

## **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 **Beechwood Independent School District of Fort Mitchell, 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.<sup>1</sup>

### **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 access to its facilities to designated youth groups.

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

### **WEBSITE ACCESSIBILITY**

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

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.

**Legal Status of the Board**

**REFERENCES:**

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

## **General Powers and Duties of the Board**

### **ESTABLISHMENT OF SCHOOLS**

The Board has general control and management of the public schools in its district. The Board may establish schools and provide for courses and other services it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the Kentucky Board of Education.<sup>1</sup>

### **CHARTER SCHOOLS**

KRS 160.1590 provides for charter school authorization, application, evaluation of applications and contracts with a charter school Board of Directors. Pursuant to this statute and Kentucky Board of Education regulations, the Board may serve as an authorizer for charter schools in the District.

### **REQUEST FOR WAIVER AND EXEMPTIONS**

The Board may authorize the Superintendent to request, on behalf of the District, a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.

When approved as a District of Innovation by the Kentucky Board of Education, the District is to be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and, for a school of innovation, may be granted waivers of certain Board policies. A school may decide whether it voluntarily chooses to be designated as a school of innovation and, thus, be included in the District's application and plan. However, the Board may require a school identified for comprehensive support and improvement under KRS 160.346 to participate in the District's plan of innovation.<sup>11</sup>

### **SCHOOL FUNDS AND PROPERTY**

The Board has control and management of all school funds and public school property and may use its funds and property to promote public education.<sup>1</sup>

### **ADMINISTRATION**

The Board shall exercise generally all powers prescribed by law in the administration of the public school system, appoint the Superintendent of schools, create and abolish positions, establish job classifications, and fix the compensation of employees.<sup>1</sup>

### **MANAGEMENT**

The Board may set goals for the District and shall make and adopt, and may amend or repeal policies for its meetings and proceedings for the management of the schools and school property of the District, for the transaction of its business and for the qualifications and duties of employees and the conduct of pupils.

### **SUBPOENA**

The Board may, in any investigation or proceeding before it, concerning a matter that may be a proper subject of inquiry by it, summon witnesses by subpoena, enforce their attendance, and require that they testify under properly administered oath.<sup>2</sup>

**General Powers and Duties of the Board****INSURANCE**

The Board may set aside funds to provide for liability and indemnity insurance against the negligence of the drivers or operators of school buses, other motor vehicles, and mobile equipment owned or operated by the Board.<sup>3</sup> The Board may 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.<sup>4</sup> The Board shall make available liability insurance coverage for the protection of all members of school councils from liability arising in the course of pursuing their duties as members of the councils.<sup>9</sup> In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his or her employment.<sup>13</sup>

As long as they pay full cost of premiums required, Board members may choose to participate in any group life insurance<sup>12</sup> or any group medical or dental insurance provided by the District for employees.<sup>10</sup>

**FREE SUPPLIES**

The Board may furnish necessary school supplies free of charge to indigent children in its school district, or to such other children as it deems advisable, under such rules and regulations as it may adopt.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price lunches. All students who qualify shall be informed in writing of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.<sup>5</sup>

**REPORTS**

The Board shall, on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education, prepare and submit to the Kentucky Board of Education reports on all phases of its school service. It may prepare and publish for the information of the public a report on the progress of its schools.<sup>6</sup>

**LEVY OF TAX RATES**

As part of the budgetary process, the Board shall levy tax rates in compliance with statutory and regulatory requirements.<sup>7</sup>

**POWER TO BORROW MONEY**

The Board may borrow money on the credit of the Board and issue negotiable notes in anticipation of revenues from school taxes and state revenue for the fiscal year in which the money is borrowed, and may pledge the anticipated revenues for the payment of principal and interest on the loan.<sup>8</sup>

**General Powers and Duties of the Board****EVALUATION**

**The Board shall review the effectiveness of its internal operations at least once annually. The Superintendent and others who work regularly with the Board shall be asked to participate in this review and to suggest ways by which the Board can improve its functioning as a deliberative body.**

**CONTRACTS WITH CONSULTANTS**

The Board may contract for consulting services to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters.<sup>4</sup>

Any proposed contracts with consultants shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the consulting project to the District. Where appropriate, the Board may require bids for consulting services to be sought.

Consultants who serve the District shall exercise no authority over District employees, but will act only as advisor in accordance with their contract.

**APPLICATIONS FOR GRANTS**

Schools, employees, and school-related groups who apply for grants on behalf of the District or District schools shall send a copy of the completed application and grant agreement to the Superintendent/designee, who shall present the application to the Board with a recommendation for approval or disapproval. Except as provided by law, grants shall not be accepted until the Board gives its approval.

**NATIONAL MOTTO**

The Board shall require each elementary and secondary school to display the national motto, "In God We Trust," in a prominent location which means a school entryway, cafeteria, or common area where students are likely to see it. Per KRS 158.195, the display may take the form of, but is not limited to, a plaque or student artwork.

**REFERENCES:**<sup>1</sup>KRS 160.290<sup>2</sup>KRS 160.300<sup>3</sup>KRS 160.310<sup>4</sup>KRS 160.160<sup>5</sup>KRS 160.330<sup>6</sup>KRS 160.340<sup>7</sup>KRS 160.470<sup>8</sup>KRS 160.540<sup>9</sup>KRS 160.345<sup>10</sup>KRS 160.280<sup>11</sup>KRS 156.108; KRS 160.107; KRS 160.346; 701 KAR 5:140<sup>12</sup>KRS 18A.205; KRS 18A.210<sup>13</sup>702 KAR 3:330

KRS 116.200; KRS 156.072; KRS 156.160; KRS 158.195

KRS 160.1590; KRS 160.1592; KRS 160.1593; KRS 160.1594; KRS 160.1595

KRS 160.1599; KRS 161.158; KRS 162.010; KRS 416.560

OAG 91-10; OAG 91-122; OAG 95-10; 702 KAR 3:220; 702 KAR 4:160

(CONTINUED)

**General Powers and Duties of the Board**

**RELATED POLICIES:**

01.41; 01.5; 01.7

03.124; 03.224; 04.92

## **District Planning**

### **PLANNING COMMITTEE**

A District planning committee, representative of the community and the school district, shall be appointed by the Superintendent and approved by the Board to develop, review, and revise annually a Comprehensive District Improvement Plan (CDIP) as stated herein. The committee

shall include teachers, Principals, council members, other school leaders, paraprofessionals, Central Office administrators, administrators, Board member(s), classified staff, parents, community representatives, and high school students. The Superintendent shall make the CDIP procedures known to the community and school personnel.

Selection of committee members shall reflect reasonable minority representation and encourage active minority participation.<sup>1</sup>

The Superintendent shall present to the Board for review and approval the form and function of the District planning process, including format and timelines.

### **PLANNING CYCLE**

The District's planning cycle shall follow a process of continuous improvement as data becomes available. The structure of the CDIP shall include completion of a narrative summary of the current state of the school between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CDIP is to be completed between November 1 and January 1 of each school year, and a District level plan for providing an equitable education to English Learners is to be completed by May 1 of each school year and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CDIP must be complete by May 1 of each school year.

### **PLAN REQUIREMENTS**

The District seeking Commissioner approval of the nontraditional instruction (NTI) plan shall annually incorporate it within the CDIP. The District shall submit the NTI plan to the Department by May 1 for implementation at the beginning of the upcoming school term. The primary purposes of the CDIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments;
- To eliminate achievement gaps among groups of students; and
- To develop District strategies and services to address deficiencies and/or sustain or strengthen current efforts.

The plan structure shall include the components set out in [703 KAR 005:225](#), the Every Student Succeeds Act of 2015 (ESSA), and [KRS 158.649](#).

The plan shall be updated on an annual basis, provide assistance in reducing physical, mental health, and academic barriers to learning, and address student equity.

Planning activities shall draw on information from a variety of sources that shall include an opportunity for parents and other citizens of the community to have input into the plan.

## **District Planning**

### **PLAN REQUIREMENTS (CONTINUED)**

As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements. Upon agreement of the council, or the Principal if there is not a council, and the Superintendent, the Board shall establish an annual target for each school for reducing identified gaps in achievement.<sup>2</sup>

If the Board determines that a school has not met its target to reduce the identified gap in student achievement for a group of students, the Board shall require the council, or the Principal if no council exists, to submit its revisions to the school improvement plan describing the use of the professional development funds and funds allocated for continuing education to reduce the school's achievement gap for review and approval by the Superintendent. The plan shall address how the school will meet the academic needs of the students in the various gap groups.

### **TRAUMA-INFORMED APPROACH PLAN**

The trauma-informed approach plan shall be reviewed and updated annually, incorporated into the annual CDIP required by 703 KAR 5:225, and submitted to the Kentucky Department of Education (KDE).

### **PUBLIC REVIEW**

The plan shall have public review prior to presentation to the Board for final adoption. ~~Opportunity for public and school staff review shall be provided for a period of at least two (2) weeks and shall be advertised in the newspaper of the largest circulation in the District, or as an alternative, post~~ The plan will be made available on the District website. ~~and provide for electronic review and feedback.~~

### **BOARD APPROVAL**

The plan shall be completed between November 1 and January 1 of each school year and presented to the Board for approval. If revisions are needed, the District planning committee shall forward proposed revisions to the Superintendent. Revisions must reflect requirements of Every Student Succeeds Act of 2015 and [KRS 158.649](#). All recommendations for revisions require approval by the Board.

The Superintendent shall submit required assurances to the **KDE** ~~Kentucky Department of Education~~ no later than September 30 of each year.

### **IMPLEMENTATION**

The District shall maintain a copy of each plan permanently and, consistent with the District's planning cycle, post the current plan on the District's website.

The plan shall serve as a resource for Board decision making.

### **SCHOOL PLANS**

The District plan shall be broad enough to allow each school to develop its own plan, within the goals and objectives of the District.



**District Planning****DISTRICT REPORT CARDS**

The District shall post the District report card on its website, as required by ESSA. District report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

**SUMMATIVE ASSESSMENT RESULTS**

The District shall prominently display, in not less than 16-point type, on the District's internet landing page, the District's percentage of students scoring the following:

- Proficient and Distinguished in Reading; and
- Proficient and Distinguished in Mathematics,

The information above will also be displayed at the top of each page of the District's website in a banner format.

The District shall display on the internet landing page a web link to the detailed results of the District's performance on the most recent Summative Assessment.

**DISTRICT REPORT CARDS (CONTINUED)**

As outlined in [KRS 160.463](#), a copy of the report card is to be publicized by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

~~If b or c above is selected, the Superintendent shall cause notification to be published in the newspaper with largest circulation in the county that includes the electronic address of the website or the address of the library where the report card can be viewed by the public.~~

The District shall send a District report card to parents containing information about performance as outlined in [KRS 158.6453](#) and [703 KAR 005:140](#), and information on electronic access to a summary of the results for the District shall be published in the newspaper with the largest circulation in the county.

**REFERENCES:**

<sup>1</sup>[KRS 156.500](#)

<sup>2</sup>[KRS 158.649](#)

[KRS 158.070](#); [KRS 158.4416](#); [KRS 158.6453](#); [KRS 160.290](#); [KRS 160.340](#); [KRS 160.345](#);

[KRS 160.463](#)

[701 KAR 005:150](#); [703 KAR 005:140](#); [703 KAR 005:225](#); [703 KAR 005:280](#); [704 KAR 003:395](#)

[2024 Budget Bill](#)

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

**RELATED POLICIES:**

02.44; 02.441; 02.442; 04.1; 09.21

Adopted/Amended: 8/12/2024

LEGAL: HB 449 AMENDS KRS 160.180 TO CLARIFY ELIGIBILITY FOR MEMBERSHIP ON THE BOARD AND EXPANDS THE ACCEPTABLE DOCUMENTATION FOR EVIDENCING A SCHOOL BOARD CANDIDATE'S COMPLETION OF HIGH SCHOOL.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.2

**Board Member Qualifications**

**ELIGIBILITY**

Board member qualifications are established by applicable provisions of the Kentucky Constitution and Kentucky Statutes. These specific provisions prevail over the following general description. **A person shall only** be eligible for membership on the Board, **if the person**:

1. Has attained the age of twenty-four (24) years;
2. Has been a citizen of Kentucky for at least three (3) consecutive years preceding **the** election;
3. Is a legally qualified voter of the division or district (in the case of independent school districts) for which s/he is elected;<sup>2</sup>
4. Has completed at least the twelfth **(12<sup>th</sup>)** grade or has been issued a High School Equivalency Diploma, **as evidenced by**:
  - a) **An affidavit signed under penalty of perjury certifying completion of the twelfth (12<sup>th</sup>) grade or the equivalent that has been filed with the nominating petition required by KRS 118.315; or**
  - b) **A transcript evidencing completion of the twelfth (12<sup>th</sup>) grade or the results of a twelfth (12<sup>th</sup>) grade equivalency examination that has been filed with the nominating petition required by KRS 118.335;**
5. **Does not** hold any elective federal, state, county, or city office, serve as an officer or employee of a city or county, hold a federal office of "trust or profit," or serve as an appointed officer of a special purpose governmental entity with taxation authority unless specifically authorized by statute;
6. **Is not, at the time** of **his or her** election, **directly** or **indirectly, interested** in the sale to the Board of books, stationery or any other property, materials, supplies, equipment, or services for which school funds are expended;
7. Has **not** been removed from membership on a Board of Education for cause; and
8. **Does not have, a** relative, as defined in KRS 160.180, employed by the District **in the case of a person elected after July 13, 1990**. This **shall not** apply to a member holding office on July 13, 1990 who has a relative who was initially employed by the District before the member was elected to the Board.

A Board member shall be eligible for reelection unless s/he becomes disqualified.

**REFERENCES:**

<sup>1</sup>Kentucky Constitution Sections 165, 237; KRS 61.080; KRS 160.180  
<sup>2</sup>Moore v. Tiller, KY., 409 S.W. 2d 813 (1966)  
OAG 18-018; OAG 80-234; OAG 88-35

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LEGAL: HB 449 AMENDS KRS 160.180 TO ADD THAT A MEMBER OF A BOARD OF EDUCATION SHALL BE SUBJECT TO REMOVAL FROM OFFICE PURSUANT TO KRS 415.050 AND 415.060 IF, AFTER THE ELECTION, THE MEMBER IS GUILTY OF A FELONY, MALFEASANCE, OR MISUSES FUNDS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.21

### **Board Member Disqualifications**

#### **CONFLICT OF INTEREST**

**A member of a board of education shall be subject to removal from office pursuant to KRS 415.050 and 415.060 if, after the election the member becomes interested in any contract with or claims against the Board, moves his/her residence from the division for which s/he was chosen, attempts to influence the employment of any District employee except the Superintendent, Board Attorney, Board Secretary, or Board Treasurer, is convicted of a felony, performs acts of malfeasance in performance of duties prescribed by law, willfully misuses, converts, or misappropriates public property or funds, or does anything that would render one ineligible for re-election.**<sup>1</sup>

#### **IRREGULAR ATTENDANCE**

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

#### **SOLICITATION OF SERVICE**

No candidate for the Board shall solicit or accept any political assessment, subscription, contribution, or service of any District employee.<sup>3</sup>

#### **RESIGNATIONS OR REMOVAL**

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

#### **REFERENCES:**

<sup>1</sup>KRS 160.180

<sup>2</sup>KRS 160.270

<sup>3</sup>KRS 161.164

KRS 61.080; KRS 62.010

KRS 161.990; KRS 415.050; KRS 415.060

OAG 65-211; OAG 83-369; OAG 85-145; OAG 88-35; OAG 90-141; OAG 92-145

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LEGAL: HB 449 AMENDS KRS 160.190 TO EXPAND THE ACCEPTABLE DOCUMENTATION FOR EVIDENCING A SCHOOL BOARD CANDIDATE'S COMPLETION OF HIGH SCHOOL.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 580 HAS AN EMERGENCY CLAUSE AND CLARIFIES THE TIMELINES FOR FILING PETITIONS OF NOMINATION AND DECLARATION OF INTENT TO BE A WRITE IN CANDIDATE TO FILL AN UNEXPIRED TERM.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.3

### **Board Vacancy**

#### **APPOINTMENT**

Any vacancy on the Board shall be filled by a majority vote of the remaining members of the Board within sixty (60) days after the vacancy occurs. Within thirty (30) days of the vacancy, the Board shall, for two (2) weeks, solicit applications by posting a notice on the District's website and place an advertisement for two (2) weeks in the newspaper of the largest general circulation in the county to solicit applications.

An applicant shall file a letter of intent with the Board affirming that s/he meets the legal qualifications for the office as established by KRS 160.180. In addition, the applicant shall submit:

1. An affidavit signed under penalty of perjury certifying completion of the twelfth (12<sup>th</sup>) grade or the equivalent; or
2. A transcript evidencing completion of the twelfth (12<sup>th</sup>) grade or the results of a twelfth (12<sup>th</sup>) grade equivalency examination.

The Board shall select from the applicants who complete this process. Discussions that may lead to the appointment of an individual to fill the vacancy may take place in closed session. Such discussions may include individual interviews and consideration of individual applicants.<sup>1</sup> Final action to fill the vacancy shall be taken in open session.

As the executive agent of the Board, the Superintendent shall provide written notice to the following parties when a vacancy occurs or is expected to occur and also when a vacancy has been filled or has not been filled within the sixty (60) day timeline:

- Kentucky Secretary of State;
- \_\_\_\_\_ County Clerk;
- Commissioner of Education; and
- Kentucky School Boards Association.

If the Board fails to make the appointment within the subject sixty (60) day timeline, then the Commissioner of Education shall fill the vacancy within sixty (60) days of the Board's failure to appoint. The member, meeting the legal requirements to fill the vacancy, shall hold office until his/her successor is elected and has qualified.

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**Board Vacancy**

**ELECTION**

Any vacancy having an unexpired term of one (1) year or more on August 1 shall be filled for the unexpired term by an election to be held at the next regular election after the vacancy occurs. The elected member shall succeed the member chosen by the Board or the Commissioner of Education to fill the vacancy.

Nominating petitions shall be filed with the county clerk not later than the second Tuesday in August preceding the day for holding the regular election for the unexpired term. Declarations of intent to be a write-in candidate shall be filed with the county clerk in accordance with KRS 117.265.

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If no candidate files a petition of nomination or declaration of intent to be a write-in candidate to fill an unexpired term, then a new vacancy shall exist on November 1 and that vacancy shall be filled by the Board as prescribed by law.

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If no candidate files a petition of nomination or declaration of intent to be a write-in candidate for a new term pursuant to KRS 118.315 and KRS 118.365, then a vacancy shall exist on January 1 and that vacancy shall be filled by the Board as prescribed by law.<sup>2</sup>

**REFERENCES:**

<sup>1</sup>KRS 61.810; The Courier Journal and Louisville Times Company and Keith Runyon v. University of Louisville Board of Trustees, et. al, 596 S.W. 2d 374 (1979)

<sup>2</sup>KRS 160.190

KRS 117.265; KRS 118.315; KRS 118.365; KRS 160.180

OAG 81-316; OAG 90-105; OAG 03-001; OAG 04-007

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**RELATED POLICY:**

01.2

### In-service Training

#### IN-SERVICE TRAINING FOR MEMBERS IN OFFICE AS OF DECEMBER 31, 2014

Annual in-service training for all members of boards of education in office as of December 31, 2014 shall include training on topics required by regulation that meet the minimum number of total training hours as follows:<sup>1</sup>

1. Twelve (12) hours for members with zero (0) to three (3) years of experience;
2. Eight (8) hours for members with four (4) to seven (7) years of experience; and
3. Four (4) hours for members with eight (8) or more years of experience,

#### IN-SERVICE TRAINING FOR MEMBERS ON OR AFTER JANUARY 1, 2015

For all members of boards of education who begin initial service on or after January 1, 2015, the in-service training requirements shall include training on topics required by regulation that meet the minimum number of total training hours as follows:<sup>1</sup>

1. twelve (12) hours for members with zero to eight (0-8) years of experience each year which shall include a minimum of:
  - a. One (1) hour of ethics training each year; and
  - b. One (1) hour of open meetings and open records training within the first twelve (12) months of initial service and at least once every four (4) years thereafter; and
2. Eight (8) hours for members with more than eight (8) years of experience each year, which shall include a minimum of:
  - a. One (1) hour of ethics training each year; and
  - b. One (1) hour of open meetings and open records training at least once every four (4) years.

Training topics for members with less than two (2) years of consecutive service shall include three (3) hours of finance and one (1) hour of Superintendent evaluation within the first two (2) years of service.

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Moved down [1]: If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event, and they shall ensure that a copy of proof of attendance including a recitation of the time, date, location, and description of the training is sent by the training provider to KSBA within two (2) weeks of completion of the training.

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**In-service Training**

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event, and they shall ensure that a copy of proof of attendance including a recitation of the time, date, location, and description of the training is sent by the training provider to KSBA within two (2) weeks of completion of the training.

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**IN-SERVICE TRAINING REGARDING CHARTER SCHOOL AUTHORIZATION**

Separate and apart from the above in-service training, Board members shall participate in in-service training regarding charter school authorizers as follows:

When the Board, or a collaborative of local school boards including the Board, receives a charter school application, any member of the Board or boards who has not received charter authorization training within twelve (12) months immediately preceding the date the application was received shall receive six (6) hours of in-service training prior to evaluating the charter application. Except for training provided prior to July 15, 2020, the training shall be in addition to the annual in-service training required under KRS 160.180, and the Board shall select the trainer to deliver the training to its members. Charter authorizer training shall not be required of any Board member until a charter application is submitted to the Board or boards.<sup>2</sup>

Deleted: IN-SERVICE TRAINING FOR MEMBERS ON OR AFTER JANUARY 1, 2015 (CONTINUED)<sup>¶</sup>  
and eight (8) hours for Board members with more than eight (8) years of experience. Required annual training hours shall include:<sup>¶</sup>  
Three (3) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with zero (0) to three (3) years experience;<sup>¶</sup>  
Two (2) hours of finance, one (1) hour of ethics, and one (1) hour of superintendent evaluation for members with four (4) to seven (7) years experience; and<sup>¶</sup>  
One (1) hour of finance, one (1) hour of ethics annually, and one (1) hour of superintendent evaluation biennially for members with eight (8) or more years experience.

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The charter authorizer training requirements shall be approved by the Commissioner of Education and shall address the following topics of authorizer responsibility and charter school formation and operation:

1. Financial governance and transparency;
2. Conflict of interest;
3. Charter application;
4. Charter school contracting;
5. Charter school monitoring;
6. Charter school renewal, nonrenewal, and revocation;
7. Charter school closure;
8. Ethics;
9. Curriculum and instruction;

**In-service Training**

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**IN-SERVICE TRAINING REGARDING CHARTER SCHOOL AUTHORIZATION (CONTINUED)**

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- 10. Educational services provided for special needs, at risk, English learner, gifted, and other special population students; and
- 11. Physical restraint and seclusion of students.

**ORIENTATION OF NEW BOARD MEMBERS**

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board’s policy manual and/or access to the District’s online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

**REFERENCES:**

- <sup>1</sup>KRS 160.180
- <sup>2</sup>KRS 160.1594
- 701 KAR 8:020
- 702 KAR 1:116
- OAG 85-53; OAG 85-145



LEGAL: SB 2 AMENDS KRS 158.441 TO CHANGE THE DEFINITION OF SCHOOL RESOURCE OFFICER (SRO). SB 2 ALSO AMENDS KRS 158.4414 TO ALLOW BOARDS TO EMPLOY GUARDIANS (SEE RELATED POLICY 02.311) BEGINNING WITH THE 2025-2026 SCHOOL YEAR TO PROVIDE SAFETY AND SECURITY MEASURES FOR SCHOOLS WITHIN THE DISTRICT.  
FINANCIAL IMPLICATIONS: COST OF HIRING SROS OR GUARDIANS

ADMINISTRATION

02.31

### **School Resource Officers (SROs)**

#### **DEFINITION**

"School **R**esource **O**fficer" SRO means an officer whose primary job function is to work with youth at a school site who has specialized training to work with youth at a school site and is:

- (a)
  - 1. A sworn law enforcement officer **certified under KRS 15.380 to KRS 15.404**; or
  - 2. A special law enforcement officer appointed pursuant to KRS 61.902 **and certified under KRS 15.380 to KRS 15.404**; or
  - 3. A police officer appointed as a certified SRO; and
- (b) Employed:
  - 1. Through a contract between a local law enforcement agency and a school district;
  - 2. Through a contract as secondary employment for an officer, as defined in KRS 16.010, between the Department of Kentucky State Police and a school district; or
  - 3. Directly by a local Board of Education.<sup>1</sup>

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#### **ASSIGNMENT**

**T**he Board shall ensure, for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus. If sufficient funds and qualified personnel are not available for this purpose for every campus, the Board shall fulfill the requirements on a per campus basis, as approved in writing by the State School Security Marshal, until a certified SRO is assigned to and working on-site full-time on each campus in the District.

