

Public Participation in Open Meetings

PUBLIC ATTENDANCE

The public and the news media are permitted to attend all open meetings of the Board. No person may be required to identify himself in order to attend any such meeting.¹

EXCEPTION

The chairperson may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.¹

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PUBLIC COMMENT PERIOD

Each regular meeting shall include a public comment period of at least fifteen (15) minutes, but not to exceed 45 minutes. However, the Board chairperson may permit public comment in excess for good cause shown. Any Board-imposed rules and policies regarding conduct during school board meetings shall apply during the public comment period.² The chairperson shall also establish the procedures to be followed at specific meetings, including whether Roberts' Rules of Order are to be followed.

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~~The agenda for open meetings may include an opportunity for the public to address the Board on matters within the Board's purview. Persons wishing to address the Board may do so at designated times but they first must be recognized by the chairperson. When a District employee is to be discussed, individuals or groups shall contact the Superintendent at least one (1) week in advance of the next regular meeting in order to be placed on the agenda. In addition, lengthy proposals suggesting changes in policy or operation shall be submitted in writing to the Superintendent at least one (1) week prior to the next Board meeting.~~

Any group who appears before the Board shall select a spokesman who shall address the Board. Other members of the group may do so with permission of the chairperson.

The board chairperson may, at his/her discretion, prioritize persons speaking on agenda items. Current Boone County School District students shall be given priority to speak first during the public comment period.

SPEAKERS

The chairperson may require the name and address of the speaker. The chairperson may rule on the relevance of the speaker's topic to the Board's agenda, and may prohibit public comment on any topic outside of the Board's purview or any topic which is exempt from public discussion by law. The chairperson may also establish time limits for speakers as may be required to maintain order and to ensure the expedient conduct of the Board's business.

Persons wishing to address the board must first be recognized by the chairperson speaking at a meeting without proper recognition may result in a request for assistance of law enforcement officer(s) in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.

Public Participation in Open Meetings**SPEAKERS (CONTINUED)**

The chairperson officer may:

1. Interrupt, warn, or terminate a speaker's public comment time when they make comments that are repetitive, obscene, and/or are comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest);
2. Request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly process of the meeting;
3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; or
4. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action.

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NON-AGENDA ISSUES FROM THE PUBLIC

Non-agenda issues from the public which fall within the Board's purview, such as proposals suggesting changes in policies or operation, shall be submitted in writing to the Board and entered into the minutes of the meeting. However, unless it is deemed an emergency in accordance with Kentucky law, the Board will not take official action regarding any non-agenda issue in the meeting at which the issue is first introduced.

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At the discretion of the Board chairperson, proposals may be placed on the agenda for the next regularly scheduled Board meeting for a first reading and public discussion. If they are accepted in principle by the Board, proposals shall then be placed on the agenda of a subsequently scheduled meeting for final action.

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REFERENCE:

¹KRS 61.840

²KRS 160.270

Ison v. Madison Local School District BoE, 3 F.4th 887, (6th Cir., 2021)

RELATED POLICIES:

01.42; 01.45; 10.2

School Employment

PERSONNEL VACANCIES

From a list of qualified applicants submitted by the Superintendent, the Principal at the participating school shall select personnel to fill vacancies after consultation with the school council in accordance with procedures established by the council. The Superintendent shall provide names of all additional applicants to the Principal upon request when qualified applicants are available. Requests for transfers shall conform to any employer-employee bargained contract which is in effect.

The Superintendent may forward to the council names of qualified applicants who have certification pending from the Education Professional Standards Board pursuant to state law. Applicants subsequently employed shall provide evidence they are certified prior to assuming the duties of their position.

If the applicant is the spouse of the Superintendent and meets the requirements of KRS 160.380, s/he shall only be employed upon the recommendation of the Principal and the approval of a majority vote of the school council.

PRINCIPAL VACANCY

The Superintendent shall fill the vacancy after consultation with the council.¹

Prior to consultation with the school council, each member shall sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation.

A person who believes a violation of the nondisclosure agreement occurred may file a written complaint with the Kentucky Board of Education (KBE). A council member found to have violated the nondisclosure agreement may be subject to removal from the council by the KBE.

No Principal who has been previously removed from a position in the District for cause may be considered for appointment as Principal.

