CASH FUND

~~In order to facilitate refunds of minor purchases, the Board authorizes a petty cash fund in the Board office. The custodian for such account will be the Superintendent or his designated representative. The petty cash fund shall not exceed \$50.~~

PURPOSES

~~Petty cash funds shall be used for the following purposes: miscellaneous, postage, collect deliveries, and other small disbursements. The petty cash fund will be replenished as imprest funds and is to be reimbursed to each account through accounts payable. Each transaction must be supported with proper receipts by the account custodian. Petty cash funds must be reconciled at the end of each month.~~

REFERENCES:

- ~~KRS 160.340~~
- ~~KRS 160.290~~

Graduation Requirements

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

CIVICS EXAM REQUIREMENT

Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.⁴

INDIVIDUAL LEARNING PLAN (ILP)

The development of the Individual Learning Plan (ILP) for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall be focused on career exploration and related postsecondary education and training needs.

ADDITIONAL REQUIREMENTS OF THE BOARD

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

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

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

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

Graduation Requirements

MIDDLE SCHOOL STUDENTS AND HIGH SCHOOL CREDITS

The Board may approve the completion of high school credits in middle school if the following criteria are met:

- The student demonstrates mastery of middle school level content as specified in the Kentucky Academic Standards and criteria are in place to make a reasonable determination that the middle level students are capable of success in the high school course.
- The content of the course offered at the middle school level is the same as that defined in the Kentucky Academic Standards for the high school course.
- The middle school level course is taught by teachers with either secondary or middle school level certification with the appropriate content specialization.
- The school must collaborate with the high school to assure seamless transition and student preparation.

The middle school council or Principal, if a school is exempt from having a council, shall submit requests to the Board ~~two (2) weeks prior to the May Board meeting~~ ~~by May 1~~ of each year for approval to offer high school credits. Such requests shall document how the specified criteria are being met.

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

CLASS RANK

Class rank shall be calculated using quality points earned in grades nine (9) through twelve (12). All quality points regarding class rank and grade point average will be calculated after the students' promotion from the 8th grade until final graduation of the student. All course work (summer school, dual-credit and online opportunities) taken during the students' enrollment in the high school shall count toward graduation requirements, GPA calculation, and class rank. Courses taken for remedial purposes will be used to compute grade point average and class rank. Recognition of valedictorian, salutatorian, and other school level awards will be determined by criteria established in SBDM policy or by the Principal in absence of an SBDM council.

TRANSFER OF CREDITS

Credits transferring from a non-accredited school will be reflected as Pass or Fail on the student transcript and will not be used in the computation of class rank and grade point average. Transferring students may be required to demonstrate proficiency in course material before credit is applied toward graduation requirements.

Graduation Requirements**TRANSFER OF CREDITS (CONTINUED)**

Credits transferring from an accredited school will be reflected on the student's transcript. Alpha grades (letter grades) will be assigned a numeric value based upon the grading scale of the Boone County School District. If numeric scores are provided, they will be used and matched to the Boone County GPA scale.

The SBDM Council of the receiving high school has the final authority regarding transfer of credit.

HIGH SCHOOL GRADE LEVEL REQUIREMENTS

All students are promoted on the basis of number of credits earned before the first day of school of the subsequent school year and the number of semesters completed. To be promoted, a student must have completed the following number of semesters and earned credits:

HIGH SCHOOL GRADE LEVEL REQUIREMENTS (CONTINUED)

6 Period Day		
Grade	Credits	Completed Semesters
10	5	2
11	11	4
12	16	6
Block Scheduling		
Grade	Credits	Completed Semesters
10	7	2
11	14	4
12	22	6

Graduation Requirements

TRANSFER STUDENTS – NUMBER OF CREDITS NEEDED TO GRADUATE

Coming from Block/Hybrid	Moving to 6 period
One year on this schedule	24 credits
Two years on this schedule	26 credits
Three years on this schedule	28 credits
Coming from 6 period Day	Moving to Block/Hybrid
One year on this schedule	28 credits
Two years on this schedule	26 credits
Three years on this schedule	24 credits
Coming from 7 period Day	Moving to 6 period
One year on this schedule	23 credits
Two years on this schedule	24 credits
Three years on this schedule	25 credits
Coming from 7 period	Moving to Block
One year on this schedule	29 credits
Two years on this schedule	28 credits
Three years on this schedule	27 credits

SENIOR STUDENT CONFERENCES

At the beginning of the second semester and during the third grading period, each senior student shall confer with guidance personnel concerning his/her eligibility for graduation. After this meeting, the school shall send notice of the conference to the parents of those students who are in danger of not graduating.