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#### **BOARD MAY AUTHORIZE POLICE DEPARTMENT**

KRS 158.471 provides that the Board is authorized to establish a police department for the District, appoint police officers and other employees, prescribe distinctive uniforms for the police officers of the District, and designate and operate emergency vehicles. Police officers appointed shall take an appropriate oath of office in the form and manner consistent with the constitution of Kentucky. Police officers shall be granted with the protections provided in KRS 15.520 and shall be certified in accordance with KRS 15.380.<sup>3</sup>

If the Board establishes a police department, the Superintendent/designee shall develop standard operating procedures governing the department.

**School Resource Officers (SROs)**

**TRAINING REQUIREMENTS**

SROs with active SRO certification shall successfully complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs. Any SRO who fails to successfully complete training requirements within the specified time periods, including approved extensions, shall lose his/her SRO CERTIFICATION AND SHALL NO LONGER SERVE IN THE CAPACITY OF AN SRO IN A SCHOOL.

Deleted: All School Resource Officers (  
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**FIREARM REQUIREMENT**

Each SRO shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.<sup>2</sup>

**SUPERINTENDENT TO REPORT**

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of SROs in the District. The report shall include the source of funding and method of employment for each position.

**REFERENCES:**

<sup>1</sup>KRS 158.441

<sup>2</sup>KRS 158.4414

<sup>3</sup>KRS 158.471

KRS 15.380 **to KRS 15.404**; KRS 15.520

KRS 61.902; KRS 70.290

KRS 158.4415; **KRS 158.4431**

KRS 158.471; KRS 158.473; KRS 158.475; KRS 158.477; KRS 158.479; KRS 158.481

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**RELATED POLICIES:**

**02.311**; 05.48; 09.4361

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## **School Budget and Purchasing**

### **BOARD ALLOCATIONS**

The Board shall appropriate to each school an amount of funds equal to or greater than that specified in 702 KAR 3:246 to purchase instructional materials, supplies, and equipment.

An amount for professional development shall be allocated as required by Kentucky Administrative Regulation.

The Board shall allocate Section 7 funds according to the options provided in 702 KAR 3:246. Notice of the Section 7 allocation shall be provided in accordance with that regulation.

### **SCHOOL RESPONSIBILITY**

The school shall, in expending allocated funds, comply with all state and board budgeting, purchasing and reporting laws, regulations, policies and procedures. Board purchasing procedures shall be followed in the expenditure of these funds. Expenditure of these funds shall be accomplished only by completing a central office purchase order.

The allocation for instructional materials, supplies, and equipment is the total financial resource available to that school in those categories of purchase for the fiscal year. The school shall not expend or commit to expend any funds in excess of funds allocated. 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 to reimburse the District for the amount spent in excess of the allocation.

**A school council that chooses to manage its school budget shall submit a budget plan/financial management plan to the Superintendent within reasonable time lines which are set by the Superintendent by August 1 of each year. If a school budget plan is not received by the Superintendent within these time lines, the Superintendent has the authority to determine the budget and financial management for the school for the following year.**

All state allocated funds managed by the school but not expended by the end of the fiscal year shall accumulate in the account of the school and be available to the school for future expenditure.

### **BOARD APPROPRIATION**

The Superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the Board, the Principal, and the school council and after a reasonable review and response period for stakeholders in accordance with Board policy.

### **PURCHASING**

In order to comply with state accounting and bidding requirements, all purchases of goods and services shall be made in conformity with Board policy.

### **SUPERINTENDENT'S RESPONSIBILITY**

The Superintendent/designee shall prepare and provide the school a monthly statement of the current financial status of funds allocated for purchasing instructional materials, supplies and equipment. This statement shall include the beginning unencumbered balance for each category of authorized expenditure, an itemized listing of purchase orders paid, an itemized listing of purchase orders authorized but not paid, and the end-of-the-month unencumbered balance of funds allocated.

**School Budget and Purchasing**

**EXPENDITURE OF FUNDS**

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated for purchasing instructional materials, supplies and equipment. In schools not operating under SBDM, the principal of the school shall determine the expenditure of these funds.

**ANNUAL FINANCIAL AUDIT REPORT**

**The council will submit to the Superintendent an annual financial audit report by August 15 of each year. The reports will follow guidelines established by the Board.**

**REFERENCES:**

702 KAR 3:246; School Council Allocation Formula  
704 KAR 3:510; KRS 160.345  
OAG 91-10; OAG 91-206; OAG 92-59

**RELATED POLICY:**

04.1

**Accountability**

As directed by Policy 02.442, each school shall provide to the Board a Comprehensive School Improvement Plan to include, but not be limited to, the school's goals and objectives and its plan for achieving them.

**ANNUAL REPORT**

By June 30 of each year, each school/school council shall make an annual report at a public meeting of the Board. The report shall describe the school's progress in meeting the educational goals set forth in KRS 158.6451 and District goals established by the Board. **The annual school report shall include, but not be limited to, a three-year comparison of drop-out rate, retention rate, attendance, achievement scores, percent of free and reduced lunches, and number of transfer students.**

**REVIEW OF ACHIEVEMENT GAP PLANS**

By February 1 of each year, each school-based decision making council, or the Principal if there is not a council, shall, with the involvement of parents, faculty, and staff, set the school's targets for eliminating any achievement gap and submit them to the Superintendent.

Annually, the Board shall review in a public meeting the portion of each school's Comprehensive Improvement Plan that sets forth the activities and schedule to reduce the achievement gaps among various groups of students.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 160.340; KRS 160.345  
KRS 158.645; KRS 158.6451; KRS 158.6458  
KRS 158.649; KRS 160.290  
703 KAR 4:040

**RELATED POLICIES:**

01.111  
02.442

## **Assessment of Student Progress**

### **REVIEW OF ASSESSMENT DATA**

By **January 1** of each year and in keeping with the improvement planning process and timeline, the school council shall review student assessment data provided annually by the Kentucky Department of Education. After reviewing the data, the council shall adopt, modify, or revise the school's plan to assist each student in making progress toward statutory goals. This process shall address achievement gaps between various groups of students as required by law. In addition, the plan shall be submitted to the Superintendent and Board for review. In a school without a council, the Principal shall complete the review and planning process with the involvement of parents, faculty, and staff.

### **PROFILE REPORTS**

**By October 1, each school Principal shall complete the school profile report, have it signed by members of the school council, or Principal if no council exists, and Superintendent, and submit it to the Kentucky Department of Education. The report shall be transmitted electronically with the original maintained on file at the Board office and available to the public upon request.**

### **REPORT TO BOARD**

The Superintendent shall devise a schedule for Principals to present written reports to the Board regarding progress being made toward their school's educational objectives. The reports shall be in a format easily understood by parents and the community and shall make comparisons with the school's performance the previous year and any data available that compares the school to state or national standards.

The information to be reported shall include, but not be limited to, results on the state-mandated accountability test(s), college entrance exams (high school only), Advanced Placement/International Baccalaureate Exams/**Cambridge Advanced International** (high school only).

### **SUMMARY REPORT TO COMMUNITY AND PARENTS**

The information reported to the Board shall be put in summary format and shall be reported to parents of each student and made available to the community. The Superintendent shall devise the format to be used.

### **INDIVIDUAL REPORTS**

Each year, an individual student report shall be provided to parents of students in grades three through eight (3-8) in accordance with statutory requirements. Teachers and parents/guardians of each primary student shall be informed of results from reading and mathematics diagnostic assessments and prompts.

### **REFERENCES:**

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.6455; KRS 158.6457  
KRS 158.6459; KRS 158.649; KRS 160.345

### **RELATED POLICIES:**

02.442; 08.221; 08.222; 08.5

LEGAL: HB 6 (2024 BUDGET BILL) REQUIRES SCHOOLS TO DISPLAY CERTAIN INFORMATION FROM THE LATEST SUMMATIVE ASSESSMENT ON THE SCHOOL'S WEBSITE AND INCLUDE A LINK TO THE DETAILED RESULTS.

FINANCIAL IMPLICATIONS: COST OF UPDATING THE WEBSITE

ADMINISTRATION

02.442

### **Comprehensive School Improvement Plan**

#### **RESPONSIBILITY**

Each school council, or Principal, in a school without a council, shall develop, review, and revise annually a Comprehensive School Improvement Plan (CSIP) by January 1 of each school year.

In an SBDM school, the school council shall organize a planning process, consistent with District's established planning process. The structure of the CSIP shall include completion of a narrative summary of the current state of the school between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CSIP is to be completed between November 1 and January 1 of each school year, and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CSIP may be complete by May 1 of each school year.

In a school without a council, the Principal shall appoint a School Planning Committee comprised, at a minimum, of four (4) teachers, four (4) parents, and a community representative. The high school(s) shall include a student on the committee. The community representative shall not be a teacher, spouse of a teacher, or a parent of child(ren) attending the District schools.

The primary purposes of the CSIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments; and
- To eliminate achievement gaps among groups of students.

#### **FORM**

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use any improvement plan format that has been established and approved by the Board. The CSIP structure shall include the components set out in 703 KAR 5:225, Every Student Succeeds Act of 2015 (ESSA) and the elements required by KRS 158.649.

In addition, the school council, or school planning committee appointed by the Principal if there is no council, shall review annually the school's disaggregated student data and revise the school's improvement plan, as required by applicable statute and regulation, to address any achievement gaps between various groups of students.

The plan shall also address reduction of physical and mental health barriers to learning, student equity, District safety and student discipline assessments, and District goals established by the Board.

The school plan shall serve as a resource for school/council decision making and shall be posted to the school's web site.

#### **PUBLIC REVIEW**

The Principal shall convene a public meeting at the school to present and discuss the plan prior to submitting it to the Superintendent and Board.

**Comprehensive School Improvement Plan****SCHOOL REPORT CARDS**

Each school shall post its school report card on its website as required by ESSA. School report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

As outlined in KRS 160.463, a copy of the report card is to be publicized by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent shall be directed to publish notification in the newspaper with the largest circulation in the county. The notification shall include the electronic address of the website or the address of the library where the report card can be viewed by the public.

Each school shall send to parents a school report card containing information about school performance as outlined in KRS 158.6453 and 703 KAR 5:140, and information on electronic access to a summary of the results for the District shall be published in the newspaper with the largest circulation in the county.

**SUMMATIVE ASSESSMENT RESULTS**

**The School shall prominently display, in not less than 16-point type, on the School's internet landing page, the School's percentage of students scoring the following:**

- **Proficient and Distinguished in Reading; and**
- **Proficient and Distinguished in Mathematics.**

**The information above will also be displayed at the top of each page of the School's website in a banner format.**

**The School shall display on the internet landing page a web link to the detailed results of the School's performance on the most recent Summative Assessment.**

**BOARD REVIEW**

The school's plan for eliminating achievement gaps among various groups of students shall be presented to the Board for its review and comment. The Board may share its comments, in writing, with the council.

In keeping with Board Policy 02.44, each School Council or School Planning Committee shall annually report to the Board regarding the progress toward achieving the goals and desired outcomes and meeting the needs identified in the improvement/plan, including those for student groups for whom data indicate an achievement gap exists.



ADMINISTRATION

02.442  
(CONTINUED)

**Comprehensive School Improvement Plan**

**REFERENCES:**

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.649

KRS 160.290; KRS 160.345; KRS 160.463

703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; [2024 Budget Bill](#)

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

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**RELATED POLICIES:**

01.111; 02.432; 02.44

LEGAL: HB 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING CERTAIN MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.

FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS

LEGAL: EMPLOYMENT APPLICATIONS NOT ACTED UPON ARE TO BE RETAINED FOR TWO YEARS PER THE KDLA RECORDS RETENTION SCHEDULE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: THE LINK TO THE CENTRAL REGISTRY CA/N CHECKS HAS CHANGED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

**ADD TO STATUTE INDEX KRS 439.3401; KRS CHAPTER 510; KRS 17.500 TO KRS 17.580**

DRAFT 7/1/24

PERSONNEL

03.11

**- CERTIFIED PERSONNEL -**

## **Hiring**

### **SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

When a vacancy occurs, the Superintendent shall submit the job posting to the statewide job posting system fifteen (15) days before the position is to be filled.

When a vacancy needs to be filled in less than fifteen (15) days to prevent disruption of necessary instructional or support services of the school District, the Superintendent may seek a waiver of the fifteen (15)-day advance notice requirement from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

### **EFFECTIVE DATE**

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 preceding the beginning of the school year.

### **QUALIFICATIONS**

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.<sup>2</sup>

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.<sup>3</sup>

### **CRIMINAL BACKGROUND CHECK AND TESTING**

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.<sup>1</sup>

Each application form provided by the employer to an applicant for a certified position shall conspicuously state the following:

## **Hiring**

### **CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)**

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Employment shall be contingent on receipt of records documenting that the individual **has not been convicted of an offense that would classify a person as a violent offender under KRS 439.3401, a sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, is required to register as a sex offender,** or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

"Administrative finding of child abuse or neglect" means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.<sup>1</sup>

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

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

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

### **REPORT TO SUPERINTENDENT**

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

## Hiring

### **JOB REGISTER**

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

### **VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted on a timely basis and shall refer interested persons to the job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

When a vacancy for a teaching position occurs in the District, the Superintendent shall make efforts to consider minority candidates the position.

### **REVIEW OF APPLICATIONS**

Applications for candidates not employed shall be retained for **two (2)** years.

### **EMERGENCY CERTIFICATION**

**When a fully certified teacher is not available for a position, then in accordance with KRS 161.100, the Board must declare that a fully certified teacher is not available for a position and that another teacher may be emergency certified for that position. Employment of individuals shall be based on the following qualifications: an applicant's certification level, educational background, prior work experience, recommendations, and personal characteristics shown during the interview process for the position for which they are applying.**

### **RELATIONSHIPS**

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.<sup>1</sup>

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.

**Relatives of current District employees may be employed in accordance with KRS 160.380. A relative shall not be assigned to a position wherein they are directly responsible to or would directly supervise another relative.**

### **CONTRACT**

Except for noncontracted substitute teachers, all certified personnel shall enter into annual written contracts with the District.

## Hiring

### **JOB DESCRIPTION**

All employees shall receive a copy of their job description and responsibilities.

### **INTENT**

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

### **REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

Each year all full-time and part-time certified employees shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Certified employees assigned extra duties such as coaching shall be notified in writing by the last day of **school** if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

### **EMPLOYEES SEEKING A JOB CHANGE**

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

### **REFERENCES:**

<sup>1</sup>KRS 160.380

<sup>2</sup>KRS 161.605; 702 KAR 1:150

<sup>3</sup>P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

45 C.F.R. § 1302.90

KRS Chapter 13B

KRS 17.160; KRS 17.165; **KRS 17.500 to KRS 17.580**

KRS 156.106; KRS 160.345; KRS 160.390; KRS 161.042; KRS 161.611

KRS 161.750; KRS 335B.020; KRS 405.435

**KRS 439.3401**

**KRS Chapter 510**

OAG 18-017; OAG 73-333; OAG 91-10; OAG 91-149; OAG 91-206

OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6

16 KAR 9:080; 702 KAR 3:320; 704 KAR 7:130

Records Retention Schedule, Public School District

### **RELATED POLICIES:**

01.11; 02.4244; 03.132

**- CERTIFIED PERSONNEL -**

**Salary Deductions**

**MANDATORY DEDUCTIONS**

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. City occupational tax, when applicable;
3. The Teachers' Retirement System of the State of Kentucky;
4. **Any deductions required by federal, state, county or municipal laws.**
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. State approved health/hospitalization insurance plans;
2. **Board approved plans duly qualified under Section 403 (b) (7) (or other appropriate sections) of the Internal Revenue Code when as many as ten percent (10%) or more of eligible employees request deductions from a specific company; The number of companies for which payroll deduction will be made is limited to five (5). Employees shall have deductions taken for one (1) specific company only.**
3. **Board approved plans duly qualified under Section 125 of the Internal Revenue Code;**
4. **Life insurance, except as provided under Section 3 above, when as many as thirty percent (30%) or more of eligible employees request deductions for a specific company; and**
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans.

**Unless the employee submits a written request, no other payroll deductions shall be made by the Board.**

**NOTICE**

**If employees wish to add or cancel salary deductions, they must submit a written request to the business office at least thirty (30) days prior to the addition or cancellation.**

**REFERENCES:**

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

**- CERTIFIED PERSONNEL -**

**Sick Leave**

**NUMBER OF DAYS**

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

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 or residence of said relative and any other blood relative who resides in the employee's home.

**TRANSFER OF SICK LEAVE**

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

**SICK LEAVE DONATION PROGRAM**

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

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

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

**STATEMENT**

Certified employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.<sup>1</sup>

**Sick Leave**

**REFERENCES:**

<sup>1</sup>KRS 161.155  
KRS 161.152  
OAG 79-148; OAG 93-39  
Family & Medical Leave Act of 1993

**RELATED POLICIES:**

03.124  
03.12322  
03.1233



**- CERTIFIED 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 03.1232.

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 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 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 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.

Employees taking a maternity 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 unpaid 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 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

**-CERTIFIED PERSONNEL-**

**Emergency Leave**

**NUMBER OF DAYS**

Full-time certified employees shall be entitled to two (2) 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 **by the Superintendent or designee** for the following reasons:

**MOURNING**

Death of a relative **who would be considered an immediate family member.** (See Policy 03.1232.)

**DISASTERS**

Personal disasters of the magnitude of tornadoes, fires, floods, etc.

**COURT/LEGAL**

Appearances as a witness or to produce documents when the employee's presence is required by subpoena. 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.)

**OTHER**

Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.

**REQUEST FOR LEAVE**

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

**STATEMENT**

Persons taking emergency leave must file a personal statement stating the specific reasons for their absence.

**ACCUMULATION**

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

**REFERENCES:**

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

**RELATED POLICIES:**

03.1232; 03.1237

LEGAL: 702 KAR 3:330 REQUIRES THAT BEGINNING WITH THE 2024-2025 SCHOOL YEAR, THE DISTRICT PROVIDE CERTIFIED EMPLOYEE LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN \$1 MILLION FOR THE PROTECTION OF THE EMPLOYEE FROM LIABILITY ARISING IN THE COURSE AND SCOPE OF PURSUING THE DUTIES OF HIS OR HER EMPLOYMENT.  
FINANCIAL IMPLICATIONS: COST OF PROVIDING LIABILITY INSURANCE

PERSONNEL

03.124

- CERTIFIED PERSONNEL -

### Insurance

#### INSURANCE

The Board shall provide unemployment insurance<sup>1</sup>, ~~and~~ workers' compensation<sup>2</sup> insurance for all certified personnel. ~~In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his or her employment.~~<sup>3</sup> In addition, the State provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation.<sup>4</sup>

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#### WORKERS' COMPENSATION

Employees who qualify for workers' compensation benefits following an assault and injury, while performing assigned duties, should refer to Policy 03.123.

#### REFERENCES:

<sup>1</sup>KRS 341.050

<sup>2</sup>KRS 342.630

<sup>3</sup>~~702 KAR 3:330~~

<sup>4</sup>702 KAR 1:035

KRS 161.158; OAG 83-151

Consolidated Omnibus Budget Reconciliation Act

Kentucky Constitution (Section 3); KRS 161.155; KRS 342.730(6)

Deleted: <sup>3</sup>

#### RELATED POLICIES:

~~01.11~~; 03.1211; 03.123; 03.12322; 03.1241; 03.14

**-CERTIFIED PERSONNEL-****Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses and upon written request of an employee and approval of the Superintendent and, when appropriate, the School Council, the Board shall reimburse school personnel for attendance at educational conferences. Travel expenses of school-based personnel in SBDM schools may be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

**MILEAGE**

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the rate as established by the Board. **A map indicating the mileage shall be attached to the expense reimbursement request.**

**FOOD PER DIEM**

**An overnight stay is required for reimbursement for meals. While on out of District trips, a meal allowance shall be paid on a per diem basis for meals. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed sixty dollars (\$60.00) per day.**

**For travel to non-standard or high rate cities, the superintendent may approve meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem))**

**REIMBURSEMENT FORM**

A reimbursement form with corresponding documentation shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

**SUPERINTENDENT'S TRAVEL EXPENSES**

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

**Expense Reimbursement**

**REFERENCES:**

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

*United States v. Correll*, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

\*\*\*THIS IS NOW TAKEN CARE OF THROUGH INFINITE CAMPUS.

PERSONNEL

03.13214

~~-CERTIFIED PERSONNEL-~~

### **Use of Personal Cell Phones/Telecommunication Devices**

~~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 while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.~~

~~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.~~

Adopted/Amended: 8/10/2015

Order #: HIB

LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN ENUMERATED CRIMES TO LAW ENFORCEMENT.

NOTE: IF YOUR POLICY CONTAINS DRUG TESTING LANGUAGE IT SHOULD BE REVIEWED BY YOUR BOARD ATTORNEY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.13251

- CERTIFIED PERSONNEL -

### **Drug-Free/Alcohol-Free Schools**

#### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

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

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

#### **DEFINITIONS**

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

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

Prohibited substances include:

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

#### **AUTHORIZED DRUGS**

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

**Drug-Free/Alcohol-Free Schools**

**WORKPLACE DEFINED**

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

**SUSPENSION/TERMINATION/NON-RENEWAL**

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

**ALTERNATIVE**

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

**REPORTING**

**Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.**

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**NOTIFICATION BY EMPLOYEE**

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

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

**POST-DISCIPLINE DRUG TESTING**

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



**Drug-Free/Alcohol-Free Schools**

**PREVENTION PROGRAM**

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

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

**REFERENCES:**

**KRS 158.155**; KRS 160.290; KRS 160.380  
KRS 161.120; KRS 161.175; KRS 161.790  
KRS 217.900; KRS 218A.1430; KRS 218A.1447; **KRS 218B.045**  
16 KAR 1:030; 701 KAR 5:130; 34 C.F.R. Part 85

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**RELATED POLICIES:**

03.1325; 08.1345; **09.2211**; 09.2241

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**- CERTIFIED PERSONNEL -**

**Dress and Appearance**

**DRESS CODE**

The following dress code will apply to all staff throughout the District. It is to be applied for all of the days students are present, parent-teacher conferences, and professional development days. (Opening, closing and extended days are excluded.)

**ACCEPTABLE DRESS**

School staff shall dress professionally, reflecting the values of our educational institution. Attire should be suitable for an individual's role in a professional environment, fostering a positive and respectful atmosphere.

**ACTIONS**

Concerns regarding questionable dress will be addressed by the employee's supervisor.

-

LEGAL: HB 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING CERTAIN MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.

FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS

LEGAL: EMPLOYMENT APPLICATIONS NOT ACTED UPON ARE TO BE RETAINED FOR TWO YEARS PER THE KDLA RECORDS RETENTION SCHEDULE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: THE LINK TO THE CENTRAL REGISTRY CA/N CHECKS HAS CHANGED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

**ADD TO STATUTE INDEX KRS 439.3401; KRS CHAPTER 510; KRS 17.500 TO KRS 17.580**

PERSONNEL

03.21

**- CLASSIFIED PERSONNEL -**

## **Hiring**

### **SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

### **EFFECTIVE DATE**

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

### **QUALIFICATIONS**

The Superintendent shall employ only individuals who possess qualifications established by law, regulation, and Board policy except in the case where no individual applies who meets established qualifications.