A vacancy is created in the position of Principal by the resignation, removal, transfer, retirement or death of the current Principal.

Following the Superintendent declaring a vacancy, the Superintendent will select the principal after completion of the following actions:

- Development of the principal selection timeline;
- Selection of a designee to complete the following actions:
 - Serve as chair of all committees/panels in the principal selection process;
 - Administer an online survey for stakeholder feedback to inform the selection criteria;
 - Host a SBDM council meeting to consult with the SBDM council to include: sharing the principal selection timeline, soliciting feedback for the principal selection criteria, soliciting other feedback from the council and recruiting SBDM members for participation in the selection process;
 - Select principal selection panel to complete the following (the panel should include at least one [1] SBDM member):
 - Develop principal selection criteria;

School Employment**PRINCIPAL VACANCY (CONTINUED)**

- Review all applications;
 - Conduct reference checks;
 - Select applicants for first round interviews; and
 - Conduct interviews and send a minimum of two (2) applicants ~~maximum of three (3) applicants~~ to the Superintendent for consideration.
- The Superintendent or designee will host a SBDM council meeting to share the principal selection with the SBDM council.
 - Notwithstanding the above, the selection of a Principal shall be subject to final approval of the Superintendent. If the Superintendent does not approve a the-Principal candidate recommended selected ~~by the Principal selection panel-the Council~~, then the Superintendent may select the Principal.
 - Nothing in this Policy negates, supersedes, or waives the Superintendent's authority to appoint an Interim Principal where an unexpected or unforeseen vacancy in the office of Principal arises, and there is a period of time between the effective date of the final date of service of the previous Principal and a new SBDM selection process: if the vacancy in the Principal's position arises due to death, resignation, disqualification under the Kentucky Revised Statutes, demotion, termination, or abandonment of the Principal of his/her contract, or the vacancy is due to a temporary disability or incapacity of the Principal. The Interim Principal shall serve for the remainder of time left in the previous Principal's contract. The SBDM Council selection process for the new Principal shall occur sometime during the previous Principal's contract period, but no later than the end of the current school year in which the Interim Principal has been appointed. The SBDM Council and Superintendent shall work cooperatively to initiate a new selection process in a manner and time in the school year that is least disruptive to the education process of the school. Nothing herein disqualifies the Interim Principal from being considered in the selection process.

REFERENCES:

¹KRS 160.345
KRS 61.810; KRS 61.878
KRS 160.380
OAG 91-149; OAG 92-78; OAG 92-131
OAG 95-10; OAG 96-38

RELATED POLICIES:

02.4241; 03.11; 03.21

Professional Development of School Council Members

School council members shall meet all training requirements established by law.

TRAINING

The District ~~professional development coordinator, in cooperation with the District-wide professional development committee (formerly inservice committee),~~ shall prepare and implement a comprehensive training program for school council members.

SCHEDULING

Council members entering School Based Decision Making will participate in concentrated training on SBDM during the months of April through June.

REFERENCE:

KRS 160.345

PERSONNEL

- CERTIFIED PERSONNEL -

Salaries**SINGLE-SALARY BASES**

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

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

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

EXTENDED EMPLOYMENT

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

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

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

EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION

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

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

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

To assist with the budgeting process, candidates for NBCT certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year. Teachers should submit to the District, confirmation of rank change earned through NBCT certification, no more than forty-five (45) days after receiving confirmation of successful completion of NBCT certification.

Salaries**DOCTORAL SUPPLEMENT**

Candidates for a doctorate (Ph.D. or Ed.D) shall notify the Superintendent/designee in writing prior to September 15 that completion of the doctorate is pending in order for the employee to receive the supplemental pay increase. Supplemental pay will be prorated to the semester following completion of the doctorate degree.