PARTICIPATION IN GRADUATION EXERCISES

Students who complete the minimum number of high school units required by the Board and the Kentucky Academic Standards or who satisfactorily complete the requirements of Early Graduation as outlined in administrative regulation, shall be permitted to take part in graduation exercises.

Contingent upon acceptable behavior and attendance as determined by the Principal and exchange of A.D.A. funds, students who complete the eleventh grade in the District and who have moved out of the District may continue to attend their high school ~~tuition-free~~ in order to graduate with their class.

Graduation Requirements**OTHER PROVISIONS**

The Board may approve graduation requirements for a high school in the District that exceeds the state minimum requirements upon submission and review of such requirements.

The Board may approve substitution of 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 made, the requesting school must complete an "Alternative Course Documentation" form that provides a rationale and course description. This shall be filed with the Department of Education. This applies to substitute courses for students with disabilities.

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

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

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

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

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

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

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 158.140; 704 KAR 7:140

²KRS 158.622

³KRS 156.160; 20 U.S.C. § 1414

⁴KRS 158.141

KRS 156.027; KRS 158.135

KRS 158.1411; KRS 158.1413; KRS 158.142; KRS 158.143; KRS 158.183; KRS 158.281

KRS 158.302; KRS 158.645; KRS 158.6451; KRS 158.860

13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060

704 KAR 3:303; 704 KAR 3:305; 704 KAR 3:306; 704 KAR 3:535; 704 KAR 7:090

704 KAR Chapter 8

OAG 78-348; OAG 82-386

Kentucky Academic Standards

Graduation Requirements

RELATED POLICIES:

08.1121; 08.1131; 08.11311; 08.1132; 08.14; 08.222; 08.4
[09.124](#); 09.126 (re: requirements/exceptions for students from military families)

RELATED PROCEDURE:

09.12 AP.25

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School Attendance Areas

ASSIGNED BOUNDARIES ZONES

All students shall be assigned by geographic attendance boundaries and will attend the school designated to serve their area of residence. Specific areas served by each attendance boundary will be marked on a map in the central administration office. The Board may revise attendance boundaries from time to time to attain maximum utilization of school facilities.¹

No student may be assigned to or required to attend a charter school by the District.

IF FAMILIES MOVE

If a family moves from one attendance boundary to another within the school system during the last nine (9) weeks of the school year, the student may be permitted to finish the school year in the school in which s/he was last enrolled (parents must provide transportation at no cost or service by the Board). The Superintendent may grant exceptions to this restriction. However, the pupil must enroll the following year in the school in the attendance boundary of his/her legal residence.

If a student moves from his/her attendance boundary after his/her 4th, 7th, and 11th grade junior year, s/he may be allowed to graduate with his/her graduating class at the school s/he previously attended (parents must provide transportation at no cost or service by the Board) if in good standings.

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ELIGIBLE STUDENTS AND TRANSPORTATION

Per KRS 158.072, "eligible student" is defined as a student enrolled in kindergarten or grade one (1), two (2), or three (3) who qualifies for free or reduced-price school meals or attends a school that participates in the community eligibility provision of the National School Lunch Program.

If the eligible student changes residence and the change in residence results in the student being assigned to a different school within the District, the parent or guardian of the eligible student shall have the option to request the student, and any of the student's siblings enrolled in the same school in any grade, remain enrolled in the original school regardless of the transportation decision made by the Superintendent.

The District shall provide transportation to the original school from the eligible student's new residence unless the Superintendent denies the transportation request if s/he determines the distance and travel time that the student would spend in transport is impracticable. The District shall report the transportation denial and supporting rationale to the Kentucky Department of Education.