### **EDUCATIONAL REQUIREMENTS**

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma or is provided an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement. Employees shall hold the qualifications for the position as established by the Commissioner of Education.<sup>3</sup>

Existing and new paraprofessionals who provide instructional service or support in programs supported by Title I funds shall satisfy educational requirements specified by federal law.<sup>4</sup>

### **CRIMINAL BACKGROUND CHECK AND TESTING**

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.<sup>1&2</sup> Bus drivers and applicants requiring a Commercial Driver's License (CDL) must undergo additional background and substance use checks per Board Policy 06.221.

Each application form provided by the employer to an applicant for a classified position shall conspicuously state the following:

## **Hiring**

### **CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)**

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Employment shall be contingent on receipt of records documenting that the individual has not been convicted of an offense that would classify a person as a violent offender under KRS 439.3401, a sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, is required to register as a sex offender, or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

"Administrative finding of child abuse or neglect" means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.<sup>1</sup>

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

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

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

### **REPORT TO SUPERINTENDENT**

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

## **Hiring**

### **JOB REGISTER**

The Superintendent or the Superintendent's designee shall maintain a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection.

### **VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted on a timely basis and shall refer interested persons to the job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

### **REVIEW OF APPLICATIONS**

Applications for candidates not employed shall be retained for two (2) years.

### **RELATIONSHIPS**

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.<sup>1</sup>

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.<sup>1</sup>

Relatives of current District employees may be employed in accordance with KRS 160.380. A relative shall not be assigned to a position wherein they are directly responsible to or would directly supervise another relative. Exception is the above section for substitute personnel.

### **CONTRACT**

All regular full-time and part-time classified personnel shall enter into annual written contracts with the District.

### **EMERGENCY HIRING**

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

### **JOB DESCRIPTION**

All employees shall receive a copy of their job description and responsibilities.

### **INTENT**

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

## **Hiring**

### **REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

Each year, all full-time and part-time classified employees, including substitutes, shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Classified employees assigned extra duties such as coaching shall be notified in writing by the last day of school if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

### **EMPLOYEES SEEKING A JOB CHANGE**

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

### **REFERENCES:**

<sup>1</sup>KRS 160.380

<sup>2</sup>702 KAR 5:080; KRS 160.345; KRS 160.390

<sup>3</sup>KRS 161.011; Kentucky Local District Classification Plan; 13 KAR 3:030

<sup>4</sup>P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

34 C.F.R. § 200.58; 45 C.F.R. § 1302.90

**49 C.F.R. § 382.701; 49 C.F.R. § 382.703**

KRS Chapter 13B

KRS 17.160; KRS 17.165; KRS 17.500 to KRS 17.580

KRS 335B.020; KRS 405.435; KRS 439.3401

KRS Chapter 510

OAG 18-017; OAG 91-10; OAG 91-149; OAG 91-206

OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6

702 KAR 3:320

Records Retention Schedule, Public School District

### **RELATED POLICIES:**

01.11; 02.4244; 03.232; 03.27; 03.5; 06.221

PERSONNEL

03.221

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

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

**WORK DAY/WORK WEEK**

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

**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.

**DETERMINATION OF EXPERIENCE**

Upon initial employment or transfer of a classified employee, the Superintendent shall determine experience credit to be granted from any previous employment consistent with applicable salary schedules adopted by the Board and, in the absence of the issue being addressed in such schedules, experience credit shall be determined as follows:

1. Previous experience in the District.

Credit for years of experience in one (1) classified position with the District will transfer with the employee when assuming another classified position within the District, if there is no break in employment.

2. Previous experience in an equivalent position in another school district.

Years of experience in an equivalent position may be transferred from another school district.

3. Previous private sector experience in a job of a similar nature.

In determining whether previous experience is applicable to a District position, similar experience shall refer to the essential functions, licensing/training requirements, and/or daily job responsibilities of the positions being similar.

**PAYROLL DISTRIBUTION**

Checks will be issued according to a schedule approved annually by the Board. The District shall furnish the employee with an electronic statement.

Deferred salary checks shall be written in accordance with applicable Kentucky Administrative Regulations. 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.

**PAYROLL DEDUCTION**

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

PERSONNEL

03.221  
(CONTINUED)

**Salaries**

**DIRECT DEPOSIT**

**All District employees shall participate in direct deposit of payroll.**

**OVERTIME**

Overtime work shall be approved in advance by the Superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by law for overtime work.

**REFERENCES:**

KRS 78.615; KRS 160.291; KRS 161.011  
KRS 337.070; KRS 337.285; KRS 424.120  
702 KAR 3:320; 803 KAR 1:060; 803 KAR 1:070  
Fair Labor Standards Act  
Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985)

**RELATED POLICY:**

03.2211



PERSONNEL

03.2211

**- CLASSIFIED PERSONNEL -****Salary Deductions****MANDATORY DEDUCTIONS**

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. City occupational tax;
3. Social Security;
4. County Employees' Retirement System of the State of Kentucky;
5. Any deductions required **by federal, state, county, or municipal laws**;
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. State approved health/hospitalization insurance plans;
2. **Board approved plans duly qualified under Section 403 (b) (7) (or other appropriate sections) of the Internal Revenue Code when as many as ten percent (10%) of eligible employees request deductions for a specific company;**  
**The number of companies for which payroll deduction will be made is limited to five (5).**

**Employees shall have deductions taken for one (1) specific company only.**

3. **Board approved plans duly qualified under Section 125 of the Internal Revenue Code;**
4. **Life insurance, except as provided in Section 3 above, when as many as thirty percent (30%) or more of eligible employees request deductions for a specific company; and**
5. State-designated Flexible Spending Account (FSA) and Health Reimbursement Account
6. **The above limitations are designed to permit the Board to maintain a practicable control over the number of payroll deductions.**

Unless the employee submits a written request, no other payroll deductions shall be made by the Board.

**NOTICE****If employees wish to add or cancel salary deductions, they must submit a written request to the business office at least thirty (30) days prior to the addition or cancellation.****REFERENCES:**KRS 78.610; KRS 161.158; KRS 336.134  
702 KAR 1:035; OAG 72-802

**- CLASSIFIED PERSONNEL -**

**Sick Leave**

**NUMBER OF DAYS**

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

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.

**ACCUMULATIVE**

Unused sick leave will accumulate with no limitation.

**DEFINITION**

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

**FAMILY ILLNESS/MOURNING**

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

**TRANSFER OF SICK LEAVE**

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

**SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another 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 DONATION PROGRAM**

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

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

**STATEMENT**

An employee claiming sick leave must file 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.

**Sick Leave**

**REFERENCES:**

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

**RELATED POLICIES:**

03.22322, 03.2233, 03.273

- 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 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 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 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 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 unpaid 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 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

**- CLASSIFIED PERSONNEL -**

**Emergency Leave**

**NUMBER OF DAYS**

Full-time classified employees shall be entitled to **two (2)** 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 **by the Superintendent or designee** for the following reasons:

**MOURNING**

Death of a relative **who would be considered an immediate family member.** (See Policy 03.2232.)

**DISASTERS**

Personal disasters of the magnitude of tornados, fires, floods, etc.

**COURT/LEGAL**

Appearances as a witness or to produce documents when the employee's presence is required by subpoena. 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 03.2237.)

**OTHER**

Such other reasons of an emergency or extraordinary nature as approved by the Superintendent or designee.

**REQUEST FOR LEAVE**

Emergency leave must be requested through the Superintendent or designee who will determine if the leave requested meets the Board's criteria.

**STATEMENT**

Persons taking emergency leave must file a personal statement stating the specific reasons for their absence.

**ACCUMULATION**

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

**REFERENCES:**

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

**RELATED POLICIES:**

03.2232; 03.2237

**- CLASSIFIED PERSONNEL -****Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses and upon written request of an employee and approval of the Superintendent and, when appropriate, the School Council the Board shall reimburse school personnel for attendance at educational conferences. Travel of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

**MILEAGE**

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at a rate as established by the Board. **A map indicating the mileage shall be attached to the expense reimbursement request.**

**FOOD PER DIEM**

**An overnight stay is required for reimbursement for meals. While on out of District trips, a meal allowance shall be paid on a per diem basis for meals. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed sixty dollars (\$60.00) per day.**

**For travel to non-standard or high rate cities, the superintendent may approve meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem))**

**REIMBURSEMENT FORM**

A reimbursement form with corresponding documentation shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

**REFERENCES:**

KRS 160.290, KRS 160.410, KRS 175.525

OAG 80-395

*United States v. Correll*, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

\*\*\*THIS IS NOW TAKEN CARE OF THROUGH INFINITE CAMPUS.

PERSONNEL

03.23214

~~-CLASSIFIED PERSONNEL-~~

### **Use of Personal Cell Phones/Telecommunication Devices**

~~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 while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.~~

~~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.~~

Adopted/Amended: 8/10/2015

Order #: HIB

LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN ENUMERATED CRIMES TO LAW ENFORCEMENT.

NOTE: IF YOUR POLICY CONTAINS DRUG TESTING LANGUAGE IT SHOULD BE REVIEWED BY YOUR BOARD ATTORNEY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.23251

- CLASSIFIED PERSONNEL -

### **Drug-Free/Alcohol-Free Schools**

#### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

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

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

#### **DEFINITIONS**

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

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

Prohibited substances include:

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

#### **AUTHORIZED DRUGS**

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



**Drug-Free/Alcohol-Free Schools**

**WORKPLACE DEFINED**

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

**SUSPENSION/TERMINATION/NON-RENEWAL**

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

**ALTERNATIVE**

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

**REPORTING**

**Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.**

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**NOTIFICATION BY EMPLOYEE**

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

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

**PREVENTION PROGRAM**

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

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

**Drug-Free/Alcohol-Free Schools**

**REFERENCES:**

[KRS 158.155](#); KRS 160.290; KRS 217.900  
KRS 218A.1430; KRS 218A.1447; [KRS 218B.045](#)  
34 C.F.R. Part 85

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**RELATED POLICIES:**

03.2325; 08.1345; [09.2211](#); 09.2241

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- CLASSIFIED PERSONNEL -

**Dress and Appearance**

**DRESS CODE**

The following dress code will apply to all staff throughout the District. It is to be applied for all of the days students are present, parent-teacher conferences, and professional development days. (Opening, closing and extended days are excluded.)

**ACCEPTABLE DRESS**

School staff shall dress professionally, reflecting the values of our educational institution. Attire should be suitable for an individual's role in a professional environment fostering a positive and respectful atmosphere.

**ACTIONS**

Concerns regarding questionable dress will be addressed by the employee's supervisor.

**REFERENCES:**

KRS 161.170  
OAG 79-158

**- CLASSIFIED PERSONNEL -****Discipline, Suspension and Dismissal of Classified Employees****DISCIPLINARY OPTIONS**

Classified employees may be subject to the following actions, to include, but not be limited to:

1. Verbal warning or reprimand by Superintendent/designee
2. Written warning or reprimand by Superintendent/designee
3. Probation imposed by Superintendent/designee
4. Reassignment (temporary or permanent) by Superintendent
5. Suspension with pay by Superintendent
6. Suspension without pay by Superintendent
7. Nonrenewal by Superintendent
8. Dismissal (termination of contract) by Superintendent

Classified employees may be terminated or suspended only by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel actions shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

An employee may be relieved from duty for the remainder of the work day by the immediate supervisor, pending action by the Superintendent, when drugs, alcohol, and/or the safety of students or staff are involved.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

The Superintendent shall see that documentation to support the grounds for suspension with pay is provided to the employee and retained on file in the District.

**CAUSES FOR ACTION**

Any classified employee shall be subject to appropriate disciplinary or job action for one (1) or more of, but not limited to, the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol while on duty, or the illegal use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.

**Discipline, Suspension and Dismissal of Classified Employees****CAUSES FOR ACTION (CONTINUED)**

4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations that apply to assigned duties.
9. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.
10. Conviction of a felony or any crime involving moral turpitude.
11. Immorality or other unprofessional conduct.
12. Loss of licensure or certification required for the position; failure to provide cooperation or consents necessary to serve or continue serving in positions requiring licensure; or being disqualified from serving in a licensed position based on information obtained by the District from the Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol electronic "Clearinghouse" or otherwise.
13. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
14. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape, threats of physical harm; and sexual assault.
15. Physical or mental disability, consistent with applicable laws protecting employees with disabilities.<sup>1</sup>

**DUE PROCESS PROVISIONS**

When an employee is to be terminated under KRS 161.011 or suspended without pay, the Superintendent shall give the employee written notification of charges against him/her, to include a statement of the right to meet with the Superintendent to discuss such charges, and a form, the signing and filing of which will constitute a demand for the meeting and a denial of charges. The employee may request the meeting by filing the proper form with the Superintendent within six (6) days after receiving the notification of charges.

The Superintendent shall develop procedures to implement due process provisions.

**Discipline, Suspension and Dismissal of Classified Employees****DUE PROCESS PROVISIONS (CONTINUED)**

If it becomes necessary for the Superintendent to terminate the employment of an employee a terminating interview with the Superintendent may be scheduled on District time.

The termination date of an employee shall be the last actual working day.

**OTHER DISCIPLINARY ACTIONS**

When charges result in disciplinary actions other than termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with the written charges.

**REFERENCES:**

<sup>1</sup>Americans with Disabilities Act  
42 U.S.C. § 12111 et seq.  
49 C.F.R. § 382.701; 49 C.F.R. § 382.703  
KRS Chapter 344  
KRS 160.380; KRS 160.390; KRS 161.011  
OAG 92-135; OAG 96-3; OAG 05-006  
Consolidated Omnibus Budget Reconciliation Act

**RELATED POLICIES:**

03.212; 03.23251; 03.26; 03.271; 03.2711  
07.162; 09.14; 09.42811

## **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 and 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.

### **SUPERVISION**

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

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

### **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.

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.**

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/>.**

### **WORK-BASED SITE SUPERVISORS**

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

**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. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

**REFERENCES:**

<sup>1</sup>KRS 161.148  
KRS 160.380  
KRS 161.044

**RELATED POLICIES:**

03.5  
08.113; 08.1131



## **Budget Planning and Adoption**

### **PLANNING**

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

### **PREPARATION OF BUDGETS**

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

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

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

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

### **TIMELINE**

On or before January 31, the Board shall formally and publicly examine a detailed estimate of revenues and proposed expenditures by line item for the following fiscal year. On or before May 30, the Board shall adopt a tentative working budget, which includes a minimum reserve of two percent (2%) of the total budget **or an amount sufficient to cover estimated debt service and other cash flow needs, whichever amount is greater**. When permitted by the Kentucky executive branch budget, the District may adopt, and the Kentucky Board of Education may approve, a working budget that includes a minimum reserve less than two percent (2%) of the total budget **or an amount sufficient to cover estimated debt service and other cash flow needs, whichever amount is greater**.

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

**Budget Planning and Adoption**

**REFERENCES:**

KRS 156.160; KRS 157.330; KRS 157.350; KRS 157.360  
KRS 157.440; KRS 160.370; KRS 160.390  
KRS 160.460; KRS 160.470; KRS 160.530; KRS 424.250  
702 KAR 3:100; 702 KAR 3:110; 702 KAR 3:246; OAG 67-510

**RELATED POLICIES:**

01.11; 02.4242; 02.4331; 04.91

**District Issuance of Checks****AUTHORIZATION**

The treasurer shall prepare warrants or "Orders of the Treasurer" (invoices paid report) to be acted upon at each regular Board meeting. Except for situations as defined below providing for subsequent Board approval, before checks are issued, the treasurer shall have received the approved warrant or "Orders", or approved equivalent properly executed, which shall include signatures of the chairperson, secretary **and/or treasurer** of the Board.

The Board shall designate one (1) or more Board members to review bills before a meeting for items that may need clarification prior to presentation for final approval for payment.

**PAYMENT OF BILLS**

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A purchase order signed by the Superintendent or his designated representative;
2. An invoice as to goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order.

**BOARD MINUTES**

The original copy of warrants or "Orders" or equivalent (invoices paid report) shall be maintained on file as a part of the official Board minutes.

**SUBSEQUENT APPROVAL**

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings shall be confined to the following:

1. contract salaries,
2. **previously approved contractual obligations,**
3. payments to take advantage of discounts,
4. payments made to prevent penalties and disruption of services as related to usual and normal recurring obligations, and
5. payments for approved purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the date of the Board meeting.

**REFERENCES:**

KRS 160.290; KRS 160.340  
KRS 160.370; KRS 160.560  
OAG 79-321; 702 KAR 3:120  
Accounting Procedures for Kentucky School Activity Funds

LEGAL: HB 727 CREATES A NEW SECTION OF KRS 162 TO ALLOW DISTRICTS TO ISSUE GENERAL OBLIGATION BONDS AND OBTAIN BANK LOANS FOR THE PURPOSE OF DEFRAYING THE COST OF CONSTRUCTING OR ACQUIRING ANY SCHOOL BUILDINGS AND APPURTENANCES FOR SCHOOL PURPOSES.

FINANCIAL IMPLICATIONS: COST OF ISSUING BONDS AND REVENUE FROM BOND SALES  
FISCAL MANAGEMENT

04.5

## **Revenue Bonds**

### **SALE**

**A District may issue a bond, including general obligation bonds, sold directly to banks, private investors, and financial institutions for the purpose of defraying the cost of constructing or acquiring any school buildings and appurtenances for school purposes.**

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The sale of any school revenue or school-voted bond issues is subject to the approval of the Commissioner of Education.

### **ISSUANCE**

School revenue or school-voted bonds will be issued in accordance with 702 KAR 3:020 and KRS Chapter 162.

### **FISCAL AGENTS**

The Board shall select the fiscal agent for the proposed bond issue. The fiscal agent shall employ appropriate bond counsel subject to the approval of the Board.

### **REFERENCES:**

702 KAR 3:020

KRS Chapter 62

KRS 162.080; ~~KRS 162.085~~; KRS 162.090

~~KRS 162.100~~; KRS 162.170; KRS 162.180; KRS 162.185

KRS 162.190; KRS 162.200; KRS 162.280

KRS 162.290; KRS 162.300; KRS 162.360

KRS 162.385; KRS 162.520; KRS 162.580

KRS 162.600; KRS 162.620; KRS 162.990

Deleted: ; KRS 162.100

LEGAL: SB 2 AMENDS KRS 158.162 TO REQUIRE A COPY OF THE DATA CREATED THROUGH THE SCHOOL MAPPING DATA PROGRAM AS PART OF EACH SCHOOL'S EMERGENCY PLAN AND ALLOWING FOR THE USE OF SECONDARY LOCKING MECHANISMS ON CLASSROOM DOORS, NOTWITHSTANDING ANY PROVISIONS OF THE KENTUCKY BUILDING CODE PROMULGATED PURSUANT TO KRS CHAPTER 198B TO THE CONTRARY.

FINANCIAL IMPLICATIONS: COST OF CREATING THE SCHOOL MAPPING DATA

LEGAL: HB 169 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY SCHOOL BUILDING AND SUBMIT AN ANNUAL REPORT TO KDE ON THE NUMBER AND LOCATION OF EACH AED IN EVERY SCHOOL BUILDING, THE NAME, SCHOOL, AND TRAINING DATE OF EACH DISTRICT EMPLOYEE AND INTERSCHOLASTIC ATHLETIC COACH IN THE DISTRICT TRAINED IN THE USE OF AEDS; AND THE PROGRESS MADE TOWARDS HAVING AN AED AT ALL SCHOOL-SANCTIONED ATHLETIC PRACTICES AND COMPETITIONS.

FINANCIAL IMPLICATIONS: COST OF PURCHASING AEDS AND TIME SPENT ON TRAINING AND REPORTING

LEGAL: HB 446 AMENDS KRS 158.148 REVISING TWO-WAY COMMUNICATION SYSTEM BY REMOVING THE WORD "EXISTING" IN FRONT OF EMERGENCY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SCHOOL FACILITIES

05.4

### Safety

#### **BOARD TO ADOPT**

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's Code of Aceptable Behavior and Discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.

#### SCHOOL MAPPING DATA

"School mapping data" means mapping information provided in an electronic or a digital format to assist first responders in responding to emergencies at schools. A participating district or campus shall not be required to adopt new school mapping data if, as of July 1, 2024, the District or campus previously implemented school mapping data with capabilities that meet the requirements of the Center for School Safety.

#### **DISTRICT SCHOOL SAFETY COORDINATOR**

The Superintendent shall appoint an individual to serve as the District's School Safety Coordinator (SSC) and primary point of contact for public school safety and security functions.<sup>1</sup> The SSC shall:

1. Complete the school safety coordinator training program developed by the Center for School Safety within six (6) months of his or her date of appointment;
2. Designate a school safety and security threat assessment team at each school in the District consisting of two (2) or more staff members to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security. Members of a threat assessment team may include school administrators, school counselors, school resource officers, school-based mental health services providers, teachers, and other school personnel;
3. Provide training to school Principals on procedures for completion of the school security risk assessment;

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**Safety****DISTRICT SCHOOL SAFETY COORDINATOR (CONTINUED)**

4. Review all school security risk assessments completed within the District and prescribe recommendations as needed in consultation with the state school security marshal;
5. Advise the Superintendent annually of completion of required security risk assessments;
6. Formulate recommended policies and procedures, which shall be excluded from the application of KRS 61.870 to KRS 61.884, for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies to include but not be limited to fire, police, and emergency medical services for review and adoption as part of the school emergency plan required by KRS 158.162. The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan;
7. [Maintain the District's copies of the school mapping data created through the School Mapping Data Program to be made available to appropriate public safety agencies, but which shall be excluded from the application of KRS 61.870 to 61.884; and](#)
8. Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.

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The SSC, and any school employees participating in the activities of a School Safety and Security Threat Assessment Team, acting in good faith upon reasonable cause in the identification of students, shall be immune from any civil or criminal liability that might otherwise be incurred or imposed from:

- a. Identifying the student and implementing a response pursuant to policies and procedures adopted as required above; or
- b. Participating in any judicial proceeding that results from the identification.

**SUPERINTENDENT TO REPORT**

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of School Resource Officers (SROs) in the District. The report shall include the source of funding and method of employment for each position.

**AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with KRS 311.665 to KRS 311.669.

The District shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

AEDs shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

**Safety****SCHOOL EMERGENCY PLANNING**

The Board shall require the school council or, if none exists, the Principal to adopt an emergency plan for the school that shall include:

1. Procedures to be followed in cases of medical emergency, fire, severe weather, earthquake, or a building lockdown as defined in KRS 158.164;
2. A written cardiac emergency response plan; and
3. A [copy of the data created through the School Mapping Data Program or, if the school mapping data is unavailable, a diagram of the facility that clearly identifies the location of each AED.](#)

The emergency plan shall be provided to appropriate first responders, and all school staff.

Following the end of each school year, the school nurse, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and document the date and time of any discussion.

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;
3. Develop school procedures to follow during an earthquake;
4. Develop and adhere to practices to control access to the school. Practices shall include but not be limited to:
  - Controlling outside access to exterior doors during the school day;
  - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
  - Controlling access to individual classrooms;

**Safety**

**SCHOOL EMERGENCY PLANNING (CONTINUED)**

- Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
  - Requiring classroom doors to remain closed and locked during instructional time, except in instances when only one (1) student and one (1) adult are in the classroom or when approved in writing by the State School Security Marshal;
  - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
  - Allowing for the use of secondary locking mechanisms on classroom doors, notwithstanding any provisions of the Kentucky Building Code promulgated pursuant to KRS Chapter 198B to the contrary;
  - Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
  - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.
5. Maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned athletic practices and competitions and:
- a) Adopt procedures for the use of the portable AED during an emergency;
  - b) Adopt policies for compliance with KRS 311.665 to KRS 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
  - c) Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable AED in accordance with KRS 311.667;
  - d) Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and
  - e) No later than November 1 of each school year, submit an annual report to the Kentucky Department of Education on:
    - i. The number and location of each portable AED in every school building;
    - ii. The name, school, and training date of each District employee and interscholastic athletic coach in the District trained in the use of a portable AED; and
    - iii. The progress made towards having a portable AED at all school-sanctioned athletic practices and competitions; and
7. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:

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**Safety****SCHOOL EMERGENCY PLANNING (CONTINUED)**

- a. Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and
- b. Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

By August 1 of each year, the Superintendent shall report to the Kentucky Department of Education on the number of portable AEDs at each school within the District.<sup>2</sup>

**PRECAUTIONS**

Precautions will be taken for the safety of the students, employees, and visitors.

**REPORTING HAZARDS**

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

**COMMUNICATION SYSTEM**

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

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**REFERENCES:**

<sup>1</sup>KRS 158.4412

<sup>2</sup>KRS 158.1621

[KRS Chapter 198B](#)

KRS 61.870 to KRS 61.884

[KRS 158.110](#)

KRS 158.148; KRS 158.162; KRS 158.164; KRS 158.4410; [KRS 158.4433](#); KRS 158.445

KRS 160.290; KRS 160.445

KRS 311.665 to KRS 311.669; KRS 311.667; KRS 411.148

702 KAR 1:180

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**RELATED POLICIES:**

02.31; 03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47; 05.5

09.22; 09.221; 09.4 (entire section); 10.5

LEGAL: HB 447 ALLOWS DISTRICTS TO UTILIZE VEHICLES OWNED, LEASED, OR CONTRACTED BY THE DISTRICT THAT WERE DESIGNED AND BUILT BY THE MANUFACTURER FOR PASSENGER TRANSPORTATION OF NINE (9) OR FEWER PASSENGERS, INCLUDING THE DRIVER, FOR TRANSPORTING STUDENTS TO AND FROM SCHOOL AND APPROVED SCHOOL ACTIVITIES UNDER AN ALTERNATIVE TRANSPORTATION PLAN APPROVED BY THE KENTUCKY DEPARTMENT OF EDUCATION AND SETS REQUIREMENTS FOR DRIVERS OF NON-SCHOOL BUS PASSENGER VEHICLES. FINANCIAL IMPLICATIONS: LESS COST USING A VAN THAN A TRADITIONAL SCHOOL BUS

TRANSPORTATION

06.31

### **Bus Scheduling and Routing**

#### **RESPONSIBILITY**

The Superintendent or designee shall be responsible for scheduling and routing all buses in keeping with applicable statutes and regulations. This shall include a system of notifying parents, pupils, and drivers of bus schedules and routes and, for those schools serving breakfast, arranging bus schedules so that buses arrive in sufficient time to provide breakfast prior to the student attendance day. If the District participates in the Federal School Breakfast Program, the Superintendent may also authorize up to fifteen (15) minutes of the student attendance day to provide the opportunity for children to eat breakfast during instructional time.<sup>1</sup>

Buses shall be routed only on public roads which are safe for bus travel.

#### **REGULAR ROUTE VEHICLES**

School buses shall be clearly marked as transporting students and shall undergo a safety inspection no less than once every thirty (30) days.

Districts may also use vehicles owned, leased, or contracted by the District that were designed and built by the manufacturer for passenger transportation of nine (9) or fewer passengers, including the driver, for transporting students to and from school and approved school activities under an alternative transportation plan approved by the Kentucky Department of Education.<sup>2</sup>

#### **REFERENCES:**

<sup>1</sup>KRS 158.070

<sup>2</sup>KRS 156.153

KRS 158.110

702 KAR 5:030

#### **RELATED POLICY:**

**08.31**

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Deleted: Except in cases of emergencies or for the transportation of students with disabilities, only school buses as defined by applicable statute and administrative regulation shall be used for transporting students to and from school along regular bus routes.

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.34

### **Conduct on Bus**

#### **PRINCIPAL AUTHORITY**

Consistent with the District Code of Acceptable Behavior and Discipline, the Principal/designee has authority to discipline pupils who ride school buses.

#### **REPORTING OF VIOLATIONS**

Bus drivers shall promptly report any violation of District policy or school rules to the Principal. [Drivers may file a written or electronic complaint or report of student misconduct \(06.34 AP.2\) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator's transportation of the student.](#)

#### **DISCHARGE OF PUPILS FROM BUS**

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, **the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful,** the driver is authorized to order the offending student from the bus if the student is in the sixth (6<sup>th</sup>) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.<sup>1</sup> [Drivers shall only discharge students in compliance with Policy 09.2261.](#)

#### **WITHHOLDING OF RIDING PRIVILEGES**

[The Principal is authorized to withhold bus-riding privileges up to a maximum of ten \(10\) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made.](#)

#### **RESTITUTION OF DAMAGES**

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

#### **STUDENTS WITH SPECIAL NEEDS**

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

TRANSPORTATION

06.34  
(CONTINUED)

**Conduct on Bus**

**REFERENCES:**

<sup>1</sup>702 KAR 5:030; 702 KAR 5:080, KRS 158.150

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

KRS 158.110; KRS 160.705; 702 KAR 5:100

**RELATED POLICIES:**

[06.22](#); [09.226](#); [09.2261](#); [09.425](#); [09.434](#); [09.438](#)

**RELATED PROCEDURE:**

[06.34 AP.2](#)

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DRAFT 7/3/2024

SUPPORT SERVICES

07.14

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**Financial Reports of Lunchrooms**

**FOOD SERVICE DIRECTOR'S RESPONSIBILITY**

Financial reports of the school lunch program shall be made monthly, by the **Food Service Director** to the Superintendent's office. Complete financial and inventory records shall be available to the Board and Superintendent at all times.

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**REFERENCES:**

KRS 160.290  
702 KAR 6:010  
702 KAR 6:020  
702 KAR 6:075

## **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-three (23) 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.<sup>4</sup>

### **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.

The Principal will determine in advance of commencement exercises whether the student has satisfied these conditions.

Fractional credit will not be granted for full-year courses.

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

## **Graduation Requirements**

### **OTHER PROVISIONS**

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.<sup>2</sup>

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

The student with disabilities who completes an alternative program specified in an individual educational plan is entitled to recognition for achievement. 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.<sup>3</sup>

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.<sup>1</sup>

### **REFERENCES:**

<sup>1</sup>KRS 40.010; KRS 158.140; 704 KAR 7:140

<sup>2</sup>KRS 158.622

<sup>3</sup>KRS 156.160; 20 U.S.C. § 1414

<sup>4</sup>KRS 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:**

08.1131; 08.11311; 08.14; 08.222

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

**RELATED PROCEDURE:**

09.12 AP.25



## Gifted and Talented Students

### **DISTRICT PROVIDES**

The District shall formally identify students in grades four through twelve (4-12) for participation in the District's Gifted and Talented program. Students in the primary program (K-3) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the **Board** shall provide appropriate multiple service options in an environment that addresses the abilities, interests and needs of students eligible for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts.

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

### **IDENTIFICATION/DIAGNOSIS AND ELIGIBILITY**

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

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

1. Employ a multi-faceted approach and utilize on-going and long-term assessment;
2. Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
3. Screen students for all areas of giftedness as defined by KRS 157.200.

Based on data gathered by the Gifted/Talented Coordinator or gifted education teacher, a selection/placement committee shall determine those students who are eligible for gifted education services and the level of the services to be provided. In **all** schools this committee shall consist of a Principal, the Gifted/Talented Coordinator and/or the gifted education teacher, **one (1) regular classroom teacher**, one (1) counselor, and consulting professional(s), as appropriate

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

## **Gifted and Talented Students**

### **SERVICES**

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

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

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

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

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

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

### **PERSONNEL**

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

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall receive training on identifying and working with gifted and talented students.

### **PROGRAM EVALUATION**

The Gifted/Talented Coordinator shall coordinate the annual, on-going process of evaluating all aspects of the gifted education program and make recommendations for upgrading those areas found to be deficient. Data collected in the annual evaluation shall be used in the comprehensive improvement planning process, and results of the evaluation shall be presented to the council in SBDM schools for review of instructional progress and to the Board who shall determine if District goals are being accomplished.

**Gifted and Talented Students****GRIEVANCES**

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

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

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

**REFERENCES:**

KRS 157.196; KRS 157.200; KRS 157.224  
KRS 157.230; KRS 158.6451; KRS 161.052; KRS 161.095  
16 KAR 2:110; 16 KAR 4:010  
704 KAR 3:285  
P. L. 114-95, (Every Student Succeeds Act of 2015)

**RELATED POLICY:**

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

RECOMMENDED: THE 2023 LEGISLATIVE OVERSIGHT AND INVESTIGATIONS COMMITTEE MADE RECOMMENDATIONS INDICATING THAT KDE SHOULD REVISE MODEL POLICY 08.23 TO INCLUDE THE FULL PROCESS FOR THE "HARMFUL TO MINORS" COMPLAINT RESOLUTION PROCESS OUTLINED IN KRS 158.192, BY INCLUDING THE PROVISION THAT PARENTS CAN REQUEST THAT THEIR CHILD NOT HAVE ACCESS TO A MATERIAL RETAINED FOLLOWING APPEAL TO LOCAL SCHOOL BOARDS. KSBA, IN COLLABORATION WITH KDE, HAS REVISED THIS POLICY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.23

### **"Harmful to Minors" Complaint Resolution Process**

#### **"HARMFUL TO MINORS"**

Per KRS 158.192 "harmful to minors" means materials, programs, or events that:

- a) Contain the exposure, in an obscene manner, of the unclothed or apparently unclothed human male or female genitals, pubic area, or buttocks or the female breast, or visual depictions of sexual acts or simulations of sexual acts, or explicit written descriptions of sexual acts;
- b) Taken as a whole, appeal to the prurient interest in sex; or
- c) Is patently offensive to prevailing standards regarding what is suitable for minors.

#### **COMPLAINT RESOLUTION PROCESS**

This complaint resolution policy shall be used to address complaints submitted by parents or guardians alleging that material, a program, or an event that is harmful to minors has been provided or is currently available to a student enrolled in the District who is the child of the parent or guardian.

The complaint resolution process shall require that:

- a) Complaints be submitted in writing to the Principal of the school where the student is enrolled;
- b) Complaints provide the name of the complainant, a reasonably detailed description of the material, program, or event that is alleged to be harmful to minors, and how the material, program, or event is believed to be harmful to minors.

The appeal process is outlined in 08.23 AP.21/Complaint Resolution Process.

**A parent or guardian may request in writing to the school, after final disposition is determined by the Board, that the school shall ensure his or her student does not have access to the material, program, or event that the parent or guardian believes to be harmful to minors but was allowed to remain or be eligible for future participation.**

**The school shall ensure that the student whose parent or guardian has made a request does not have access to the material or is not allowed to participate in the program or event that the parent or guardian believes to be harmful to minors.**

**A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school's and District's policies and procedures when requesting and reviewing such information.**

Complaints regarding other issues shall be submitted pursuant to other appropriate policies including but not limited to: Grievances; Harassment/Discrimination; Title IX Sexual Harassment; Review of Instructional Materials; and Citizen Suggestions and Complaints.

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**“Harmful to Minors” Complaint Resolution Process**

**REFERENCES:**

KRS 158.192  
Board of Educ., *Island Trees v. Pico*, 102 S.Ct. 2799 (1982)

**RELATED POLICIES:**

03.16; 03.162; 03.1621; 03.26; 03.262; 03.2621  
08.2322; 09.4281; 09.42811; 09.428111; 10.2

## **Instructional Resources**

### **SURVEY**

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

### **ALLOCATION METHOD**

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

### **FINANCIAL REPORT**

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

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

### **INSTRUCTIONAL RESOURCE FUND**

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

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

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

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

Any purchase exceeding the funds allocated shall be paid from other Council funds in SBDM schools.

### **FEES**

If the Board authorizes charging rental fees for students in grades seven through twelve (7-12), the Board shall establish those fees annually.

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

Fee waivers shall be provided as required by applicable statutes and regulations.<sup>2</sup>

### **RESPONSIBILITY**

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

**Instructional Resources****SECTARIAN TEXTS**

No book or other publication of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.<sup>3</sup>

**This does not prevent a teacher, consistent with his or her assigned duties, from using or distributing books or other publications that reflect any religious denomination to teach the secular study of religion as permitted by the Constitutions of the United States of America or the Commonwealth of Kentucky.**

**REFERENCES:**

<sup>1</sup>KRS 158.108

<sup>2</sup>KRS 160.330; 702 KAR 3:220

<sup>3</sup>KRS 158.190

**KRS 156.162**

KRS 156.433

KRS 156.439

KRS 157.110

**KRS 158.188**

702 KAR 3:246

704 KAR 3:455

**RELATED POLICIES:**

02.4242

04.32

09.15

LEGAL: HB 471 AMENDS KRS 159.075 TO ALLOW THE USE OF MILITARY ORDERS AS PROOF OF RESIDENCY FOR ENROLLMENT OR COURSE REGISTRATION IN A SCHOOL AND PROHIBIT IN-PERSON ENROLLMENT OR COURSE REGISTRATION WHEN PREVENTED DUE TO OFFICIAL MILITARY DUTIES. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.126

### **Students of Military Families**

The following are key provisions that apply to students from military families that are based on the compact agreed upon by states belonging to the Interstate Commission on Educational Opportunity for Military Children:

#### **ENROLLMENT**

A child of a military family may pre-enroll or participate in pre-admission in the District if the parent or guardian of the child:

- a) Is transferred to or is pending transfer to a military installation or to a reserve component within the state while on active military duty pursuant to an official military order.
- b) Is returning to the state after within one (1) year of being separated from the military with an honorable discharge, discharge under honorable conditions, or a general discharge under honorable conditions.

The District shall accept an application for enrollment and course registration by electronic means for the child, including enrollment in a specific school or program within the District.

**The District shall not require the parent or guardian of a child to appear in person for enrollment or course registration, including enrollment in a specific school or program within the District, when the parent/guardian is prevented from doing so due to official military duties.**

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The parent or guardian of a child of a military family shall provide proof of residence to the District within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, **military orders, or** the address of:

1. A temporary on-post billeting facility;
2. A purchased or leased home or apartment;
3. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture; or
4. A home under contract to be built.

Until actual attendance or enrollment in the District, the child of a military family shall not:

1. Count for the purposes of average daily attendance; or
2. Be included in the state assessment and system.

To accommodate for temporary housing, if a child utilizes this section to enroll in the District, but the residence identified above has not yet become available, then the District shall allow the child to enroll and begin attending the District regardless of the child's temporary residence and subsequently be included in the District's calculation of average daily attendance under KRS 157.320, for a period of up to one (1) year from the parent's or guardian's reporting for duty date or separation date before being considered a resident of another District.<sup>1</sup>



**Students of Military Families****ENROLLMENT (CONTINUED)**

Students from a household of an active duty service member who are moving into the District shall be enrolled and appropriately placed as quickly as possible based on information provided in the student's unofficial records pending validation by the official record that the District shall request from the sending school.

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in a jurisdiction other than that of the custodial parent may continue to attend the school in which s/he was enrolled while residing with the custodial parent.

**TUITION**

Tuition shall not be charged for a transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in the jurisdiction other than that of the custodial parent.

**IMMUNIZATION REQUIREMENTS**

Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations or additional time as may be determined by the Interstate Commission Compact rules.

**PLACEMENT**

Kindergarten and first grade students from a household of an active duty service member moving into the District from an accredited school in another state shall be allowed to continue placement at their current grade level, regardless of age.

Decisions about placement of students from military families in educational programs shall be based on current educational assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to the following programs:

1. Gifted and talented; and
2. English as a second language (ESL).

This shall not preclude the District/school from performing subsequent evaluations to ensure appropriate placement of a student.

**SPECIAL EDUCATION SERVICES**

The District shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP).

The District shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing Section 504 (Title II) Plan\*, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

\* In Kentucky, a student Title II Plan is the same as a Section 504 Plan.

**Students of Military Families****DEPLOYMENT-RELATED ABSENCES**

Students whose parent or legal guardian is an active member of the uniformed services, as defined by this compact, and has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment.

**EXTRACURRICULAR PARTICIPATION**

The District shall facilitate the opportunity for transitioning children of military families to participate in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

**GRADUATION REQUIREMENTS**

The District shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the District shall ensure receipt of a diploma from the sending school district if the student completed graduation requirements of that district.

Exit exam scores from sending schools shall be accepted in accordance with the Interstate Commission Compact.

**CHILDREN OF CIVILIAN MILITARY EMPLOYEES**

Children of civilian military employees shall be afforded the same rights as children of military families under KRS 156.730 if the parents are required to move to perform their job responsibilities resulting in the students having to change schools.

**REFERENCES:**

<sup>1</sup>KRS 159.075  
KRS 156.730; KRS 156.735; KRS 157.320; KRS 158.020  
20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)  
Section 504 of the Rehabilitation Act; District 504 procedures  
Americans with Disabilities Act

**RELATED POLICIES:**

02.4241; 08.113; 08.131; 08.132; 08.13452; 08.222  
09.12; 09.121; 09.123; 09.124; 09.211; 09.3; 09.313

LEGAL: SB 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14

### **Student Records**

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

#### **PROCEDURE TO BE ESTABLISHED**

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

#### **DISCLOSURE OF RECORDS**

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.<sup>1</sup>

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.

**Student Records****DISCLOSURE OF RECORDS (CONTINUED)**

- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

**DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES**

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

**DUTY TO REPORT**

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

**DIRECTORY INFORMATION**

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

**Student Records****DIRECTORY INFORMATION (CONTINUED)**

Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

**SURVEYS OF PROTECTED INFORMATION**

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Act (IDEA).

**STUDENTS WITH DISABILITIES**

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

**RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM**

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

**Student Records**

**JUVENILE COURT RECORDS**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee. The Principal shall then release the information as permitted by law. Only the Superintendent/designee and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record. If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed. The District or school may request a statement of facts from the county attorney in a juvenile case.<sup>2</sup>

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**RECORDS OF MISSING CHILDREN**

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

**COURT ORDER/SUBPOENA**

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

STUDENTS

09.14  
(CONTINUED)

**Student Records**

**REFERENCES:**

<sup>1</sup>Section 152 of the Internal Revenue Code of 1986

<sup>2</sup>KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345; [KRS 635.010](#)  
KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 159.160; KRS 159.250  
KRS 160.990; KRS 161.200; KRS 161.210; KRS 365.732; KRS 365.734; KRS 600.070  
702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35

Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705

KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)

Kentucky Education Technology System (KETS)

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

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

**RELATED POLICIES:**

09.111; 09.12311; 09.43

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STUDENTS

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### Student Fees

#### **BOARD APPROVAL REQUIRED**

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. Fees for rental or purchase of instructional resources may be charged.

Fees collected for a specific purpose shall be used for that purpose only. **Fees sponsored under the auspices of the school by student clubs or student organizations shall be accounted for in the school activity fund bank account.**

#### ADDITIONAL FEES

Students may be assessed additional fees by the Superintendent/designee for the cost to replace lost or damaged school/District property.

#### **INABILITY TO PAY**

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.<sup>1</sup>

#### **WAIVER OF FEES**

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

#### **REFERENCES:**

- <sup>1</sup>KRS 158.108
- KRS 160.330
- 702 KAR 3:220; 704 KAR 3:455
- Accounting Procedures for Kentucky School Activity Funds

#### **RELATED POLICIES:**

- 04.312; 08.232**



### **Student Welfare and Wellness**

The health and safety of pupils shall be a priority consideration in all Board decisions.

The Board is committed to providing school environments that promote and protect student health, well-being, and ability to learn by supporting healthy eating and physical activity. To this end, the Board supports school efforts to implement the following:

- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.
- All schools containing grades K-5 or any combination thereof, shall develop and implement an individual wellness policy per KRS 160.345 and Board Policy 02.4241.

#### **WELLNESS LEADERSHIP**

The Superintendent/designee will direct District officials (“wellness leadership group”) to monitor compliance with this and related policies. At the school level, the Principal/designee will monitor compliance with those policies in his/her school and will report on the school's compliance as directed by the Superintendent/designee.

The wellness leadership group shall work to encourage and support all students to be physically active on a regular basis as provided by school/council policy. Each school shall review and consider evidence-based strategies to set measurable goals in providing nutrition education and engaging in nutrition promotion to positively influence lifelong eating behaviors.

Suggested language may include goals related to activities and opportunities:

- offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- offered as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- that include enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- that link with school meal programs, other school foods, and nutrition-related community services;
- that teach media literacy with an emphasis on food marketing; and
- that include training for teachers and other staff.

## **Student Welfare and Wellness**

### **PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

- Each school council of a school containing grades K-5 or any combination thereof, or if there is no school council, the Principal, shall develop and implement a wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students consistent with KRS 160.345 and Board Policy 02.4241.
- The policy may permit physical activity to be considered part of the instructional day, (not to exceed thirty (30) minutes/day or 150 minutes/week) and also in compliance with the school calendar regulation, 702 KAR 7:140 and Board Policy 08.1346.

### **DISTRICT WELLNESS PLAN/PUBLIC AND STAFF INPUT**

The District shall actively seek to engage students, parents, physical and/or health education teachers, school food service professionals, school health professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing this Policy and in providing input on the District Wellness Plan.

The District shall permit community participation in the student wellness process by:

- Making a nutrition and physical activity report to be prepared by the School Nutrition Director available to the public on the District website no later than sixty (60) days prior to the public forum covered in KRS 158.856. (702 KAR 6:090)
- Discussing the findings of the nutrition report and physical activity report and seeking public comments during a publicly advertised special Board meeting or at the next regularly scheduled Board meeting following the release of the nutrition and physical activity reports.
- Holding an advertised public forum by January 31 of each year, to present a plan to improve the school nutrition and physical activities in the District in accordance with KRS 158.856.

The Superintendent shall submit the wellness plan that includes a summary of the findings and recommendations of the nutrition and physical activity report as required by May 1 of each year to the Kentucky Department of Education (KDE).

The Wellness Plan submitted to KDE shall include within the findings and recommendations the following:

1. Extent to which the District is in compliance with this Policy;
2. A comparison of how the District measures up to model wellness policies provided by recognized state and national authorities; and
3. A description of the measurable progress made towards reaching goals of the District wellness policy and addressing any gaps identified in the wellness report for the previous year.

## **Student Welfare and Wellness**

### **RECORDKEEPING**

The District and each school in the District shall maintain the following records:

- A copy of the written wellness policy or plan;
- Documentation on how the policy and assessments are made available to the public;
- The most recent assessment of implementation of the policy;
- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate; and
- Documentation demonstrating compliance with annual public notification requirements and annual reporting to the KDE.

### **STANDARDS AND NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES**

Foods and beverages sold during the school day shall be done in accordance with state and federal regulations and Board Policies 07.111 and 07.12.

#### **STANDARDS FOR ALL FOODS AND BEVERAGES SOLD TO STUDENTS**

Foods and beverages sold or served at school shall be consistent with the state and federal regulations for school meal nutrition standards. Nutrition guidelines for all foods and beverages served or sold on campus shall be maintained by the Superintendent/designee and made available upon request. The Superintendent shall designate an individual or individuals to monitor compliance of beverages and food sold ala carte with state and federal nutrition requirements.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

#### **STANDARDS FOR ALL FOODS AND BEVERAGES PROVIDED BUT NOT SOLD TO STUDENTS**

When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in [7 C.F.R 210.11](#) and [702 KAR 6:090](#).

Foods and beverages provided in school, but not made available for sale, shall meet standards outlined in the schools' individual wellness plan (if applicable) and will not conflict with District Policy.

#### **FOOD AND BEVERAGE MARKETING**

All marketing on the school campus during the school day shall be of only those foods and beverages that meet the nutrition standards of the Smart Snack in School Nutrition Standards (7 C.F.R 210.11 and 702 KAR 6:090).

**Student Welfare and Wellness**

**REFERENCES:**

KRS 158.850; KRS 158.854  
KRS 160.290; KRS 160.345  
702 KAR 6:090  
P. L. 111-296  
7 C.F.R. Part 210  
7 C.F.R. Part 220  
U. S. Dept. of Agriculture's Dietary Guidelines for Americans

**RELATED POLICIES:**

02.4241; 07.1; 07.111; 07.12; 08.1346

LEGAL: SB 2 CREATES AMENDS KRS 158.4451 TO REQUIRE DISTRICTS TO PROVIDE AN ANONYMOUS REPORTING TOOL THAT ALLOWS STUDENTS, PARENTS, AND COMMUNITY MEMBERS TO ANONYMOUSLY SUPPLY INFORMATION CONCERNING UNSAFE, POTENTIALLY HARMFUL, DANGEROUS, VIOLENT, OR CRIMINAL ACTIVITIES, OR THE THREAT OF THESE ACTIVITIES, TO APPROPRIATE PUBLIC SAFETY AGENCIES AND SCHOOL OFFICIALS.