REQUESTS FOR TRANSFER

Written requests for transfer to another District school must be based on the District's policy and procedures for open enrollment in accordance with policy 09.122 or educational/academic reasons. Family hardship may also be considered in changing school assignment.²

School Attendance Areas**REQUESTS FOR TRANSFER (CONTINUED)**

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

1. The assigned school is designated by the state as being “persistently dangerous”; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school;³ or
- ~~2.~~ 3. Parents provide transportation.

EMPLOYEES’ CHILDREN

Regular employees working a minimum of twenty (20) hours or more per week for a contract year (not including substitutes and extra duty positions), shall have the option of enrolling their children in the District school of their choice, provided:

1. The employee provides transportation.
2. A written request, using the form “Employee Child Change in School Assignment/Nonresident Application”.
3. A cut-off date is established.
4. An assignment of schools, once approved, must continue through the end of the school year.

REFERENCES:

¹KRS 159.070

²OAG 80-394

³P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.
KRS 158.072; KRS 160.1592

McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

Early Entrance

PRESCHOOL

Children at risk of educational failure who are four (4) by August 1 may enter preschool. All other four (4) year old children shall be served to the extent placements are available.¹

EARLY ENTRANCE PRIMARY ONE (P1) PROGRAM

Students who qualify will be eligible to enroll in the Early Entrance Primary One (P1) program, provided ~~(1) tuition, which is set annually by the Board, is paid and (2)~~ criteria established by the Board are met. Requests must be made, in writing, prior to the last day of the preceding school year.

A child who is five (5) or who may become five (5) years of age by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.²

Early Entrance Primary One (P1) students are eligible for early entrance into Primary Two (P2) provided ~~(1) tuition, which is set annually by the Board, is paid and (2)~~ Primary One (P1) exit criteria established by the school are met. Requests must be made, in writing, prior to the last day of the preceding school year.

~~Any tuition amounts charged to students permitted early entry under this Policy shall be the same as that charged to other tuition paying students who meet statutory age requirements.²~~

PETITION PROCESS

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include availability of space and funding.

Final determination of placement will rest with the Principal and SBDM Council.

EARLY ENTRANCE PRIMARY TWO (P2) PROGRAM ONLY

Students who have not participated in the Early Entrance Primary One (P1) Program will be eligible to enroll in the Early Entrance Primary Two (P2) Program, provided ~~(1) tuition, which is set annually by the Board, is paid;~~ ~~(12)~~ criteria established by the Board are met; and ~~(23)~~ candidates have successfully completed a Kindergarten program in an accredited non-public or accredited out-of-state school. Requests must be made, in writing, prior to the last day of the preceding school year.

Final determination of placement will rest with the Principal and SBDM Council.

STUDENTS

09.121
(CONTINUED)

Entrance Age

REFERENCES:

¹KRS 157.3175

²KRS 158.030

KRS 157.226;

KRS 158.032; KRS 158.035

KRS 158.990; KRS 159.010; [KRS 159.030](#); KRS 214.034

702 KAR 1:160; 704 KAR 5:070

OAG 85-55; OAG 82-408

P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.

McKinney-Vento Act, 42 U.S.C. 11431 et seq.

RELATED POLICY:

09.124

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

Attendance Requirements

COMPULSORY ATTENDANCE

All children in the District who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.¹

Per 704 KAR 5:060, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months. At the end of such trial period a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and KRS 159.020.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school;
2. A student who is enrolled in a private or parochial school;
3. A student who is less than seven (7) years old and in regular attendance in a private kindergarten ~~nursery~~-school;
4. A student whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study;
5. A student who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children;
6. A student who is enrolled and in regular attendance in a state supported program for exceptional children;² or
7. A student enrolled in a District-operated alternative education program who attains a High School Equivalency Diploma.⁸

STATEMENT REQUIRED

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.²

EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,² or court-ordered instruction in another setting.
2. Participation of a student in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.³