FINANCIAL IMPLICATIONS: COST OF OBTAINING ANONYMOUS REPORTING TOOL AND PROVIDING TRAINING ON THE USE OF SUCH

LEGAL: SB 2 ALSO AMENDS KRS 156.095 AND THE REQUIREMENTS FOR EVIDENCE-BASED SUICIDE PREVENTION TRAINING FOR BOTH STUDENTS AND STAFF.

FINANCIAL IMPLICATIONS: TIME SPENT ON AND COST OF PROVIDING TRAINING

STUDENTS

09.22

### **Student Health and Safety**

#### **PRIORITY**

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

#### **HEALTH SERVICES TO BE PROVIDED**

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.<sup>1</sup>

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under KRS 158.838.

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

#### **SAFETY PROCEDURES**

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

**Student Health and Safety**

**ANONYMOUS REPORTING TOOL**

**The District shall provide an anonymous reporting tool that allows students, parents, and community members to anonymously supply information concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.**

**The District may use the Kentucky Office of Homeland Security’s anonymous reporting tool or provide an alternative anonymous reporting tool that meets the same requirements and shall develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool.**<sup>5</sup>

**STUDENT IDENTIFICATION BADGES**

Any student identification badge issued to a student in grades six (6) through twelve (12) by a school in the District shall contain the contact information for:

- a) A national domestic violence hotline;
- b) A national sexual assault hotline; and
- c) A national suicide prevention hotline.<sup>4</sup>

**SUICIDE PREVENTION STAFF TRAINING**

All employees with job duties requiring direct contact with students in grades **four (4)** through twelve (12) shall **each school year**, complete a minimum one (1) hour of high-quality **evidence-based** suicide prevention training, including **risk factors, warning signs, protective factors, response procedures, referral, postvention, and** the recognition of signs and symptoms of possible mental illness. **The** training shall be in-person, by live streaming, or via video recording and may be included in the four (4) days of professional development required by statute. The District shall provide suicide prevention materials for review by any employee subject to training hired during a year in which the in-person, live streaming, or video recording training is not required.<sup>2 & 3</sup>

**SUICIDE PREVENTION STUDENT LESSONS**

**Each public school shall provide two (2) evidence-based suicide prevention awareness lessons each school year, the first by September 15 and the second by January 15, either in person, by live streaming, or via a video recording to students in grades six (6) through twelve (12). The school shall provide an opportunity for any student absent on the day the evidence-based suicide prevention awareness lesson was initially presented to receive the lesson at a later time. The information may be obtained from** the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.<sup>2</sup>

**SEIZURE DISORDER MATERIALS**

All principals, guidance counselors, and teachers shall complete at least one (1) hour of self-study review of seizure disorder materials no later than July 1, 2019. At least one (1) hour of self-study review of seizure disorder materials shall also be required for all principals, guidance counselors, and teachers hired after July 1, 2019.<sup>3</sup>

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STUDENTS

09.22  
(CONTINUED)

**Student Health and Safety**

**REFERENCES:**

<sup>1</sup>KRS 156.501; KRS 156.502; 702 KAR 1:160

<sup>2</sup>KRS 156.095

<sup>3</sup>KRS 158.070

<sup>4</sup>KRS 158.038

<sup>5</sup>[KRS 158.4451](#)

KRS 156.160

KRS 158.836; KRS 158.838

702 KAR 5:030

**RELATED POLICY:**

09.2241

LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN ENUMERATED CRIMES TO LAW ENFORCEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211

### **Employee Reports of Criminal Activity**

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

#### **KRS 158.154**

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

#### **KRS 158.155**

**Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.**

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**Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:**

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- a. Assault resulting in serious injury;**
- b. A sexual offense;**
- c. Kidnapping;**
- d. Assault with the use of a weapon;**
- e. Possession of a firearm or deadly weapon in violation of the law;**
- f. The use, possession, or sale of a controlled substance in violation of the law; or**
- g. Damage to property.**

**Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.**

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**Deleted:** An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:  
The person knows or has reasonable cause to believe that conduct has occurred which constitutes:



**Employee Reports of Criminal Activity**

**KRS 158.156**

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

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Carrying, possession, or use of a deadly weapon; or  
Use, possession, or sale of controlled substances; or  
Any felony offense under the laws of this Commonwealth; and  
The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

**KRS 209A.100**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

**KRS 209A.110**

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

**KRS 620.030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking, or is a victim of female genital mutilation, shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

STUDENTS

09.2211  
(CONTINUED)

**Employee Reports of Criminal Activity**

**REFERENCES:**

KRS 158.154; KRS 158.155; KRS 158.156  
KRS 209A.100; KRS 209A.110  
KRS 508.125; KRS 525.070; KRS 525.080; KRS 527.070; KRS 527.080  
KRS 620.030

**RELATED POLICIES:**

03.13251; 03.23251; 03.13253; 03.23253  
05.48  
09.227; 09.422; 09.423; 09.425; 09.426; 09.438

LEGAL: HB 169 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY SCHOOL BUILDING AND SUBMIT AN ANNUAL REPORT TO KDE ON THE NUMBER AND LOCATION OF EACH AED IN EVERY SCHOOL BUILDING; THE NAME, SCHOOL, AND TRAINING DATE OF EACH DISTRICT EMPLOYEE AND INTERSCHOLASTIC ATHLETIC COACH IN THE DISTRICT TRAINED IN THE USE OF AEDS; AND THE PROGRESS MADE TOWARDS HAVING AN AED AT ALL SCHOOL-SANCTIONED ATHLETIC PRACTICES AND COMPETITIONS.

FINANCIAL IMPLICATIONS: COST OF PURCHASING AEDS, AND TRAINING AND REPORTING

STUDENTS

09.224

### **Emergency Medical Treatment**

#### **FIRST AID TO BE PROVIDED**

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health care professional become available.

#### **FIRST-AID ROOM**

A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes cardiopulmonary resuscitation for infants and children.

#### **AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)**

The District shall maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned athletic practices and competitions. A minimum of three (3) employees in the school and all interscholastic athletic coaches shall be trained on the use of a portable AED.<sup>2</sup>

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The District shall have employees trained in accordance with the law to administer or help administer emergency medications.

When enrolled students, for whom documentation under KRS 158.838, including seizure action plans, has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, seizure rescue medications, or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student's seizure action plan, shall be present.

#### **INFORMATION NEEDED**

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.<sup>1</sup> Parents will be notified in the event of an accident.

#### **EMERGENCY CARE PROCEDURES**

Schools shall have emergency care procedures comporting with regulation<sup>1</sup> and may utilize the Kentucky Department of Education's Health Services Reference Guide (HSRG) as a resource.

STUDENTS

09.224  
(CONTINUED)

**Emergency Medical Treatment**

**EMERGENCY CARE PROCEDURES (CONTINUED)5**

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

**REFERENCES:**

<sup>1</sup>702 KAR 1:160

<sup>2</sup>KRS 158.162

KRS 156.160; KRS 156.502

KRS 158.836; KRS 158.838

Kentucky Department of Education Health Services Reference Guide (HSRG)

**RELATED POLICIES:**

05.4; 09.21; 09.22; 09.2241

EXPLANATION: HB 829 CREATES KRS 218B.045 WHICH REQUIRES THE BOARD TO ENACT A POLICY BY DECEMBER 1, 2024, TO EITHER PERMIT OR PROHIBIT THE USE OF MEDICINAL CANNABIS BY A STUDENT ON SCHOOL PROPERTY.  
IF THE BOARD DOES NOT PERMIT THE USE OF MEDICINAL CANNABIS, THIS FORM IS NOT NEEDED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2242

### Medicinal Cannabis

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Effective January 1, 2025, this Policy shall either prohibit the use of medicinal cannabis on school property or permit the use of medicinal cannabis on school property by a pupil who is a registered qualified patient as deemed necessary by the pupil's parent or legal guardian.

- The Board prohibits the use of medicinal cannabis on school property.
- The Board permits the use of medicinal cannabis on school property by a pupil who is a registered qualified patient as deemed necessary by the pupil's parent or legal guardian as described above.

Please select one option.

If the Board enacts a policy to permit the use of medicinal cannabis by a pupil who is a registered qualified patient, that policy shall:

1. Require medicinal cannabis be administered:
  - a. i. By a school nurse or under the supervision of appropriate school staff; or
  - ii. By the parent or legal guardian of the pupil who is a registered qualified patient;  
and
  - b. Out of view of other students; and
2. Include a process by which a school nurse or other school staff member may by written acknowledgement (09.2242 AP.2) refuse to administer or supervise the administration of medicinal cannabis.

REFERENCE:

**KRS 218B.045**

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.226

## **Conduct on School Bus**

### **PUPILS' RESPONSIBILITIES**

Pupils shall conform to transportation rules and regulations prescribed under state statutes<sup>1</sup>, state and local regulations, **and the District Transportation Services Policy.**

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### **INSTRUCTION IN BUS CONDUCT AND SAFETY**

**The District Transportation Services Policy** shall be provided to all transported students and their parents/guardians. Each student and at least one (1) of their parents/guardians shall acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy.

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### **PUPILS TO WAIT AT ASSIGNED STOP**

Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

### **CROSSING ON DRIVER'S SIGNAL**

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

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### **CROSSING IN DRIVER'S VISION**

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

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### **SEATING**

When pupils enter the bus, they shall proceed directly to a seat.

### **SEATED UNTIL COMPLETE STOP**

Pupils shall remain seated until the bus has come to a complete stop.

### **BODY NOT TO PROTRUDE FROM WINDOW**

Pupils shall not extend their arms, legs, or heads out the bus windows.

### **CHANGING SEATS**

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

### **PUPIL NOISE**

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

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STUDENTS

09.226  
(CONTINUED)

**Conduct on School Bus**

**REFERENCES:**

<sup>1</sup>~~KRS 156.160; KRS 156.070; KRS 158.110;~~  
~~KRS 160.290; KRS 160.340; KRS 189.540~~

**RELATED POLICIES:**

~~06.22; 06.34; 09.2261~~

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY, POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES BY THE FIRST DAY OF THE 2024-2025 SCHOOL YEAR, INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2261

### Transportation Services Policy

The Board shall adopt a District Transportation Services Policy based on the Statewide Transportation Services Policy Guidelines provided by the Kentucky Department of Education and shall update the policy every two (2) years.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.110

**RELATED POLICIES:**

06.22; 06.34

09.226; 09.422

09.438

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LEGAL: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 2 AMENDS KRS 156.095 TO CLARIFY TRAINING TIMELINES FOR CHILD ABUSE AND NEGLECT PREVENTION.

FINANCIAL IMPLICATIONS: COST OF REQUIRED TRAINING

STUDENTS

09.227

### Child Abuse

#### **REPORT REQUIRED**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected<sup>1</sup>, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral **or written** report, **including but not limited to electronic submission**, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney in accordance with KRS 620.030.<sup>2</sup>

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After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

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Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

#### **WRITTEN REPORT**

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

#### **WRITTEN RECORDS**

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

#### **INTERVIEWS**

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent<sup>3</sup> and shall provide the Cabinet access to a child subject to an investigation or assessment without parental consent.<sup>4</sup>

**Child Abuse**

**AGENCY CUSTODY**

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the District’s Director of Pupil Personnel shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet’s receipt of the court order of a change of custody or change in contact or removal authority.

**REQUIRED TRAINING**

All school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors **who are employed by the District** shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting, within ninety (90) days of being hired, and **then** every two (2) years thereafter.

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**OTHER**

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services.

**REFERENCES:**

- <sup>1</sup>KRS 600.020
- <sup>2</sup>KRS 620.030; KRS 620.040
- <sup>3</sup>OAG 85-134; OAG 92-138
- <sup>4</sup>KRS 620.072
- KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580
- KRS 156.095; KRS 199.990; KRS 209.020
- KRS 508.125
- KRS 620.050; KRS 620.146
- OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134
- 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX

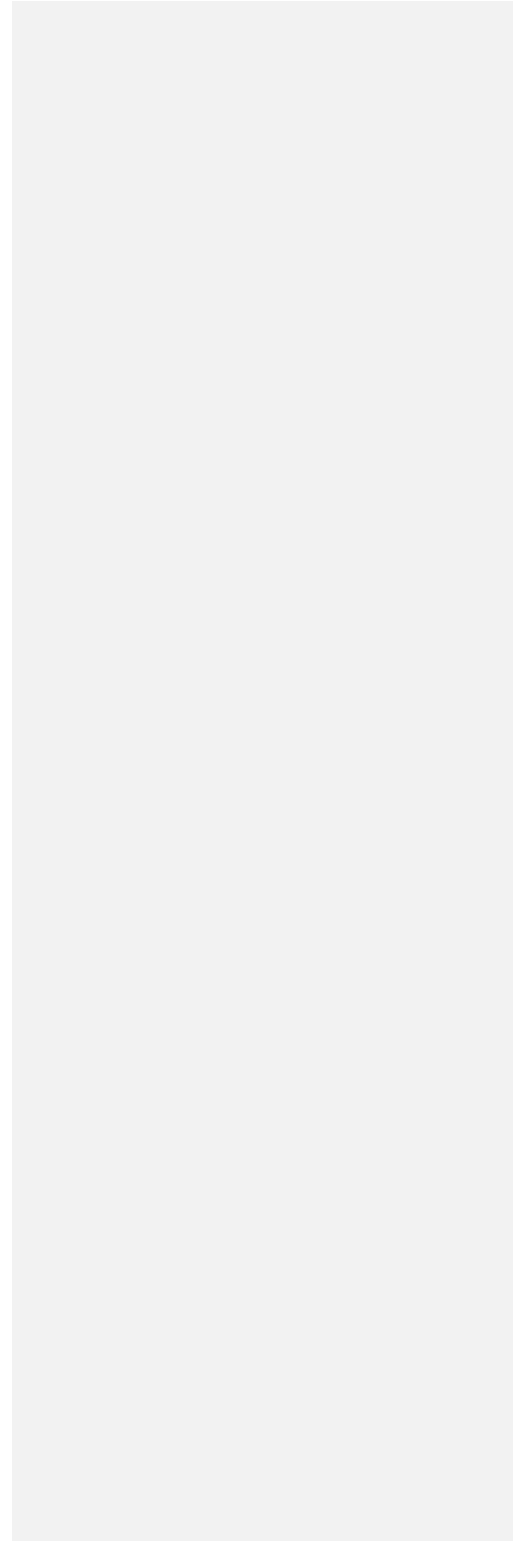
STUDENTS

09.227  
(CONTINUED)

**Child Abuse**

**RELATED POLICIES:**

09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5



LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.42

### **Student Conduct**

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's Code of Acceptable Behavior and Discipline, **based on statewide student discipline guidelines provided by the Kentucky Department of Education**, Each Principal shall be responsible for administration and implementation of the Code **and the Policy** within each school. The Principal shall apply the Code **and the policy** uniformly and fairly to each student without partiality or discrimination.

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The Principal of each school, or school council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the Code **and the Policy**.

#### **REFERENCES:**

**KRS 158.110**; KRS 158.148  
KRS 160.290  
KRS 161.180

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#### **RELATED POLICIES:**

**09.42611**; 09.438

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
LEGAL: THE CHANGES BELOW ALIGN THE DEFINITION OF "HAZING" WITH KRS 508.180  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.422

### **Bullying/Hazing**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

#### **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school-sponsored events including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

#### **BULLYING DEFINED**

Per KRS 158.148, "bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

#### **HAZING DEFINED**

Per KRS 508.180, "hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

- a) Violate federal or state criminal law;
- b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;

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**Bullying/Hazing**

**HAZING DEFINED (CONTINUED)**

- c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;**
- d) Endure brutality of a sexual nature; or**
- e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.**

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\*Per KRS 508.180, "organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

**REPORTS**

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

**Deleted:** an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization\*, including but not limited to actions which cause, coerce, or force a minor or a student to:<sup>¶</sup>

- Violate federal or state criminal law;<sup>¶</sup>
- Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;<sup>¶</sup>
- Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;<sup>¶</sup>
- Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;<sup>¶</sup>
- Endure brutality of a sexual nature; or<sup>¶</sup>
- Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

STUDENTS

09.422  
(CONTINUED)

### **Bullying/Hazing**

#### **REPORTS (CONTINUED)**

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

#### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

#### **REFERENCES:**

<sup>1</sup>KRS 158.150  
KRS 158.148  
KRS 158.156  
KRS 160.290  
KRS 508.180  
KRS 525.080  
Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)  
Mahanoy Area School District v. B. L., 594 US \_ (2021)  
Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

#### **RELATED POLICIES:**

03.162; 03.262; **06.34**; 09.13; **09.2261**; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438 09.2211 (re: reports required by law))

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LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN  
ENUMERATED CRIMES TO LAW ENFORCEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED



### **Use of Alcohol, Drugs and Other Prohibited Substances**

#### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

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

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

#### **DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

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

Prohibited substances include:

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

#### **AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

#### **PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

#### **REPORTING**

**Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.**

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**Use of Alcohol, Drugs and Other Prohibited Substances**

**PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

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

**REFERENCES:**

KRS 158.150; KRS 158.154; KRS 158.155  
 KRS 160.290; KRS 161.180  
 KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447; **KRS 218B.045**  
 OAG 82-633; OAG 93-32  
 Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).  
 Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, \_\_\_ U.S. \_\_\_, 242 F.3d 1264 (2002)

**RELATED POLICIES:**

**09.2211**; 09.2241

**Deleted: REPORTING (CONTINUED)**

**Deleted:** Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law....

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LEGAL: HB 142 REPEALED KRS 438.345 AND CREATED NEW SECTION OF KRS 158 TO REQUIRE BOARDS OF EDUCATION TO ADOPT POLICIES THAT PENALIZE STUDENTS FOR POSSESSING ALTERNATIVE NICOTINE PRODUCTS, TOBACCO PRODUCTS, OR VAPOR PRODUCTS AND LIST PENALTIES; REQUIRE THE BOARD TO REPORT ANNUALLY TO THE KENTUCKY DEPARTMENT OF EDUCATION THE NUMBER OF NICOTINE-RELATED BEHAVIOR INCIDENTS IN SCHOOLS AND THE NUMBER REQUIRING MEDICAL INTERVENTION.  
FINANCIAL IMPLICATIONS: PROVIDING MATERIALS AND LOSS OF ADA

STUDENTS

09.4232

**Tobacco, Alternative Nicotine, or Vapor Products**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, , including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or activity.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

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. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the Code of Acceptable Behavior and Discipline.

**PENALTIES**

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

For each incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment in addition to any disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline.

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**Tobacco, Alternative Nicotine, or Vapor Products**

**REPORTING**

No later than August 1 of each year, the Board shall submit a report to the Kentucky Department of Education that includes:

- a. The number of behavior incidents for each alternative nicotine product, tobacco product, and vapor product, listed by school and grade; and
- b. The number of incidents for which medical intervention was provided, listed by school, grade, and product.

**REFERENCES:**

KRS 158.149; KRS 160.290; KRS 160.340; KRS 161.180  
KRS 438.050; KRS 438.305; KRS 438.350  
 OAG 81-295; OAG 91-137  
 P. L. 1114-95, (Every Student Succeeds Act of 2015)

**RELATED POLICIES:**

03.1327; 03.2327; 05.31; 06.221; 09.438; 10.5

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LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN ENUMERATED CRIMES TO LAW ENFORCEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.425

### **Assault and Threats of Violence**

For purposes of this Policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

#### **STUDENTS**

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.<sup>1</sup>

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.<sup>2</sup>

#### **EDUCATIONAL PERSONNEL**

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action<sup>1</sup> up to and including expulsion from school and/or legal action.

#### **REMOVAL OF STUDENTS**

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

**Assault and Threats of Violence**

**REMOVAL OF STUDENTS (CONTINUED)**

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

**REPORT TO LAW ENFORCEMENT AGENCY**

**Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District’s law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.**

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**Any school employee shall immediately report to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:**

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- h. Assault resulting in serious injury;**
- i. A sexual offense;**
- j. Kidnapping;**
- k. Assault with the use of a weapon;**
- l. Possession of a firearm or deadly weapon in violation of the law;**

**Assault and Threats of Violence**

**REPORT TO LAW ENFORCEMENT AGENCY (CONTINUED)**

- m. The use, possession, or sale of a controlled substance in violation of the law; or**
- n. Damage to property.**

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**Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.**

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**DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

**Deleted:** When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.¶

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District’s area.

**NOTIFICATIONS**

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

STUDENTS

09.425  
(CONTINUED)

**Assault and Threats of Violence**

**NOTIFICATIONS (CONTINUED)**

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

**REFERENCES:**

<sup>1</sup>KRS 158.150

<sup>2</sup>KRS158.1559

KRS 158.154; **KRS 158.155**; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A:020; KRS 209.160

KRS 209A.100; KRS 209A.110; KRS 209A.130

KRS 211.160; KRS 403.720; KRS 456.010

KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080

**KRS 527.070**; KRS 532.060; KRS 534.030; KRS 620.030

702 KAR 5:080

**RELATED POLICIES:**

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48

06.34; 09.14; 09.2211; 09.422; **09.423**; 09.426; 09.4281; 09.429; 09.4341

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LEGAL: SB 2 AMENDS KRS 158.4416 INCLUDING THE DEFINITION OF TRAUMA-INFORMED APPROACH PLAN, AND REQUIRES THE PLAN TO BE REVIEWED AND UPDATED ANNUALLY, INCORPORATED INTO THE ANNUAL COMPREHENSIVE DISTRICT IMPROVEMENT PLAN (CDIP), AND SUBMITTED TO KDE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43

### **Student Disciplinary Processes**

#### **SCHOOL-RELATED ACTIVITIES**

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

#### **TRAUMA-INFORMED APPROACH PLAN**

“Trauma-informed approach” means incorporating principles of trauma awareness and trauma-informed practices, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

**Deleted:** , as recommended by the federal Substance Abuse and Mental Health Services Administration,

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

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- a) strategies for enhancing trauma awareness throughout the school community;
- b) conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c) developing trauma-informed discipline policies;
- d) collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e) providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.<sup>2</sup>

**The trauma-informed approach plan shall be reviewed and updated annually, incorporated into the annual Comprehensive District Improvement Plan (CDIP) required by 703 KAR 5:225, and submitted to the KDE.**

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#### **TREATMENT OF PUPILS**

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

**Student Disciplinary Processes****TREATMENT OF PUPILS (CONTINUED)**

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

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

**SERIOUS PROBLEMS**

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

**COUNCIL RESPONSIBILITY**

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

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

**REPORTING**

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

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

**CHILDREN AND YOUTH WITH DISABILITIES**

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

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STUDENTS

09.43  
(CONTINUED)

**Student Disciplinary Processes**

**REFERENCES:**

<sup>1</sup>KRS 158.153  
<sup>2</sup>KRS 158.4416  
KRS 158.150; KRS 158.449  
KRS 160.290; KRS 160.340; KRS 160.345  
KRS 161.180; KRS 610.345  
[703 KAR 5:225](#)  
P. L. 105-17

**RELATED POLICIES:**

[01.111](#); 08.14; 09.14; 09.429; 09.438

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.435

### **Expulsion**

#### **BOARD MAY EXPEL**

The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.<sup>1</sup>

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others on or off school property (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students.