Attendance Requirements**EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

3. Students participating in an educational enhancement opportunity (~~EEO~~) shall be counted as being in attendance during the instructional school day, provided the Principal has given prior approval. Students shall be granted up to ten (10) school days to pursue an ~~EEO educational enhancement opportunity~~ determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within state or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may be appealed to the Board under its grievance policy and procedures. Students participating in educational enhancement opportunities under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to non-presence at school.
4. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.⁴
5. Students enrolled and participating in a full-time, online, virtual and remote learning program, or participating in an off-site virtual high school class or block may be counted in attendance in keeping with statute and regulation.^{4 & 9}
6. Students participating in standards-based, performance-based credit that is awarded in accordance with Kentucky Administration Regulation and that falls within one (1) or more of the categories of standards-based course work outlined in Kentucky Administration Regulation, may be counted in attendance for performance-based credit for a class or block for the year or semester in which the student initially enrolled in the class or block if the student demonstrates proficiency in accordance with local policies required by 704 KAR 3:305.^{4 & 7}
7. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.⁴
8. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.⁵

Attendance Requirements**EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

9. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.⁶
10. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.³
11. Students participating in any of the page programs of the General Assembly.³

REFERENCES:

¹KRS 159.010; OAG 85-55

²KRS 159.030

³KRS 159.035

⁴702 KAR 7:125

⁵KRS 158.240

⁶KRS 158.070

⁷704 KAR 3:305

⁸KRS 158.143

⁹KRS 158.150

[KRS 158.220](#); KRS 158.030; KRS 159.020; KRS 159.180; KRS 159.990
704 KAR 3:535; 704 KAR 5:060

OAG 79-68; OAG 79-539; OAG 87-40; OAG 97-26

RELATED POLICIES:

08.113; 08.131; 08.1312

09.111; 09.121; 09.123; 09.36; 09.42811

Part-Time Students

The Board will consider a shortened school day only for students authorized to attend part-time in accordance with this policy, preschool and kindergarten students, and for students with an individual education plan or 504 plan that supports a shortened day.

~~Students shall be eligible for part-time status in only two (2) circumstances:~~

- ~~1. Cases of extreme hardship as recommended by the Principal and approved by the Department of Pupil Personnel; and~~
- ~~2. Attendance at college, trade or technical schools, with enrollment being verified in writing by officials of the institution.~~

~~Written requests shall be submitted to the Principal by parents of all students under age eighteen (18).~~

REFERENCES:

- KRS 339.210
- KRS 339.220
- KRS 339.230
- KRS 339.360
- 702 KAR 7:125
- Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act
- 20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)

RELATED POLICIES:

- 08.131
- 08.31
- 09.13

STUDENTS

Nonresident Students

The District shall allow nonresident students to enroll in the District pursuant to existing Admissions and Attendance Policy 09.12, ~~Tuition Policy 09.124~~, and related procedures.

Upon allowing nonresident pupil enrollment, the policy shall allow nonresident children to be eligible to enroll in any public school located within the District. The policy shall not discriminate between nonresident pupils, but may recognize enrollment capacity, as determined by the District. The nonresident pupil policy and any subsequent changes adopted by the Board shall be filed with the Kentucky Department of Education no later than thirty (30) days following their adoption.¹

REFERENCES:

¹KRS 158.120
KRS 157.350

RELATED POLICIES:

09.12; ~~09.124~~; 09.313; 09.42811

STUDENTS

09.124

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Tuition

~~FEES TO BE CHARGED~~

~~The Board may charge a fee, according to a schedule adopted by the Board, for each student attending the Ignite Institute at Roebling Innovation Center, whose parent is not a bona fide resident of the District.¹~~

~~REFERENCES:~~

- ~~¹KRS 158.120~~
- ~~237 S.W. 2D 65 (1951)~~
- ~~OAG 80-47; OAG 91-75~~
- ~~KRS 157.350; KRS 158.135~~
- ~~702 KAR 7:125~~

~~RELATED POLICIES:~~

- ~~09.12~~
- ~~09.126 (re requirements/exceptions for students from military families)~~

STUDENTS

09.213

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 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 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 AIDS/HIV, as set forth in Kentucky Administrative Regulation.²

MEDICAL CONFIDENTIALITY

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

The Superintendent 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.