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

#### **HEARING AND RECORDS REQUIRED**

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.<sup>1</sup> The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.<sup>3</sup> **If applicable, a bus driver shall have the opportunity to be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.**

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**Expulsion****HEARING AND RECORDS REQUIRED (CONTINUED)**

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

**BOARD DECISION FINAL**

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.<sup>1</sup>

**STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)<sup>1&3</sup>

**TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.<sup>2</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.150

<sup>2</sup>KRS 158.155

<sup>3</sup>20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); 707 Chapter 1; Section 504 of the Rehabilitation Act of 1973, as amended

**KRS 158.110**, KRS 159.010

**Honig v. Doe**, 108 S.Ct. 592(1988); OAG 78-673

**RELATED POLICIES:**

05.48; **06.22**; **06.34**; 09.12; **09.226**; **09.2261**; 09.423; 09.425; 09.426; 09.43; 09.431; 09.434

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 142 REPEALED KRS 438.345 AND CREATED A NEW SECTION OF KRS 158 TO REQUIRE BOARDS OF EDUCATION TO ADOPT POLICIES THAT PENALIZE STUDENTS FOR POSSESSING ALTERNATIVE NICOTINE PRODUCTS, TOBACCO PRODUCTS, OR VAPOR PRODUCTS AND LIST PENALTIES; REQUIRE THE BOARD TO REPORT ANNUALLY TO THE KDE ON THE NUMBER OF NICOTINE-RELATED BEHAVIOR INCIDENTS IN SCHOOLS AND THE NUMBER REQUIRING MEDICAL INTERVENTION.

FINANCIAL IMPLICATIONS: PROVIDING MATERIALS AND LOSS OF ADA

STUDENTS

09.438

### Code of Acceptable Behavior and Discipline

Deleted: **Student Discipline**

#### DEVELOPMENT

In accordance with KRS 158.148 the Board shall **adopt** a student **Code of Acceptable Behavior and Discipline**, **based on statewide student discipline guidelines provided by the Kentucky Department of Education (KDE)**, that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

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The **Code** shall prohibit bullying and establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

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The **Code** also shall include a process addressing how students can report **Code** violations and incidents of bullying to District personnel for appropriate action and information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, KRS 158.156, or KRS 158.444.

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#### REVIEW

The Board shall update the **Code** at least every two (2) years.

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#### REPORTING OF DATA

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As directed by the **KDE**, the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

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Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

**No later than August 1 of each year, the Board shall submit a report to the KDE that includes the number of:**

- a) Behavior incidents for each tobacco product, alternative nicotine product, or vapor product, listed by school and grade; and**
- b) Incidents for which medical intervention was provided, listed by school, grade and product.**

STUDENTS

09.438  
(CONTINUED)

**Code of Acceptable Behavior and Discipline**

Deleted: **Student Discipline**

**REFERENCES:**

**KRS 158.110**

KRS 158.148; **KRS 158.149**; KRS 158.153; KRS 158.154; KRS 158.156; KRS 158.165

KRS 158.444; KRS 160.295

KRS 525.070; KRS 525.080

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**RELATED POLICIES:**

09.2211; **09.2611**; 09.3; 09.42; 09.421; 09.422; 09.425; 09.426

09.42811; 09.43; 09.431; 09.434; 09.4341; 09.435

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LEGAL: HB 471 AMENDS KRS 159.075 TO ALLOW THE USE OF MILITARY ORDERS AS PROOF OF RESIDENCY FOR ENROLLMENT OR COURSE REGISTRATION IN A SCHOOL AND PROHIBIT IN-PERSON ENROLLMENT OR COURSE REGISTRATION WHEN PREVENTED DUE TO OFFICIAL MILITARY DUTIES. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.12

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## **Admissions and Attendance**

### **RESIDENCE DEFINED**

Resident students eligible to attend the District are defined as minor, school-age children residing with a parent, or parents, or legal guardian, within the established attendance boundaries of the District for a majority of the school year. Only one location can be established as the residence for purposes of school enrollment, regardless of multiple property ownership or occupancy.

For purposes of this Policy, a legal guardian does not include an adult appointed solely as a guardian for educational purposes. The District does not recognize educational guardianship for purposes of establishing required residency. A person eighteen (18) years of age or older may attend school in their own adult right if they are a bona fide resident within the District attendance area.

Proof of residency may be established by, however not limited to, the following means: a rental agreement, deed, utility bill, residency affidavit, other credible proof of established residence, military orders, verification of vehicle registration, voter registration, or tax payment records. The credibility of all documentation shall be determined by the school district, and is required for enrollment.

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The District shall not require the parent or guardian of a child to appear in person for enrollment or course registration, including enrollment in a specific school or program within the District, when the parent/guardian is prevented from doing so due to official military duties.

All other pupils shall be classified as nonresidents for school purposes.<sup>1</sup>

### **HOMELESS CHILDREN AND UNACCOMPANIED YOUTH**

The District shall provide educational and related services to homeless children and youth, including preschool-aged homeless children, and homeless children or youth not in the physical custody of a parent or guardian (unaccompanied youth) in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Have access to preschool programs as provided to other children in the District;
3. Continue attending their school of origin, when deemed in the best interest of the child, for the duration of homelessness;
4. Attend regular public school with non-homeless students; and
5. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, English learner).



### **Admissions and Attendance**

#### **HOMELESS CHILDREN AND UNACCOMPANIED YOUTH (CONTINUED)**

The District shall provide transportation to the school of origin for homeless children at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) if the child continues to live within the area served by the District in which the school of origin is located. If the child relocates to a District other than that of his/her school of origin, the districts shall work together to apportion transportation to and from the school of origin and associated costs. If the districts are unable to reach agreement, responsibility and costs for transportation shall be shared equally.

The District shall designate an appropriate staff person to serve as liaison to homeless children and unaccompanied youth. In addition to coordination of McKinney-Vento implementation in the District, the liaison is responsible for:

- “Outreach” to other entities and agencies so that homeless students are identified;
- Providing public notice of the educational rights of homeless children in locations frequented by parents/guardians and unaccompanied youths. This notice is to be in a manner and form that is understandable;<sup>2</sup>
- Seeing that school personnel who provide McKinney-Vento Services receive professional development and other support; and
- Ensuring that unaccompanied youths are enrolled in school and receive support to accrue credits and access to higher education.

The District shall inform school personnel, service providers, advocates working with homeless families, parents, guardians and homeless children and unaccompanied youths of the duties of the liaison.

All concerns regarding the education of homeless children and unaccompanied youth shall be referred to the District liaison. If a complaint arises regarding services or placement of homeless children and unaccompanied youth, the dispute resolution procedures as set forth in 704 KAR 7:090 shall apply.

Disputes over eligibility, school selection, or enrollment are to be appealed to the Kentucky Department of Education using the Dispute Resolution for Homeless form located at the link below:

<https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf>

The liaison shall provide a copy of the referenced form to the complainant.

The District shall provide services for homeless children and unaccompanied youths with disabilities as required by law.

#### **CHILDREN IN FOSTER CARE**

Students in foster care shall have equal access to all educational programs and services, including transportation, which all other students enjoy.

### **Admissions and Attendance**

#### **CHILDREN IN FOSTER CARE (CONTINUED)**

Foster children are to be immediately enrolled in a new school. The District shall collaborate with the Cabinet to ensure immediate and appropriate enrollment of the child and immediately contact the student's previous school for relevant records. The previous school shall provide the new school records within the student information system maintained by the Kentucky Department of Education by the end of the working day on the day of receipt of a request. If a record provided to the new school is incomplete, the previous school shall provide the completed record within three (3) working days of the original request. Remaining records shall be provided within ten (10) working days of the request.

The Superintendent shall appoint a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its foster care point of contact for the District. The Superintendent may appoint the District Foster Care Liaison prior to such notice from the Cabinet.

Children in foster care, including preschool aged children if the District offers a preschool program, shall be eligible to attend their "school of origin" unless a determination is made that it is not in the child's best interest. Such determination will be made in collaboration with the child welfare agency. Dispute resolutions shall be handled by all agencies involved in the determination of the foster child's placement.

When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin.

#### **BEST INTEREST OF THE CHILD**

Determining the best interest of the child takes into consideration the following factors, including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child's attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school's climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.

Upon the determination that changing a child's school of enrollment is in the best interest of the child, the Cabinet, any applicable child-caring facility, child-placing agency, school, districts, and the child's state agency caseworker shall collaborate to ensure the immediate and appropriate enrollment of the child;

1. The child's state agency caseworker shall immediately contact the receiving district to inform the district of the pending enrollment changes.

**Admissions and Attendance**

**BEST INTEREST OF THE CHILD (CONTINUED)**

2. The child's state agency caseworker or child-caring facility or child placing agency case manager shall either accompany the child and the foster parent to the new school to enroll the child or contact applicable staff at the new school via telephone during the day of enrollment, to assist with the enrollment, to share information relating to the child's unique needs and prior experiences that may impact their education, and to identify and prevent disruptions in any instructional or support services that the child may have been receiving prior to that time, including but not limited to medical and behavioral health history and individual service plans.

**IMMIGRANTS**

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

**NONRESIDENTS**

Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.1222, 09.124, and upon approval of the Superintendent. Once a nonresident student is enrolled for the academic year, the student may not be dismissed during that academic year without applicable due process.<sup>3</sup>

Nonresident students designated as homeless or foster children may be required to be enrolled consistent with the "best interest of the child" or "school of origin" requirements under the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA.

**NON-IMMIGRANT FOREIGN STUDENTS**

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

### **Admissions and Attendance**

#### **EXPELLED/CONVICTED STUDENTS**

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.<sup>4</sup>

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

#### **REFERENCES:**

<sup>1</sup>KRS 159.010; OAG 78-64; OAG 91-171

<sup>2</sup>42 U.S.C. 11431 et seq. (McKinney-Vento Act)

<sup>3</sup>KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602; G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir., 2013)

<sup>4</sup>KRS 158.155; KRS 157.320; KRS 157.330; KRS 158.150  
KRS 157.320; KRS 157.350; KRS 157.360; KRS 158.100; KRS 199.802  
702 KAR 7:125; 704 KAR 7:090

P. L. 104-208; P. L. 114-95 (Every Student Succeeds Act of 2015)

20 U.S.C. § 6301 et seq.; 8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214

22 C.F.R. §62.25; *Plyler v. Doe*, 457 U.S. 202 (1982)

Equal Educational Opportunities Act of 1974 (EEOA)

#### **RELATED POLICIES:**

06.32; 08.1114; 09.11; 09.121; 09.1222; 09.1223; 09.123; 09.124

09.126 (re requirements/exceptions for students from military families); 09.14; 09.211

**Application for Board Vacancy**

Name of School District: _____			
Name: _____		Birthdate: _____	
Last	First	MI	
Address: _____			
Street or Box #	State	Zip Code	
Telephone: _____			
Business	Home	Cell	
Email Address: _____			

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years?  Yes  No
2. Are you registered to vote in the Beechwood Independent School District you wish to serve?  
 Yes  No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality?  Yes  No  
If yes, please identify. \_\_\_\_\_
4. Does the School District where you reside presently employ you?  Yes  No
5. Do you have any relatives employed by the District?  Yes  No  
If yes, please indicate their relationship to you:  
 Brother  Sister  Husband  Wife  Son  Daughter  Father  Mother  
 Other \_\_\_\_\_
6. Have you ever been a member of any local Board of Education in Kentucky?  Yes  No  
If so, which District \_\_\_\_\_ and when \_\_\_\_\_?
7. Do you currently hold any elective federal, state, county, or city office?  Yes  No  
If yes, please identify. \_\_\_\_\_
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District?  Yes  No  
If yes, please identify. \_\_\_\_\_
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District?  Yes  No  
If yes, please describe. \_\_\_\_\_
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law?  Yes  No  
If yes, please describe. \_\_\_\_\_

**Application for Board Vacancy**

11. Do you serve on any county, city, or joint agency government boards?  Yes  No  
 If yes, please describe. \_\_\_\_\_
12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?  
 Yes  No
13. Have you completed at least the twelfth (12<sup>th</sup>) grade or been issued a High School Equivalency Diploma?  
 Yes  No
14. Please circle the highest level of formal education you have completed:
- |                 |             |         |                 |
|-----------------|-------------|---------|-----------------|
| GRADE SCHOOL    | HIGH SCHOOL | COLLEGE | GRADUATE SCHOOL |
| 1 2 3 4 5 6 7 8 | 9 10 11 12  | 1 2 3 4 | 1 2 3 4         |

**Note: Application must include an affidavit signed under penalty of perjury certifying completion of the twelfth (12<sup>th</sup>) grade, a transcript evidencing completion of the twelfth (12<sup>th</sup>) grade, or, if appropriate, the results of a twelfth (12<sup>th</sup>) grade equivalency examination.**

High School Attended	Address	Dates Attended/Graduated
College/University Attended	Address	Dates Attended/Degree
Graduate Schools Attended	Address	Dates Attended/Degree

15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: \_\_\_\_\_  
 \_\_\_\_\_
16. Work Experience (Please provide employment history and attach current resume.)

a.	Current Employer	Address
	Date of Employment	Duties
b.	Previous Employer	Address
	Date of Employment	Duties
c.	Previous Employer	Address
	Date of Employment	Duties

**Application for Board Vacancy**

17. Please describe why you are interested in serving on the Beechwood Board of Education:

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18. Please describe the benefits that you believe strong public schools bring to a community:

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**Application for Board Vacancy**

19. Please describe one (1) goal or objective that you think the Beechwood Board of Education should seek to complete during your service on the Board:

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**Note: Board members must complete annual in-service training as required by law.**

This application constitutes my letter of intent to seek appointment to the Board under [KRS 160.190](#), and I hereby affirm that to the best of my knowledge the information being submitted on this application and any required attachments thereto is accurate and that I am eligible to be appointed to the Board under law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Application for Board Vacancy**

**COUNTY CLERK’S CERTIFICATION**

**RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT**

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

\_\_\_\_\_ who resides at \_\_\_\_\_  
Name Address

is a resident and registered voter in the Beechwood Independent School District.

Certified by: \_\_\_\_\_

\_\_\_\_\_ County Clerk’s Office Date: \_\_\_\_\_

NOTE: This form must be completed by the County Clerk and returned to the Central Office along with the other four (4) pages of the application.

**RELATED PROCEDURE:**

01.3 AP.2

Review/Revised:8/12/2024

## **Inspection of Board Records**

### **INSPECTION OF RECORDS**

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

The principal office of the District is located at 54 Beechwood Road, Fort Mitchell, KY 41017.

The official custodian/designee to whom requests for access to records should be submitted is at 54 Beechwood Road, Fort Mitchell, KY 41017 and email address is **justin.kaiser@beechwood.kyschools.us**.

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

The requesting party shall submit a written application that shall:

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

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

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

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

**Inspection of Board Records**

**INSPECTION OF RECORDS (CONTINUED)**

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

\*Resident is defined under KRS 61 870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635(8)(b)1.a. to e.

~~-CERTIFIED PERSONNEL-~~

**Application for Elective Certification Determination**

The school council or, if the school has no council, the teaching staff shall complete and submit this application to the Principal, who shall submit it to the Superintendent for Board approval. Applications are due by June 1 for a first semester course and by October 1 for a second semester course.

*For SBDM schools: Please attach a copy of the council minutes of the meeting at which this application was approved. For all schools: Provide information to thoroughly address each section. Attach and label separate sheets as needed.*

COURSE TITLE AND DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

IF THIS IS AN INTERDISCIPLINARY COURSE, LIST THE CONTENT AREAS: \_\_\_\_\_  
\_\_\_\_\_

LIST THE CORE CONTENT THAT THE COURSE WILL EMPHASIZE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEN WILL THIS COURSE BE TAUGHT? Check the appropriate box and enter the year:

Fall Semester, \_\_\_\_\_  Spring Semester, \_\_\_\_\_  Both Semesters, \_\_\_\_\_

WHAT CERTIFICATION REQUIREMENTS ARE PROPOSED FOR TEACHERS OF THIS ELECTIVE? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES THE PROPOSED CERTIFICATION ALIGN WITH THE BASIC STRUCTURE OF THE ELECTIVE COURSE?  Yes

No

Describe how: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW MANY CREDITS WILL THIS COURSE GENERATE? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Date of SBDM Approval  
(If applicable)*

\_\_\_\_\_  
*Superintendent's Signature*

\_\_\_\_\_  
*Date of Board Approval*

Review/Revised: 6/14/11

**Certification of Time**

Employees shall verify absences by signing and dating the Absence Verification Form issued from Subfinder and returning the completed form to their Building Administrator.

Each hourly employee shall complete and submit this form to the immediate supervisor for each pay period at the time designated by Central Office personnel.

EMPLOYEE'S NAME: \_\_\_\_\_ POSITION/DEPARTMENT: \_\_\_\_\_

SCHOOL/WORK SITE: \_\_\_\_\_ PAY PERIOD BEGINNING: \_\_\_\_\_ PAY PERIOD ENDING: \_\_\_\_\_

DATE	TIME IN	TIME OUT	ACTUAL HOURS WORKED <sup>1</sup>		TOTAL HOURS	LEAVE TYPE/ AMOUNT USED <sup>3</sup>	DATE	TIME IN	TIME OUT	ACTUAL HOURS WORKED <sup>1</sup>		TOTAL HOURS	LEAVE TYPE/ AMOUNT USED <sup>3</sup>
			Regular	Overtime <sup>2</sup>						Regular	Overtime <sup>2</sup>		

<sup>1</sup>Supervisor will direct employee how to calculate in terms of breaks, lunch period, etc.

<sup>2</sup>Overtime shall be authorized in accordance with policy 03.221.

<b>TOTAL HOURS FOR PAY PERIOD</b>
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*I hereby certify that this time sheet is a correct statement of actual hours worked during this pay period.*

\_\_\_\_\_  
*Signature of Employee*                                      *Date*                      *Signature of Supervisor*                                      *Date*

**<sup>3</sup>LEAVE KEY**

E=emergency    P=personal  
H=holiday       S=sick  
J=jury    U=unpaid  
M=military/disaster  
V=vacation

PERSONNEL

DRAFT 07/03/2024

03.123 AP.2

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**Leave Request Form and Statement**

Leave Request Form and Statement shall be made digitally using the District's online portal.

Deleted: NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
DATE SUBMITTED: \_\_\_\_\_

**SICK LEAVE:** REQUESTED UNDER THE TERMS OF POLICIES 03.1232/03.2232. TO RECEIVE SICK LEAVE EMPLOYEES MUST SIGN MONTHLY SUBFINDER REPORT. (SEE NEXT PAGE FOR STATEMENT THAT MAY BE REQUIRED)

**LEAVE WITHOUT PAY:** REQUESTS FOR LEAVE WITHOUT PAY SHALL BE MADE IN WRITING AND SUBMITTED TO THE SUPERINTENDENT FOR APPROVAL 03.123/03.223.

**PERSONAL LEAVE:** REQUESTED UNDER THE TERMS OF POLICIES 03.1231/03.2231. (SEE NEXT PAGE FOR REQUIRED STATEMENT)  
DATE(S) OF PERSONAL LEAVE: \_\_\_\_\_  
TOTAL DAYS: \_\_\_\_\_ ENTERED IN SUBFINDER

**MATERNITY/ADOPTION/CHILDREARING LEAVE:** REQUESTED UNDER THE TERMS OF POLICIES 03.1233/03.2233.  
ESTIMATED DATE(S) OF LEAVE \_\_\_\_\_ TO \_\_\_\_\_  
ENTERED IN SUBFINDER   
 PAID MATERNITY LEAVE /NUMBER OF SICK LEAVE DAYS \_\_\_\_\_  UNPAID MATERNITY LEAVE  
 PAID BIRTH OR ADOPTION LEAVE (NOT TO EXCEED 30 DAYS) /NUMBER OF SICK LEAVE DAYS \_\_\_\_\_  
 UNPAID CHILDREARING LEAVE

**JURY LEAVE:** REQUESTED UNDER THE TERMS OF POLICIES 03.1237/03.2237.  
DATE(S) OF JURY LEAVE: \_\_\_\_\_  
TOTAL DAYS: \_\_\_\_\_ ENTERED IN SUBFINDER   
 EMPLOYEE WILL SIGN OVER COURT-ISSUED JURY PAY CHECK TO DISTRICT.  
 EMPLOYEE WILL REIMBURSE DISTRICT FOR ANY JURY PAY RECEIVED.

**MILITARY/DISASTER SERVICES LEAVE:** REQUESTED UNDER THE TERMS OF POLICIES 03.1238/03.2238.  
DATE(S) OF LEAVE: \_\_\_\_\_ TOTAL DAYS: \_\_\_\_\_  
ENTERED IN SUBFINDER

**EMERGENCY LEAVE:** REQUESTED UNDER THE TERMS OF POLICIES 03.1236/03.2236. (SEE NEXT PAGE FOR REQUIRED STATEMENT)  
DATE(S) OF EMERGENCY LEAVE: \_\_\_\_\_  
TOTAL DAYS: \_\_\_\_\_ ENTERED IN SUBFINDER

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

→ \_\_\_\_\_  
→ Employee's Signature → Date \_\_\_\_\_ [1]





**Professional Learning Proposal**

Please attach responses on separate piece of paper or fill out form online and include information regarding the event and/or conference.

Employee Name: \_\_\_\_\_

**Needs Assessment**

- Describe the data that supports this professional learning.
- What are the understandings you and your students could gain from this professional learning?
- What are the goals of this professional learning?

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**How does this learning support:**

- School Goals?
- Professional Growth Goals?
- District Goals:

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**What is your timeline of implementation of your learning?**

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**Professional Learning Proposal**

**How will you measure the implementation and impact of your learning?**

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**Estimated Expenses**

Mileage: \_\_\_\_\_ Lodging: \_\_\_\_\_ Meals: \_\_\_\_\_  
Parking: \_\_\_\_\_ Registration: \_\_\_\_\_ Other: \_\_\_\_\_  
Total: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

PD Coordinator Signature: \_\_\_\_\_

PERSONNEL

03.125 AP.22

**Reimbursement of Expense Voucher**

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Home Address \_\_\_\_\_ Budget Code \_\_\_\_\_

Meeting of \_\_\_\_\_ was held at \_\_\_\_\_ on \_\_\_\_\_.

**Travel Expenses** (Attach receipts if other than mileage)

From \_\_\_\_\_ to \_\_\_\_\_ and return.

Date and time of departure: \_\_\_\_\_

Date and time of return: \_\_\_\_\_

Automobile (round trip) \_\_\_\_\_ miles @ 0.49 per mile \$ \_\_\_\_\_

Other (round trip) Please circle Airline Train Bus (attach receipts) \_\_\_\_\_

Sub-Total: \$ \_\_\_\_\_

**Meals**

An overnight stay is required for reimbursement for meals. While on out-of-District tips, a meal allowance shall be paid on a per diem basis for meals. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed sixty dollars (\$60) per day. Day 1

\$ \_\_\_\_\_

Day 2 \$ \_\_\_\_\_

Day 3 \$ \_\_\_\_\_

Day 4 \$ \_\_\_\_\_

Day 5 \$ \_\_\_\_\_

Sub-Total: \$ \_\_\_\_\_

**Lodging** (attach receipts)

\_\_\_\_\_ days @ \$ \_\_\_\_\_ per day including tax.

Sub-Total: \$ \_\_\_\_\_

**Other Expenses** (Attach itemized receipts)

\_\_\_\_\_  
\_\_\_\_\_

Sub-Total: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

I certify that the above expenses were incurred by me on behalf of Beechwood Board of Education and/or Beechwood Elementary School and/or Beechwood High School, and none of these expenses shall be paid for or reimbursed from any other source.

\_\_\_\_\_  
Signature of Person Requesting Payment

**Approved for Payment**

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Business Mgr.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Staff Use of Electronic Devices**

Employees issued an electronic device are responsible for its safekeeping at all times. Defective, lost or stolen equipment (pagers, digital or cell phones, etc.) are to be reported immediately to the Central Office so that the service provider may be notified.

Electronic devices issued to employees are to be returned to the Central Office designee at the conclusion of the school year, activity or as otherwise specified.

**RESTRICTIONS**

All drivers shall comply with applicable legal requirements concerning use of cellular telephones and other personal communication devices while operating a Board-owned vehicle.