REFERENCES:

¹KRS 158.160

²702 KAR 1:160; 902 KAR 002:020; KRS 214.181; KRS 214.625; [KRS 214.645](#)
Kentucky Department for Public Health; Centers for Disease Control and Prevention
KRS 214.185

STUDENTS

09.371

Admission to Athletic Events

A schedule of admission charges for inter-scholastic contests shall be approved annually by the Board. State and regional athletic association passes shall be honored.

SEASON TICKETS

Season tickets for inter-scholastic home contests ~~may~~ shall be available for purchase by students and adults.

STAFF MEMBERS

No complimentary family or season passes shall be issued. Staff members employed by the District may be admitted free to athletic events that take place at District schools. Free admission may also be extended to current and past School Board members who left the Board in good standing. However, guests and family members of employees shall pay the required admission fee.

STUDENTS

TeleCommunication Devices

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, ~~that are held whether~~ on or off school property, students shall be permitted to possess and use personal telecommunication devices as defined by law¹ and other related electronic devices provided they observe the following conditions:

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1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating;
 - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking ~~pictures~~ photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
 - c. Is profane, indecent, ~~or~~ obscene, or threatening;
 - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, ~~videos, pictures~~ photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

STUDENTS

09.4261
(CONTINUED)

TeleCommunication Devices

POSSESSION AND USE (CONTINUED)

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

REFERENCES:

KRS 158.165; KRS 525.080

RELATED POLICIES:

08.2323

09.426; 09.436; 09.438

Dress and Appearance

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. A school/council may choose to develop a dress code, ~~it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline.~~

Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.

REFERENCES:

- Tinker v. Des Moines Independent School District, 393 U.S. 502 (1969)
- Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
- KRS 158.183
- KRS 160.345
- OAG 73-233
- OAG 73-284

Threat Assessments

DEFINITIONS

"School safety" shall mean a program of prevention that protects students and staff from substance abuse, violence, bullying, theft, the sale or use of illegal substances, exposure to weapons and threats on school grounds, and injury from severe weather, fire, and natural disasters.

"School security" shall mean procedures followed and measures taken to ensure the security of school buildings, classrooms, and other school facilities and properties.

"Threat assessment team" and "team" shall mean a school safety and security threat assessment team established pursuant to this policy and KRS 158.4410.

ESTABLISHMENT AND MEMBERSHIP OF TEAMS

A school safety and security threat assessment team shall be established at each school of the District. The members of the team at each school shall be designated by the District School Safety Coordinator, and shall consist of two (2) or more school staff members. School staff members that may be designated as a member of the team at any given school may include: school administrators; school counselors; school resource officers; school-based mental health services providers; teachers; and other school personnel. If necessary, a threat assessment team may serve more than one (1) school of the District.

PURPOSE OF TEAM

The purpose of a team shall be to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security.

GENERAL COMPONENTS OF SCHOOL SAFETY AND SCHOOL SECURITY PLANNING

According to the U.S. Secret Service Guide, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence, key components of a comprehensive school safety and school security plan include efforts to:

1. Foster a climate of respect and trust;
2. Build relationships;
3. Promote communication;
4. Define and identify concerning behaviors;
5. Maintain a multi-disciplinary threat assessment team;
6. Reinforce clear policies and procedures, and risk management options;
7. Provide resources to appropriately respond to students;
8. Promote information-sharing between the school District and appropriate community stakeholders as allowed by law;
9. Liaison with law enforcement; ~~and~~
10. Provide consistent training and assessment procedures to stakeholders; and
- ~~10.~~11. Create and promote a safe school culture.

Threat Assessments

GUIDING PRINCIPLES OF COMPREHENSIVE THREAT ASSESSMENT PLANNING

The District School Safety Coordinator, members of threat assessment teams, and other appropriate District administrators and staff, shall give appropriate consideration to the following non-exhaustive list of general principles as threat assessment teams are established and as they plan for and conduct their work:

1. A threat assessment process best functions as one component of overall school safety, in conjunction with physical school security and emergency management.
2. Students may engage in a continuum of concerning behaviors, the vast majority of which will be non-threatening and non-violent, but may still call for some type of response.
3. Students should feel empowered to communicate their own concerns to appropriate school staff without fear of reprisal. Incoming reports regarding concerning behavior or statements presenting a threat to school safety and school security should be given due consideration and assessed.
4. The goal of a threat assessment process is to identify, assess, and respond to potential threats to school safety and school security. The process begins with establishing a comprehensive plan for schools to:
 - a. Identify students or situations of concern;
 - b. Gather additional relevant information in a lawful manner;
 - c. Assess the student or situation risk, in context based on the totality of the information available; **and**
 - d. Identify and implement or recommend appropriate response strategies to address the concern; **and**
 - e. Connect students to services and support systems that provide encouragement and hope and reduce the likelihood that the student will engage in future threatening behavior.

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THREAT ASSESSMENT TEAM MEMBER TRAINING

Training to members of threat assessment teams should be provided or arranged by the District regarding the purpose of the team, the guiding principles stated above, and the members' roles in enhancing school safety and school security through identifying and responding to students exhibiting behavior that indicates a potential threat to school safety or school security. Training shall address the following: strategies to properly respond to students who provide information about a threatening or concerning situation, ways to assess and respond to potential threats, and how and to whom they should report threatening communications or behavior.

THREAT ASSESSMENT TEAM MONITORING

The District School Safety Coordinator and the Superintendent/designee shall monitor the work of the threat assessment team in each school of the District.

Threat Assessments**ACCESS TO STUDENT RECORDS**

Threat assessment team members, including any members who are not school District employees, are hereby designated as “school officials” for purposes of the Family Educational Rights and Privacy Act (FERPA), and as such may access student records to the extent necessary in connection with the work of the team, in accordance with FERPA and Board Policy 09.14.

INTERACTION OF TEAM ACTIVITIES WITH SCHOOL DISCIPLINARY ACTION AND/OR LAW ENFORCEMENT

Threat assessment team activities and any responses undertaken or recommended by a team, do not negate or override applicable disciplinary procedures or action under Board policy or the Code of Acceptable Behavior and Discipline or legal reporting requirements, including those covering bullying or criminal activity; dependency, neglect or abuse; or domestic and dating violence.²

IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY

A school District, School Safety Coordinator, and any school employees participating in the activities of a school safety and security threat assessment team enjoy immunity from civil and criminal liability regarding their participation in the threat assessment process as provided in KRS 158.4410.¹

REFERENCES:

¹KRS 158.4410

U.S. Secret Service Guide, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*

RELATED POLICIES:

²09.2211; 09.227; 09.438

05.4; 09.14; 09.425

Public Information Program

RIGHT TO BE INFORMED

The Board recognizes the rights of the public to be fully and accurately informed about its schools. The Board shall, through the Superintendent and the Superintendent's designees:

1. Communicate regularly with the public through available media such as District web sites, [social media](#), [email](#), newsletters, bulletins, newspapers, and radio and television releases;
2. ~~Work cooperatively with~~ Provide speakers for PTA/PTO, church, civic, and other community groups who have an interest in the schools;
3. Work cooperatively with the news media in their efforts to inform the public; and
4. Conduct Board business in an atmosphere that lets the public know that their attendance at Board meetings is welcome and appreciated.

RELEASE OF INFORMATION

Public statements concerning controversial or potentially disruptive matters shall be issued only by the Superintendent or the Superintendent's designee.

REFERENCES:

KRS 61.805
KRS 61.850

RELATED POLICIES:

01.4
01.44

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Relationships with Community Organizations

COMMON GOALS

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

PARENT ORGANIZATIONS

The Board recognizes the contributions of parent-teacher organizations and booster groups in promoting the District's educational program and in fostering understanding among students, parents and teachers.

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Any plan, project or movement to expand, modernize, renovate or otherwise render maintenance to Board property in some cases, or to provide academic achievement awards and recognition to students shall have the prior approval of the Board.

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GOVERNMENTAL AUTHORITIES

The administrative staff shall inform elected and appointed officials of local, county, regional and state governmental units of the Board's desire to plan cooperatively for the improvement of services to residents. To this end, the Board shall participate in local and state planning functions that directly affect District schools.