- Employees shall not engage in activities that distract them from safely operating a vehicle.
- Except for communications made to and from a central dispatch, school transportation department, or its equivalent, drivers shall not use an electronic device, including those used for calling, texting or emailing while operating a Board-owned vehicle unless the vehicle is parked or unless there is a bona fide emergency, which shall include, but not be limited to the following actions:
  1. Report illegal activity;
  2. Summon medical help;
  3. Summon a law enforcement or public safety agency; or
  4. Prevent injury to a person or property.
- Except for emergencies, electronic devices are not to be used for conversations involving District information of a confidential nature.
- Board-owned electronic devices are not to be loaned to others.

**Maintenance Request**

To report needed maintenance, use Procedure 05.2 AP.22/Maintenance Request Form.

Review/Revised:6/14/11

## Notice of Employee Separation

The employee named below was separated today: \_\_\_\_\_

*Date of Separation*

<b>Employee's Name</b> _____			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<b>Employee's ID #</b> _____	<b>Job Title</b> _____		
<b>Job Description:</b> _____			

<b>Wages Reported to State of</b> _____	<b>First Day Worked:</b> _____ <b>Last Day Worked:</b> _____	<b>Starting Rate of Pay:</b> _____ <b>Ending Rate of Pay:</b> _____
---	---	--

REASON FOR SEPARATION — CHECK ONE (1) AND EXPLAIN UNDER "REMARKS":		
<p style="text-align: center;"><b>LACK OF WORK</b></p> <input type="checkbox"/> No other information <input type="checkbox"/> Reduction in force <input type="checkbox"/> Job eliminated <input type="checkbox"/> Reorganization <input type="checkbox"/> End of temporary employment <input type="checkbox"/> End of seasonal employment <input type="checkbox"/> Project completed <input type="checkbox"/> Casual <input type="checkbox"/> Partially unemployed/reduced hours <input type="checkbox"/> On-call <input type="checkbox"/> Temporary <input type="checkbox"/> Work site closed Remarks: _____	<p style="text-align: center;"><b>DISCHARGE</b></p> <input type="checkbox"/> No other information <input type="checkbox"/> Insubordination <input type="checkbox"/> Violation of company rules or policies <input type="checkbox"/> Violation of safety rules <input type="checkbox"/> Reported under influence of alcohol <input type="checkbox"/> Reported under influence of drugs <input type="checkbox"/> Destruction of company property — willful <input type="checkbox"/> Destruction of company property — carelessness <input type="checkbox"/> Fighting on company property <input type="checkbox"/> Leaving work station <input type="checkbox"/> Falsification of employment application <input type="checkbox"/> Dishonesty — falsified company records <input type="checkbox"/> Dishonesty — unauthorized removal of company property <input type="checkbox"/> Dishonesty — monetary theft <input type="checkbox"/> Dishonesty — other <input type="checkbox"/> Absenteeism — unreported <input type="checkbox"/> Absenteeism — excessive and/or unauthorized <input type="checkbox"/> Tardiness — frequent <input type="checkbox"/> Failed to maintain union status <input type="checkbox"/> Excessive garnishments <input type="checkbox"/> Quality of work <input type="checkbox"/> Quantity of work <input type="checkbox"/> Poor performance <input type="checkbox"/> Probationary — not qualified for job <input type="checkbox"/> Poor judgment — no misconduct <input type="checkbox"/> Lack of technical knowledge <input type="checkbox"/> Inability to work — illness <input type="checkbox"/> Failure to pass physical Remarks: _____	<p style="text-align: center;"><b>RETIREMENT</b></p> Disability Retirement <input type="checkbox"/> Yes <input type="checkbox"/> No Retirement <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: _____
<p style="text-align: center;"><b>QUIT</b></p> <input type="checkbox"/> Reason unknown <input type="checkbox"/> Abandoned job <input type="checkbox"/> Walked off job <input type="checkbox"/> Did not return from leave <input type="checkbox"/> Did not return from layoff <input type="checkbox"/> Personal — not job-related <input type="checkbox"/> School <input type="checkbox"/> Marriage <input type="checkbox"/> Relocate <input type="checkbox"/> Family obligations <input type="checkbox"/> Unable to obtain babysitter <input type="checkbox"/> Transportation <input type="checkbox"/> Accept another job <input type="checkbox"/> Go into own business <input type="checkbox"/> Illness <input type="checkbox"/> Maternity <input type="checkbox"/> Enter military <input type="checkbox"/> Dissatisfaction — work hours <input type="checkbox"/> Dissatisfaction — salary <input type="checkbox"/> Dissatisfaction — working conditions <input type="checkbox"/> Dissatisfaction — performance review <input type="checkbox"/> Dissatisfaction — supervisor <input type="checkbox"/> Dissatisfaction — company policies Remarks: _____	<p style="text-align: center;"><b>LEAVE OF ABSENCE</b></p> <input type="checkbox"/> No other information <input type="checkbox"/> Illness <input type="checkbox"/> Maternity <input type="checkbox"/> Injury — work-connected <input type="checkbox"/> Injury — not work-connected <input type="checkbox"/> Military <input type="checkbox"/> Family obligations <input type="checkbox"/> Personal <input type="checkbox"/> School <input type="checkbox"/> Other Remarks: _____	<p style="text-align: center;"><b>MISCELLANEOUS</b></p> <input type="checkbox"/> No information whatsoever <input type="checkbox"/> Refusal to work <input type="checkbox"/> Change of status <input type="checkbox"/> Transfer to new location <input type="checkbox"/> Death Remarks: _____

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

Review/Revised: 6/14/11

**-CERTIFIED PERSONNEL-**

**Evaluation Committee/Evaluators and Observers**

**EVALUATION COMMITTEE**

An Evaluation Committee consisting of an equal number of teachers and administrators shall develop the certified evaluation plan, the personnel evaluation procedures and forms meeting all requirements of the Kentucky Framework for Personnel Evaluation.

**TRAINING AND TESTING OF EVALUATORS**

In meeting the evaluation requirements of KRS 156.557 and 704 KAR 3:370, evaluators shall be trained, tested, and approved according to the District's certified evaluation plan.

Evaluator training shall include:

- a) Initial certified evaluation training and testing provided by the Kentucky Department of Education or provider approved by the Department;
- b) Training on KRS 156.557 and 704 KAR 3:370;
- c) Training in effective observation and conferencing techniques, in providing clear and timely feedback, in establishing and assisting with a professional growth plan, and in summative decision techniques; and
- d) A minimum of six (6) hours annually of personnel evaluation system training approved by the Instructional Leadership Improvement Act established in 704 KAR 3:325.

~~-CERTIFIED PERSONNEL-~~

**Professional Meeting Request**

Employee's Name \_\_\_\_\_ Date of Request \_\_\_\_\_

School/Location \_\_\_\_\_

Name of Conference/Workshop \_\_\_\_\_

Date(s) of Workshop \_\_\_\_\_ Time(s) of Workshop \_\_\_\_\_

Rationale for Attendance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT?**  **Yes**  **No**

Has the credit been approved by the Professional Development Coordinator/Committee?  **Yes**  **No**

**ARE YOU REQUESTING INSTRUCTIONAL LEADERSHIP CREDIT?**  **Yes**  **No**

Has the credit been approved by Superintendent/designee?  **Yes**  **No**

**WILL YOU BE PARTICIPATING AS A CONSULTANT?**  **Yes**  **No**

If yes, will you be paid for your services?  **Yes**  **No**

**HOW WILL YOU SHARE INFORMATION GAINED WITH COLLEAGUES?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Superintendent/designee's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

~~\* PERSONNEL REQUESTING APPROVAL FOR ATTENDANCE AT PROFESSIONAL MEETINGS THAT REQUIRE EXPENSE REIMBURSEMENT MUST COMPLETE THE TRAVEL REQUEST FORM, 03.125 AP.21 AND SUBMIT THE COMPLETED FORM TO THE SUPERINTENDENT/DESIGNEE FOR APPROVAL PRIOR TO ATTENDANCE/REGISTRATION.~~

~~\* AFTER ATTENDING PROFESSIONAL MEETINGS, PERSONNEL MUST COMPLETE THE TRAVEL EXPENSE VOUCHER, 03.125 AP.22 AND SUBMIT THE COMPLETED VOUCHER AND ALL REQUIRED RECEIPTS TO THE SUPERINTENDENT/DESIGNEE FOR REIMBURSEMENT OF EXPENSES.~~

**RELATED PROCEDURES:**

03.125 AP.21, 03.125 AP.22

Review/Revised:6/14/11



### District Training Requirements

SCHOOL YEAR: \_\_\_\_\_

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

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	<a href="#">KRS 160.180</a> ; <a href="#">702 KAR 001.115</a> ; <a href="#">701 KAR 008.020</a>	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	<a href="#">KRS 160.350</a>	02.12			✓	
Certified Evaluation Training.	<a href="#">KRS 156.557</a> ; <a href="#">704 KAR 003.370</a>	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	<a href="#">KRS 158.4414</a>	02.31			✓	
Council member training hours.	<a href="#">KRS 160.345</a>	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	<a href="#">KRS 160.380</a>	03.11 AP.2521			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	<a href="#">KRS 160.445</a> ; <a href="#">KRS 161.166</a> ; <a href="#">KRS 161.185</a> ; <a href="#">702 KAR 007.065</a>	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 <a href="#">401 KAR 058.010</a> <a href="#">803 KAR 002.308</a> OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.42811 1		✓		
Teacher professional development/learning.	<a href="#">KRS 156.095</a>	03.19	✓			
Active Shooter Situation training each year by November 1.	<a href="#">KRS 156.095</a>	03.19/03.29			✓	
Instructional leader training.	<a href="#">KRS 156.101</a>	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	<a href="#">KRS 161.044</a>	03.5			✓	
Orientation materials for volunteers.	<a href="#">KRS 161.048</a>	03.6			✓	
Integrated Pest Management (7a) Certification.	<a href="#">302 KAR 029:060</a>	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
Automated external defibrillators (AEDs), training on use of such.	<a href="#">KRS 158.162</a> <a href="#">KRS 311.667</a>	03.1161/03.2241 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	<a href="#">KRS 158.4412</a>	05.4			✓	
Fire drill procedure system.	<a href="#">KRS 158.162</a>	05.41		✓		
Lockdown drill procedure system.	<a href="#">KRS 158.162</a> <a href="#">KRS 158.164</a>	05.411		✓		
Severe Weather/Tornado drill procedure system.	<a href="#">KRS 158.162</a> <a href="#">KRS 158.163</a>	05.42		✓		
Earthquake drill procedure system.	<a href="#">KRS 158.162</a> <a href="#">KRS 158.163</a>	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	<a href="#">702 KAR 005:080</a>	06.221			✓	
Annual in-service school bus driver training.	<a href="#">702 KAR 005:030</a>	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	<a href="#">KRS 158.852</a> 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared	<a href="#">704 KAR 003:285</a>	08.132	✓		✓	

through appropriate professional development to address the individual needs, interests, and abilities of the students.						
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PERSONNEL

03.19 AP.23  
(CONTINUED)

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	<a href="#">KRS 156.095</a>	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children’s Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Provide two (2) suicide prevention awareness lessons each school year. Staff training for suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every each school year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades four (4) six (6) through twelve (12).]	<a href="#">KRS 156.095</a> ; <a href="#">KRS 158.070</a>	09.22			✓	
Anonymous reporting tool: Develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool for students, parents, and community members.	<a href="#">KRS 158.4451</a>	09.22		✓		
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	<a href="#">KRS 158.070</a>	09.22			✓	
Training for school personnel authorized to give medication.	<a href="#">KRS 158.838</a> <a href="#">KRS 156.502</a> <a href="#">702 KAR 001:160</a>	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	<a href="#">KRS 158.148</a> ; <a href="#">KRS 158.154</a> ; <a href="#">KRS 158.155</a> ;	09.2211		✓		

	<a href="#">KRS 158.156</a> ; <a href="#">KRS 620.030</a>					
Personnel training on restraint and seclusion and positive behavioral supports.	<a href="#">704 KAR 007:160</a>	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	<a href="#">KRS 156.095</a>	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District’s Alternative Education Program.	<a href="#">704 KAR 019:002</a>	09.4341			✓	
Student discipline code.	<a href="#">KRS 158.148</a> ; <a href="#">KRS 158.156</a> ; <a href="#">KRS 158.444</a> ; <a href="#">KRS 525.070</a> ; <a href="#">KRS 525.080</a>	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	<a href="#">016 KAR 005:040</a>				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	<a href="#">KRS 158.818</a>				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	<a href="#">KRS 158.832</a>		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	<a href="#">KRS 158.6453</a> (SB 1)		✓			
Grants regarding training for state-funded community education directors.	<a href="#">KRS 160.156</a>				✓	
Local Board to develop and implement orientation program for adjunct instructors.	<a href="#">KRS 161.046</a>				✓	
KDE shall provide technical assistance and training for multi-tiered system of supports upon District request.	<a href="#">KRS 158.305</a>				✓	

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

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

Review/Revised: 08/12/2024

PERSONNEL \_\_\_\_\_

03.21 AP.24

~~-CLASSIFIED PERSONNEL-~~

**Application/Interview Summary**

POSITION \_\_\_\_\_

DATE \_\_\_\_\_

Applicant's Name	Application Evaluation Score	Interview Evaluation	Required certificates, licenses, etc., where applicable	Comments/Recommendations

~~RELATED PROCEDURES:~~

~~03.21 AP.22, 03.21 AP.23~~

Review/Revised:6/14/11

- CLASSIFIED PERSONNEL -

**Job Vacancy Notice**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

JOB TO BE POSTED: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE:  FULL-TIME  PART-TIME  FLEX  TEMPORARY

IS THIS A NEW POSITION?  YES  NO

ADDITIONAL INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION DEADLINE: \_\_\_\_\_

*(Unless otherwise noted, all classified positions shall be posted in accordance with policy 03.21.)*

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.*

Superintendent/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

PERSONNEL

03.21 AP.25

- CLASSIFIED PERSONNEL -

**Recommendation for Employment**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ YEARS OF EXPERIENCE: \_\_\_\_\_

RATE OF PAY: \_\_\_\_\_

CHECK ONE:  FULL-TIME  PART-TIME  TEMPORARY

IS THIS AN ITINERANT POSITION?  YES  NO

IS THIS APPLICANT CURRENTLY EMPLOYED BY THE DISTRICT?  YES  NO

ADDITIONAL INFORMATION OR STIPENDS AFFECTING PAY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*All employment recommendations must be submitted on this form. Please return to the Superintendent/designee at the Central Office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs or activities as set forth in Title IX and VI, and in Section 504.**

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**Central Office Use**

RECOMMENDATION APPROVED  RECOMMENDATION DENIED

CLASSIFIED YRS EXP \_\_\_\_\_ INITIAL STEP/PLACEMENT \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Driving Record Violations and Personnel Actions

### NEW/RETURNING SCHOOL BUS DRIVERS

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

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

### CURRENT EMPLOYEES

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

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for driving under the influence (DUI) or driving while intoxicated (DWI);
7. Conviction for reckless driving;
8. Citation for any moving motor vehicle violation including driving under the influence (DUI) or driving while intoxicated (DWI) and reckless driving;
9. Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
10. Conviction of an offense that would classify a person as a violent offender under KRS 439.3401 for a felony sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, or is required to register as a sex offender as a violent offender as defined in ~~KRS 17.165~~;
11. Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or
12. Other criminal or moving vehicle violation, as determined by Superintendent/ designee to bear a reasonable relationship to the ability of the individual to perform the job.

**NOTE:** [702 KAR 005:080](#) requires school bus drivers to immediately report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

Review/Revised: 8/12/2024

**Travel Request/Reimbursement of Expense**

Reimbursement forms can be found as Procedures coded **03.125 AP.21/Professional Learning Proposal and 03.125 AP.22/Reimbursement of Expense Voucher**. **These** forms are to be used by Board members, certified personnel, and classified personnel.

**Per IRS regulation, an overnight stay is required in order to claim the meal reimbursement (\$60.00). A per diem day is defined as a departure time of 10:00 A.M. or earlier and a return time of 3:00 P.M. or later. The accumulation of two (2) half-days may be used to equal one (1) full day.**

**Staff Use of Electronic Devices**

For information relating to staff use of electronic devices, see procedures in the 03.1321 section.

**RELATED PROCEDURES:**

03.1321 AP.1

03.1321 AP.2

**Maintenance Request**

To report needed maintenance, use Procedure 05.2 AP.22/Maintenance Request Form.

Review/Revised:6/14/11

**- CLASSIFIED PERSONNEL -****Evaluation Process****FREQUENCY AND TIME**

Each classified employee shall be evaluated at least once each year. This evaluation shall be performed by the Principal or the Immediate Supervisor by **April 30th**.

**EVALUATION PROCEDURE**

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the report filed with personnel records in the Central Office. An appeal process is available to employees who wish to appeal their evaluation.

**EVALUATION APPEAL**

An employee may appeal his/her evaluation as follows:

1. The employee may request a review of his/her evaluation with the immediate supervisor.
2. If a review is requested, the Superintendent/designee shall set the time and place of the review with the employee and immediate supervisor.
3. During the review process, the employee shall be given the opportunity to present any evidence or testimony supporting his/her position.
4. Within ten (10) working days of the hearing, the Superintendent/designee shall prepare and forward to the employee and the employee's supervisor a written response to the appeal.
5. All information relating to the employee's evaluation shall be placed in the employee's appropriate personnel file.
6. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.

**RELATED PROCEDURES:**

03.28 AP.21

03.28 AP.22

- CLASSIFIED PERSONNEL -

**Evaluation Appeal Form**

**INSTRUCTIONS**

This form is to be used by classified employees who wish to appeal their final summative evaluation. If you feel that you were not fairly evaluated you may submit an appeal to the Superintendent by completing this form and returning it to the Superintendent within five (5) working days of the receipt of your summative evaluation.

EMPLOYEE'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_

POSITION: \_\_\_\_\_

WHAT SPECIFICALLY DO YOU OBJECT TO OR WHY DO YOU FEEL YOU WERE NOT FAIRLY EVALUATED?  
IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL SHEET.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE YOU RECEIVED THE EVALUATION \_\_\_\_\_

EVALUATOR'S NAME \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature* *Date*

**RELATED PROCEDURES:**

- 03.28 AP.1
- 03.28 AP.21

**- CLASSIFIED EMPLOYEES -****Employment-Related Staff Development****ONGOING**

Classified employees shall be involved in ongoing staff development to improve their performance and the assistance they provide to the instructional program.

**NEEDS ASSESSMENT**

Supervisors of classified employees shall conduct a prioritized needs assessment which shall be forwarded to the Superintendent/designee or school-based council, as appropriate.

**SUPERVISORY EMPLOYEES**

Classified personnel who hold supervisory positions shall be involved in regularly scheduled meetings with their Central Office Supervisors.

**PROFESSIONAL LEAVE**

Classified personnel, upon approval by the Superintendent/designee, may be granted professional leave with expenses reimbursed by the Board for the purpose of attending approved meetings/conferences which relate to their areas of employment.

**REQUIRED IN-SERVICE**

Transportation employees, including bus drivers, and food service employees shall receive in-service training in accordance with the requirements specified in state statutes and regulations.

**ALL OTHER CLASSIFIED STAFF**

Appropriate training may be provided throughout the school year for custodians, clerical staff members, maintenance personnel, and teacher aides.

**RELATED PROCEDURES:**

03.225 AP.2

03.29 AP.2

~~-CLASSIFIED EMPLOYEES-~~

**Employment-Related Meetings Request**

Employee's Name \_\_\_\_\_ Date of Request \_\_\_\_\_

School/Location \_\_\_\_\_

Name of Conference/Workshop \_\_\_\_\_

Date(s) of Workshop \_\_\_\_\_ Time(s) of Workshop \_\_\_\_\_

Rationale for Attendance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you requesting in-service credit?  Yes  No

\_\_\_\_\_ Has the credit been approved by the Superintendent/designee?  Yes  No

Will you be participating as a consultant?  Yes  No

\_\_\_\_\_ If yes, will you be paid for your services?  Yes  No

How will you share information gained with colleagues? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Superintendent/designee's Signature*

\_\_\_\_\_  
*Date*

<p>* <del>PERSONNEL REQUESTING APPROVAL FOR ATTENDANCE AT EMPLOYMENT-RELATED MEETINGS THAT REQUIRE EXPENSE REIMBURSEMENT MUST COMPLETE THE TRAVEL REQUEST FORM, 03.125 AP.21 AND SUBMIT THE COMPLETED FORM TO THE SUPERINTENDENT/DESIGNEE FOR APPROVAL <u>PRIOR</u> TO ATTENDANCE/ REGISTRATION.</del></p> <p>* <del>AFTER ATTENDING EMPLOYMENT-RELATED MEETINGS, PERSONNEL MUST COMPLETE THE TRAVEL EXPENSE VOUCHER, 03.125 AP.22 AND SUBMIT THE COMPLETED VOUCHER AND ALL REQUIRED RECEIPTS TO THE SUPERINTENDENT/DESIGNEE FOR REIMBURSEMENT OF EXPENSES.</del></p>
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**RELATED PROCEDURES:**

~~03.225 AP.21, 03.225 AP.22~~

Review/Revised:6/14/11



**Budget Planning Timeline**

Month	Due Dates/Event	Date Completed
<b>END OF 1ST SCHOOL MONTH</b>	Each school site administrator records that school’s official student enrollment for the current school year.	
<b>OCTOBER</b>	15 - Each site administrator, under the direction of the school council in SBDM schools, shall conduct a needs assessment of program and support services, facility, and maintenance. 30 - School needs assessment presented to the Superintendent.	
<b>DECEMBER</b>	1 - The Superintendent completes the District needs assessment and presents a summary report to the Board. 31 - Superintendent presents to the Board revenue projections for the District for the ensuing year.	
<b>JANUARY</b>	15 - Superintendent presents draft District budget plan, including estimated salary increases, to the Board. Board reviews District priorities along with the educational plan/needs assessment for the District. *31 - Board reviews draft budget plan and establishes budget parameters for the ensuing school year.	
<b>MARCH</b>	*1 - Board provides tentative notice of allocations to school councils 2 - Based on the educational plan/needs assessment developed earlier, the site administrator begins work with parent and teacher groups on development of the school budget.	
<b>APRIL</b>	15 - Superintendent and/or council members present school council budgets to the Board for review.	
<b>MAY</b>	*1 - Board provides final notice of allocations to school councils. *15 - Superintendent notifies certified staff of any reduction(s) in responsibilities no later than ninety (90) days before the first student attendance day of the school year or May 15, whichever comes first. 30 – SBDM adopts tentative working budget *30 - Board adopts tentative working budget, including salary schedules.	
<b>JUNE</b>	30 - By this date, each school/school council shall make an annual report at a public meeting of the Board describing the school’s progress in meeting the educational goals set forth in KRS 158.6451 and District goals established by the Board. (KRS 160.345)	
<b>JULY</b>	25 - Annual financial report and balance sheet submitted electronically to KDE. 30 – School council adopts school working budget and presents to the Superintendent	
<b>SEPTEMBER</b>	*1 - Board sets tax rates. (Date may vary, depending when tax rates are certified by the Chief State School Officer per KRS 160.470.) Board must levy rates and send them to KDE within 30 days of receiving assessment data. *15 – Staffing allocations to school councils are adjusted if changes in enrollment occur. *30 - Board adopts a working budget to be submitted electronically to KDE.	
*Board action required by statute and/or regulation		

**Depositories**

**SELECTION OF DEPOSITORY(IES)**

The Superintendent shall notify the Board if a depository or depositories (~~up to 3~~) are to be selected with an effective date of July 1.

Review/Revised: 8/12/2024

## Purchasing

### SCHOOL PURCHASING

1. Funds for expenditures authorized by the approved budget are to be made available to each Principal and school council who will advise staff of the available appropriations.
2. Principal/school council shall budget the allocations available to the school. Purchases made from these allocations shall be on Board purchase orders.
3. Requisitions are to be completed by the department head or teacher and sent to the Principal /designee for approval.

A standard invoice, copy of a contract, or some documentation of approval for the payment must be attached if no purchase order has been issued.