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The Superintendent shall keep the Board informed of planning matters that have a direct bearing on the operation of the schools or school-sponsored programs and shall take appropriate actions on behalf of the Board to influence matters in the best interests of students, the schools, and the District.

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SCHOOL/BUSINESS PARTNERSHIPS

The Board shall participate in partnership programs sponsored by the Chamber of Commerce. As part of this program, the Board shall encourage the participation of business and industry in the District programs and shall continue to support the involvement of District schools currently participating in partnership programs.

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OTHER EDUCATION AGENCIES

The Board shall cooperate whenever possible with other schools and school districts and with other local, state and regional educational agencies, and organizations in matters of common concern. This cooperation shall extend to such areas as joint educational services; research; exchange of data and information; coordination of curriculum, school activities and calendars; and cooperative use of facilities.

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Before joining any cooperative program or participating in joint educational services with other agencies, the Board shall carefully weigh the advisability and feasibility of such ventures. In all instances, the best interests of the District's children shall be served.

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Relationships with Other Organizations

CONTESTS FOR STUDENTS

Schools may cooperate with individuals and community groups when such activities are in keeping with school and District goals, are not disruptive of the educational process, and will not impose an unreasonable burden on the school staff.

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All community-sponsored activities for students involving staff support must have prior approval of the Board or the school council, whichever is appropriate. Each request from outside sources to sponsor contests or competitions must be presented to the Superintendent/designee.

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Sponsors of activities shall be responsible for preparation and circulation of activity information and for the grading, judging and/or evaluation of the participants.

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RELATED POLICIES:

- 02.4231
- 05.1
- 05.3
- 05.31

Visitors to the Schools

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves as well as declare their purposes for visiting.

REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on, loiter within one thousand (1,000) feet of, or work in or operate any mobile business within one thousand (1,000) feet of the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
 - a. A sex crime; or
 - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

Per KRS 17.545, "loiter" is defined as remaining in or about the clearly defined grounds of a District school, while not having any reason or relationship involving custody of or responsibility for a minor or any other specific legitimate reason for being there.

Per KRS 17.545, "mobile business" is defined as any business that operates from a motor vehicle or wheeled cart that can be operated, pushed, or pulled on a sidewalk, street, or highway where food, goods, or services are prepared, processed, or sold or dispensed to the public.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.

Visitors to the Schools**REGISTRANTS (CONTINUED)**

4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Visitors to the Schools

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

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

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

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

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law², are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.³

TRESPASS WARNING

The Principal may request, in writing, to the Superintendent/designee to send a do not trespass warning to any person who:

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- Violates this policy;
- Is physically or verbally abusive to any student or employee;
- Creates a substantial disruption to the education process; or
- Creates a physically or emotionally unsafe environment for students or employees.

Should the Superintendent/designee approve the request, a letter will be sent by certified mail to the person who is being warned not to trespass. A letter may also be served in person by any employee of the District or by any peace officer. A copy of the letter will be provided to local law enforcement. Any person who is warned not to trespass may appeal the decision to the Superintendent by notifying the Superintendent within ten (10) days of the receipt of the letter. The Superintendent may uphold or change the recommendation. Should any banned person have a student enrolled in the District, that person may attend meetings regarding their student with advance permission from the Superintendent, Principal, or designee. An administrator from the school and/or District office will attend the meeting. Arrangements for pickup shall be coordinated between the Superintendent, Principal, or Superintendent's designee, and the person receiving the trespass warning.

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Visitors to the Schools**ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Use of power driven mobility devices
- Event ticket sales accommodation
- Use of service animals
- Companion seating at events

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

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

REFERENCES:

¹KRS 158.149

²KRS 438.050

³KRS 511.070; KRS 511.080; OAG 90-11

KRS 17.545; KRS 17.500; KRS 17.510

KRS 160.380; KRS 211.394, KRS 211.395; KRS 258.500; KRS 438.305

KRS 600.020; KRS 620.146

OAG 91-137

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

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

RELATED POLICIES:

01.1

03.113; 03.1327; 03.162; 03.212; 03.2327; 03.262; 05.3; 05.31; 06.221

09.1231; 09.227; 09.3211; 09.4232; 09.426; 09.42811

10.2