4. If the Requisition is approved, the Principal/designee shall record the date, vendor, and amount of the purchase on the appropriate record form (computer or binder).
5. The Requisition is then forwarded to the school/Central Office designee.
6. Unless otherwise specified, copies of the purchase order shall be forwarded to the vendor, the school/District finance officer, and the person who placed the order.
7. When an order arrives, the person who placed the order checks the items received and signs and dates the receiving report or packing slip. A notation is made on the receiving report or packing slip as to the condition of the items received and any shortage in the shipment. The receiving report or packing slip is then returned to the school/District finance officer to be matched with the invoice.
8. The school/District finance officer clears the invoice for payment and charges the expenditure to the appropriate school account. The Superintendent/designee shall send a budget update to each school at least once each quarter.
9. If a purchase needs to be made on an emergency basis as defined by the Principal/designee, the employee shall complete a purchase order, obtain the signature of the Principal/designee, and arrange for the purchase. The employee shall then complete all other purchasing procedures.

All orders for the current fiscal year must be approved by the Principal/designee by **May 15**.

10. All invoices for the current fiscal year must be presented to the school/Central Office designee by **June 15**.

**Purchasing****DISTRICT PURCHASING**

1. Expenditures authorized in the approved budget are made available to authorized Central Office personnel who make purchases.
2. Requisitions shall be completed and sent to the Superintendent/designee for approval.
3. If approved, the order is placed, copies of the purchase order are distributed, as appropriate, and a record of the purchase is completed.
4. When an order arrives, the person who placed the order checks the items received and signs and dates the appropriate copy of the purchase order. A notation is made on the receiving report as to the condition of the items received and any shortage in the shipment. The receiving report is then returned to the District finance officer for payment.
5. If a purchase needs to be made on an emergency basis as defined by the Superintendent/designee, the employee shall complete a purchase order, obtain the signature of the Superintendent/designee, and arrange for the purchase. The employee shall then complete all other purchasing procedures.
6. All orders for the current fiscal year must be approved by the Superintendent/designee by **May 15**.
7. All invoices for the current fiscal year must be presented to the Central Office designee by **June 30**.

## Fire Drills

### **DRILLS**

The Principal shall schedule fire drills according to Policy 05.41 and shall complete Procedure 05.41 AP.2.

### **RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

The Principal/designee shall:

1. Plan/coordinate all drills to minimize disruption of the educational process.
2. Provide plan of predrill and pretraining instruction, including but not limited to, warning signals and safe areas, for all staff and students.
3. Use a distinctive fire alarm for fire drills only and an “all-clear” signal to indicate a return to the classroom.
4. Designate an outdoor evacuation area for each classroom at least 100 feet away from the building and out of doorways.
5. Prepare and keep on file a report on all drills and forward a copy to the Superintendent/designee, as required.
6. Implement the following procedures when reporting fires:
  - a) Ring alarm, evacuate building, and call Fire Department.
  - b) Notify Superintendent/designee.
  - c) In conjunction with Fire Department personnel, ascertain whether or not building is safe to re-enter. Immediately notify Superintendent/designee of any damage.
  - d) Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
7. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

### **FACULTY/STAFF RESPONSIBILITIES**

Faculty/staff shall:

1. Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).
2. Upon the sound of a fire alarm, all staff will await further instructions from administration in order to maintain a safe exit from the building.
3. Close all classroom windows and doors before leaving.
4. Turn off all lights and gas jets in the room.
5. Maintain order during the evacuation and arrange assistance for students with disabilities.
6. Take roll book and check roll when the class is in its evacuation area. No person is to remain in the building during a fire drill.
7. Report to the Principal any student who is missing.

**Fire Drills**

**RELATED PROCEDURE:**

05.41 AP.2

## **Severe Weather Drills**

### **DRILLS**

The Principal/designee shall schedule severe weather drills according to Policy 05.42 and shall complete Procedure 05.41 AP.2.

### **DEFINITIONS**

*Severe weather* - Tornadoes, destructive winds, severe thunderstorms, severe snow or freezing rain shall be considered to be severe weather.

*Drop procedure* – an activity during which each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows.

*Safe area* – a designated space including an enclosed area with no windows, a basement or the lowest floor using the interior hallway or rooms, or taking shelter under sturdy furniture.

### **RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

Implementation of the school building disaster plan shall be the responsibility of the Principal or designee. As part of the implementation process, the Principal/designee shall:

1. Plan/coordinate all evacuation drills to minimize disruption of the educational process.
2. Provide plan of predrill and pretraining instruction, including but not limited to, warning signals, the approved drop procedure, and safe areas, for all staff and students.
3. Assure that the school can receive and understand communications for severe weather watches and warnings.
4. Designate, mark, and post assigned and alternate safe areas as follows:
  - a) Students/personnel who are housed in one-story buildings, shops, and in portable buildings shall be brought into interior halls or corridors of the main buildings.
  - b) Students/personnel who are housed in two-story buildings should be evacuated from the top floor to interior halls of the lower floor.
  - c) Students/personnel shall not be placed in auditoriums, gymnasiums, cafeterias, or other large areas with a wide, free span roof or in boiler or furnace rooms.
5. Maintain in the Principal's office a master chart of the safe areas.
6. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
7. Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
8. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

**Severe Weather Drills****FACULTY/STAFF RESPONSIBILITIES**

The faculty and staff shall:

1. Utilize designated safe areas during a severe weather drill or warning.
2. Instruct students in the procedures to be used during a severe weather drill, watch, or warning.
3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
4. Require students to use one of the following positions, as appropriate:<sup>1</sup>
  - a) Rest on knees, lean forward, cover face by crossing arms above face.
  - b) Sit on floor, cross legs, cover face with folded arms.
  - c) If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.
5. Remain in the assigned safety area with students until the “all-clear” signal or recall signal is given.
6. Report to the Principal any student who is missing.

**CUSTODIANS’ RESPONSIBILITIES**

When a tornado warning has been received, the Principal/designee shall notify the head custodian/designee to:

1. Turn off all gas and electrical appliances.
2. Turn off all motor-operated equipment and pilot lights to hot water heaters or stoves in furnace rooms, cafeterias, home economics rooms, and shops.

**BUS DRIVERS’ RESPONSIBILITIES**

If the bus is en route to or from school when a severe weather warning is issued, drivers shall:

1. If available, take shelter in a substantially strong, weather proof building in the immediate vicinity.
2. Otherwise, stop the bus near a depression or cut in the road where possible and keep the students in the bus, except when a tornado or destructive winds occur, in which case lead students away from the bus and power lines and instruct them to lie flat in a ditch.

<sup>1</sup> Kneeling and sitting positions should be maintained for only a short period of time. If the alert must be kept for a longer time, students should be permitted to stand for a brief period and then resume kneeling or sitting positions.

**RELATED PROCEDURE:**

05.41 AP.2



**Implementation of System**

District personnel shall comply with requirements established in Kentucky Administrative Regulations, **the Statewide Transportation Services Policy Guidelines**, the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation, **and Board Policy 09.2261**.

Review/Revised: 8/12/2024

**Conduct on Bus**

**RULES OF CONDUCT**

Specific rules of conduct on school buses can be found in the Student Code of ~~Conduct~~ **Acceptable Behavior and Discipline** and/or in the student handbook.

**ENFORCEMENT**

Bus drivers will assist the Principal and Central Office personnel in enforcing the rules of conduct on school buses. If any pupil persists in violating these rules, the driver shall notify the Principal.

Review/Revised: 8/12/2024

**School and Community Nutrition Program**

**FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT**

Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee.

**MEAL CHARGES**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

**When a student accumulates \$20.00 in meal charges, the Cafeteria Manager/designee shall initiate the following collection process:**

- 1. Students shall be allowed to have a regular lunch for any day that they have money for the purchase until the end of the month in which charges reach the \$20.00 limit. Beginning the following month any money brought to food service will be applied to outstanding charges until all charges are paid.**

**School and Community Nutrition Program**

**MEAL CHARGES (CONTINUED)**

- 2. When charges reach \$5.00, an email and letter shall be sent to the parent/guardian to inform them of the balance due. A copy of the charge notice shall be sent to the Principal to inform him/her that the student is approaching the limit for charges.**
- 3. Extras cannot be purchased until all charges are cleared. Students who receive Free/reduced lunch and desire extras shall have them provided on a cash only basis at full price.**
- 4. At no time should staff discuss charges with students. Staff may remind the student that their account is low or that it is time to add money to their account.**
5. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent.

Food Service funds may be used to collect delinquent meal charges.

**REFERENCES:**

702 KAR 6:090  
7 C.F.R. 245.6

### Free and Reduced-Price Meals

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, federal and state policies and regulations must be followed:

#### **DEFINITION**

For purposes of this administrative procedure, “authorized school official” means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education who are authorized by applicable law and regulation to process information or act in connection with the matter described.

#### **STUDENTS**

To implement required policies and regulations, these procedures will be followed for student participants:

1. Free and reduced-price meals will be granted on the basis of need as determined by state and federal guidelines.
2. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year. If applicable, an application form for free and reduced-price meals will accompany the letter. Applications will be kept on file through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. If school personnel have knowledge of a student who is in need of free or reduced-price meals but does not have the parents' cooperation to submit an application, an application shall be submitted in the student's name by an authorized school official.  
The parents shall be notified that the child has been certified eligible to receive free/reduced-price meals.
4. After reviewing the application for free and reduced-price meals, the eligibility of each student shall be determined by an authorized school official.
5. Written notification of approval or denial of the application shall be provided to the parents.
6. If the parent or guardian is dissatisfied with the above decision regarding free and reduced-price meals, an appeal may be made to the Superintendent/designee.
7. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by Superintendent or designee.

#### **ADULTS**

All school personnel regularly assigned to a school may have access to meals served in the School Food Service Program. The cost of the meal shall be determined by the Board. Charges for adult meals shall be as follows:

1. Those adults who are assigned to work full or part-time in the School Food Service Program and whose salaries are paid entirely from food service funds may at the discretion of the District receive meals at no cost.

**Free and Reduced-Price Meals****ADULTS (CONTINUED)**

2. ~~All other District employees and all other adults shall pay the full adult meal price according to the following formula in FNS Instruction 782-5, Rev. 1:
  - a. ~~Adult meal price formula for Pricing Sites: The minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of Federal cash and donated food assistance (entitlement and bonus) for full price meals.~~
  - b. ~~Adult meal price formula for Non-Pricing Sites: The minimum adult payment should reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).~~~~
3. ~~It is required that the school food service program cost out their meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.~~
4. ~~The cost of the adult meal price must be determined annually by the Board according to the current federal requirements for establishing adult meal pricing.~~

Review/Revised:8/12/2019

**Parent Agreement Letter for Home/Hospital Instruction**

\_\_\_\_\_  
*Date*

Dear Parent:

\_\_\_\_\_  
*Student's Name*

a student at \_\_\_\_\_

\_\_\_\_\_  
*Name of School*

has met the requirements for the Home/Hospital Instruction Program.

There are several ways in which you can assist us in continuing the education of your child during his/her illness:

1. A responsible adult must be present in the home/hospital room during the time the Home/Hospital Teacher is present.
2. The Home/Hospital Teacher meets with the student a minimum of one hour on two (2) school days per week for individualized instruction. Absences are unexcused unless pre-arranged and the time rescheduled with the Home/Hospital Teacher during that same week.
3. A student with a communicable disease, as verified by a health professional, shall be eligible for the **Home/Hospital** Instruction Program. However, should the student's condition pose a serious health threat to the Home/Hospital Teacher, the student may receive alternate instruction such as correspondence, computer-assisted instruction, or video during the period of contagion.
4. Please check with your child regarding completion of required daily assignments in order to be ready for instruction at the next designated time.
5. Please provide a suitable work-study area where student and teacher can work with no interruption. The area should be clean, neat, and free from household traffic.
6. Other children, visitors, or pets should be kept out of the room so that the teacher will have the student's full **attention**.
7. Arrange for the child to have sufficient rest and to be ready for work when the teacher arrives at the home.
8. Complete the Application for Home/Hospital Instruction, including release of medical information to school officials.
9. In addition to the scheduled weekly home/hospital instruction, the student will work independently to complete assignments.
10. I understand that my child will be responsible for any required testing days including (MAP, CERT, KSA, ACT, etc).

*I agree to abide by the above requirements and grant permission for this child to receive home/hospital instruction.*

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

## **Gifted and Talented Students**

### **SELECTION FOR SERVICES**

The District shall systematically collect data on an ongoing basis that will provide the target population of candidates for services.

Primary students shall be selected and students in grades four through twelve (4-12) shall be identified in accordance with 704 KAR 3:285.

Once selected as qualifying for Primary Talent Pool services, a primary student need not be re-evaluated, except to determine suitability of services, until the end of the grade 3 year.

Once identified as qualifying for gifted education services in grades four through twelve (4-12), a student need not be re-evaluated.

At least once each school year, teachers will be provided information concerning the on-going identification process.

The Gifted-Talented Coordinator shall establish a process for identifying and implementing methods for providing equal access to services to under-represented populations.

### **CURRICULUM**

Each school shall provide a differentiated, articulated curriculum in accordance with Kentucky Administrative Regulations.

Curricular materials shall be those designed to challenge:

1. The talent pool participant (K-3) while focusing on continuous progress; and
2. The formally identified gifted learner (grades 4-12) and further develop the diagnosed talent and/or area of giftedness.

Service options for the formally identified gifted learner (grades 4-12) shall be described in the gifted and talented student services plan (GSSP), shall match the learner's needs, interests, and abilities, and shall be qualitatively differentiated from those provided in the standard curriculum.

### **PERSONNEL/FUNDING**

The District shall submit an application to the state in which seventy-five percent (75%) of the state funds for gifted education shall be used in the category of personnel, including salary, for those who primarily provide direct instructional services to students identified as demonstrating gifted and talented behaviors and characteristics. These teachers shall work directly with Primary Talent Pool/formally identified students, in addition to the regularly assigned classroom teacher(s) or for at least one-half (1/2) of the regular school day in a classroom made up of properly identified gifted students. These teachers must hold an appropriate certificate of endorsement for gifted education or an official approval.

Funding for any services beyond the state allocation shall be from school allocations as determined in the District budget.



**Gifted and Talented Students****PROGRAM EVALUATION**

Performance data shall be collected by the Gifted-Talented Coordinator as directed by administrative regulation for annual submission to the Kentucky Department of Education.

Each year the Gifted-Talented Coordinator shall be responsible for collecting data required for the annual report and submitting it to the Superintendent for his/her information prior to forwarding it to the Kentucky Department of Education. School data shall be signed by the Principal/Council Chair.

**PROCEDURAL SAFEGUARDS AND GRIEVANCES**

Parents and/or students (Grades K-12) may petition for identification or may appeal nonidentification or appropriateness of services.

1. The appealing party shall submit in writing to the Gifted-Talented Coordinator specifically why s/he believes that screening results are not accurate or talent pool services or service options in the gifted and talented student services plan are not appropriate and why an exception should be made or reconsideration given.
2. The Gifted-Talented Coordinator shall compile student data and present that along with the petition or appeal to the Selection/Placement Committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
3. The Committee shall hear appeals, make a recommendation, and respond in writing to the appealing party within ten (10) working days of receipt of the appeal and accompanying information. If the appeal concerns the nonavailability of appropriate service options, the Committee shall consult with the school council.
4. If the Committee rules in favor of the grievant, the following option shall apply as appropriate:
  - a) S/he may participate in the program as soon as the parent or guardian signs the required permission form.
  - b) A change in either the gifted and talented student services plan or provision of services shall be made in a timely manner.
5. If the Committee rules against the grievant, a further written appeal may be made to the Superintendent, who must respond in writing within ten (10) working days of receipt of the appeal.
6. Should the Superintendent uphold the decision of the Selection/Placement Committee, the appealing party may petition the Board, which will have the final decision in the case. The Board shall make a determination at the next regular meeting following receipt of the appeal.

**Rental/Late Payment Application Form**

Students in Grades 7-12 shall rent instructional resources, based on a fee schedule adopted by the Board. Because teaching supplies have been ordered based on projected enrollment; we must collect fees as soon as possible. In order to demonstrate to the auditor that we can account for all monies, we must have a receipt for payment or a signed statement from a parent indicating when the fees will be paid.

I wish to pay the following fees for \_\_\_\_\_ late.  
*Student's Name*

Homeroom Teacher \_\_\_\_\_

Division \_\_\_\_\_

<b>INSTRUCTIONAL RESOURCES</b>	<b>PERIOD</b>	<b>TEXTBOOK/CLASS</b>	<b>Amount Due</b>	<b>Paid</b>	<b>Not Paid</b>

**TOTAL** \_\_\_\_\_

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

## **Access to Electronic Media**

### **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

In addition, parents wanting to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

### **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or on District provided or sponsored technology services, to be private.

**Access to Electronic Media****RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized accounts.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

**RELATED POLICIES AND PROCEDURES:**

08.2322  
09.14

STUDENTS

DRAFT 7/3/2024

09.14 AP.12

Formatted: Centered

**Student Directory Information Notification**

Student Directory Information Notification shall be made digitally using the District's online portal.

**Deleted:** Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed.

Information about the living situation of a homeless student is not considered directory information.

**Date**

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for \_\_\_\_\_. Following is a list of items that the District considers

**Student's Name**

student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

*If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent.* If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

**Student Directory Information Listing** ... [1]



**Juvenile Justice Agency Certification Form**

Date: \_\_\_\_\_

Name of Agency Receiving Records: \_\_\_\_\_

The \_\_\_\_\_ Schools have released education records of

\_\_\_\_\_, who was born on \_\_\_\_\_

***Student's Name***

to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.

\_\_\_\_\_  
***Printed Name of Agency Representative***

\_\_\_\_\_  
***Signature of Agency Representative*** \_\_\_\_\_ ***Date***

Review/Revised:8/11/2014

**Documentation of Reporting Required by Law**

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

This form shall be used to document reports listed in Policy 09.2211 that are required by KRS 158.154, KRS 158.155, and KRS 158.156. After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall also report the alleged incident to the Principal for documentation.

STUDENT REPORTED FOR VIOLATION \_\_\_\_\_  
*Last Name First Name Middle Initial*

General nature of the alleged violation:

On \_\_\_\_\_, I reported the above incident to:  
*Date*

- District law enforcement agency
- Local law enforcement agency official; specify: \_\_\_\_\_
- Department of Kentucky State Police       County Attorney
- The Superintendent, who shall report it to the Board, if required by KRS 158.156

\_\_\_\_\_  
*Signature of Principal Reporting*      \_\_\_\_\_  
*Date*

The following information about the student involved is for internal tracking purposes only:

**INFORMATION FOR STUDENT REPORTED:**  
BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_  
PARENT/GUARDIAN \_\_\_\_\_  
*Last Name First Name Middle Initial*  
PARENT/GUARDIAN ADDRESS \_\_\_\_\_  
PARENT/GUARDIAN WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

If the report concerns an alleged student victim, the following information applies to that student:

**ALLEGED VICTIM** \_\_\_\_\_  
*Last Name First Name Middle Initial*  
BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_  
PARENT/GUARDIAN \_\_\_\_\_  
*Last Name First Name Middle Initial*  
PARENT/GUARDIAN ADDRESS \_\_\_\_\_  
PARENT/GUARDIAN WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_



**Documentation of Reporting Required by Law**

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

**PARENTAL NOTIFICATION**

If their child is involved in an incident related to KRS 158.156, the Principal shall notify parents/guardians in writing.

**BOARD NOTIFICATION**

For an incident related to KRS 158.156, the Principal shall report only the following information to the Superintendent to share with the Board:

<p>On _____, _____ students were involved in an incident</p> <p><i>Date</i>                      <i>Number</i></p> <p>reportable under KRS 158.156.</p> <p>_____</p>
--

*Name of School Signature of Principal*

**RELATED PROCEDURE:**

09.438 AP.21

Review/Revised: 8/12/2024

**Medicinal Cannabis Administration**

I (the school nurse or other school staff member) refuse to administer or supervise the administration of medicinal cannabis on school property.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review/Revised: 8/12/2024

**Transportation Services Policy Acknowledgement Form**

Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student’s first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student’s transportation privileges until the acknowledgement is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT NAME (PRINTED): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN NAME (PRINTED): \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

Per KRS 148.158, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.

Review/Revised: 8/12/2024

## **Child Abuse/Neglect/Dependency**

### **MAKING AN ~~ORAL~~ REPORT**

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an oral **or written** report, **including but not limited to electronic submission**, to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by statute ([KRS 620.050](#)).

Review/Revised: 8/12/2024

### School-Related Student Trip Evaluation Form

**SUBMIT THIS FORM TO THE PRINCIPAL WITHIN ONE (1) WEEK AFTER THE TRIP.**

**FACULTY MEMBER(S) SPONSORING TRIP** \_\_\_\_\_

**TYPE OF TRIP (CHECK ONE):**

- \_\_\_\_\_  Classroom Field Trip  Class (i.e., junior, senior) Trip, specify \_\_\_\_\_
- \_\_\_\_\_  Organization/Club Trip, specify \_\_\_\_\_  Other (athletic, band, if applicable) \_\_\_\_\_

**DESTINATION** \_\_\_\_\_ **DATE(S) OF TRIP** \_\_\_\_\_

**NUMBER OF STUDENTS** \_\_\_\_\_ **FACULTY SPONSORS** \_\_\_\_\_ **AND OTHER CHAPERONES** \_\_\_\_\_ **TOTAL** \_\_\_\_\_

**PURPOSE/EDUCATIONAL VALUE** \_\_\_\_\_  
\_\_\_\_\_

**HOW DID THIS DESTINATION MEET THE EDUCATIONAL OBJECTIVES?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT FOLLOW-UP ACTIVITIES DID YOU DIRECT IN THE CLASSROOM TO REINFORCE THE STUDENTS' FIELD TRIP EXPERIENCE?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WAS PUPIL BEHAVIOR OR SAFETY A PROBLEM ON THE TRIP?** \_\_\_\_\_  
\_\_\_\_\_

**WOULD YOU RECOMMEND THIS DESTINATION TO A COLLEAGUE OR REPEAT THE EXPERIENCE YOURSELF?**  
\_\_\_\_\_  
\_\_\_\_\_

**IF DISTRICT-PROVIDED TRANSPORTATION WAS USED;**

- DID THE DRIVER ARRIVE AT THE DESIGNATED TIME?** \_\_\_\_\_  Yes  No
- WAS THE DRIVER COURTEOUS AND POLITE?** \_\_\_\_\_  Yes  No
- DID THE DRIVER OPERATE THE VEHICLE IN A SAFE AND PROFESSIONAL MANNER?** \_\_\_\_\_  Yes  No
- WAS THE BUS CLEAN AT THE ONSET OF THE TRIP?** \_\_\_\_\_  Yes  No

**ON A SCALE OF 1-10, WITH 10 BEING THE HIGHEST, HOW WOULD YOU RATE THIS EDUCATIONAL EXPERIENCE?**

1    2    3    4    5    6    7    8    9    10

\_\_\_\_\_  
\_\_\_\_\_ *Sponsor's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Review/Revised:6/14/11

## **Juvenile Court Records**

### **RECEIPT BY PRINCIPAL**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee. ~~When the Principal receives juvenile court records or other information as permitted by KRS 610.345, s/he shall ascertain that the student named in the confidential record is currently enrolled in his/her school.~~

The Principal receiving this information shall retain the information in a locked file. Records or information disclosed to the Principal pursuant to this procedure shall not be disclosed to any other person, including school personnel, except the following:

1. School administrative, transportation, and counseling personnel,
2. Any teacher to whose class the student has been assigned,
3. Any school employee with whom the student may come in contact, or
4. Others as may be permitted by law.

The Principal is required by law to release the information to employees of the school having responsibility for classroom instruction or counseling of the child.

Those persons receiving this confidential information shall sign a confidentiality statement (09.43 AP.22).

If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed.

### **STUDENTS NOT ENROLLED IN THE SCHOOL**

If the juvenile is not currently enrolled in the school, the Principal shall return the records to the court and notify the clerk that the child is not enrolled.

In addition, the Principal shall return the records to the court and notify the clerk if the juvenile is changing school assignment within the District, transferring to a school in another district, graduating, or withdrawing from school.

### **RELATED PROCEDURES:**

09.14 AP section  
09.43 AP.22

Review/Revised: 8/12/2024