RANK AND EXPERIENCE

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

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

~~To assist with the budgeting process, candidates for NBCT certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year. Teachers should submit to the District, confirmation of rank change earned through NBCT certification, no more than forty-five (45) days after receiving confirmation of successful completion of NBCT certification.~~

EXCEPTION

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

QUALIFICATIONS

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

NOTICE OF SALARY

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

PAYROLL DISTRIBUTION

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

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

PERSONNEL

03.121
(CONTINUED)

Salaries

REFERENCES:

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
KRS 160.290; KRS 160.291
KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760
KRS 337.070; KRS 424.120; 16 KAR 1:040; OAG 97-25
702 KAR 3:060; 702 KAR 3:070; 702 KAR 3:100; 702 KAR 3:310
29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

RELATED POLICIES:

03.114; 03.1211; 03.4

- CERTIFIED PERSONNEL -**Leaves and Absences****APPROVAL**

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

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

UNPAID LEAVE

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

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

Employees who experience absences exceeding five (5) days, consecutively or cumulatively, for reasons otherwise covered by policy 03.12322, shall contact Human Resources for required documentation and provide a return to work notification from the treating physician.

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NOTIFICATION OF RETURN

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

VACANCIES AND REPLACEMENTS

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

Leaves and Absences**LEGAL PROCEEDINGS**

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

LEAVE FOLLOWING ASSAULT

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under terms and conditions set forth in KRS 161.155.

PLACEMENT UPON RETURN

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

REQUEST FOR MEDICAL INFORMATION

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

FMLA

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

REFERENCES:

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

RELATED POLICIES:

03.1232, 03.12322, 03.1233, 03.1235, 03.124

- CLASSIFIED PERSONNEL -**Holidays and Vacations****HOLIDAYS**

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

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

EXCEPTION

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

VACATIONS

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

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

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

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

REFERENCES:

KRS 158.070
KRS 160.291
KRS 161.154
KRS 2.110; KRS 2.190

- CLASSIFIED PERSONNEL -**Leaves and Absences****APPROVAL**

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

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

UNPAID LEAVE

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

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

[Employees who experience absences exceeding five \(5\) days, consecutively or cumulatively, for reasons otherwise covered by policy 03.12322, shall contact Human Resources for required documentation and provide a return to work notification from the treating physician.](#)

NOTIFICATION OF RETURN

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

VACANCIES AND REPLACEMENTS

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

LEGAL PROCEEDINGS

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

Leaves and Absences**LEAVE FOLLOWING ASSAULT**

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under the terms and conditions set forth in KRS 161.155.

PLACEMENT UPON RETURN

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

REQUEST FOR MEDICAL INFORMATION

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

FMLA

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

REFERENCES:

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

RELATED POLICIES:

03.2232, 03.22322, 03.2233, 03.224

- CLASSIFIED PERSONNEL -**Extended Disability Leave**

This policy shall be applied in a manner consistent with policy 03.212 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave may be granted by the Board, upon written request, for up to the remainder of the contract year. Thereafter, leave may be extended by the Board in one (1) year periods. Individuals returning from an unpaid disability leave shall not be granted additional unpaid disability leave unless otherwise required by law.

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FMLA

In compliance with the Family and Medical Leave Act of 1993, leave shall be granted in accordance with Board Policy 03.22322.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of disability.

NOTIFICATION OF RETURN

Employees on extended disability 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.

PLACEMENT UPON RETURN

Employees taking disability leave will, on return, be entitled to a comparable position for which they are qualified. Placement in the same position or the same building cannot be guaranteed.

INVOLUNTARY DISABILITY LEAVE

When, on advice of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties, the Board may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by a physician of the Board's choosing. The Board shall bear the cost of this examination.

REFERENCES:

Consolidated Omnibus Budget Reconciliation Act
Family & Medical Leave Act of 1993
Americans with Disabilities Act

RELATED POLICIES:

03.211
03.212
03.223
03.22322

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PERSONNEL

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- CLASSIFIED PERSONNEL -

Change of Assignment

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

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

ELIGIBILITY

Employees may apply for a change of assignment any time during the year after serving a qualifying six (6)-month period in their present position. The qualifying six (6) month period shall not apply to a change in assignment that results in a promotion or demotion. Request for exemption of the qualifying period due to hardship must be submitted by the employee (in writing) to the Superintendent's designee. Movement to a new assignment shall not occur during the first ten (10) instructional days of the school year. Employees wishing to add additional hours to their current position may apply when the hours are posted.

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APPLICATION PROCESS

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

DEFINITIONS

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

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

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

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

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

JOB POSTING

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

COMPLETING CHANGE OF ASSIGNMENT

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

Change of Assignment

BIDDING ON ROUTES

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

TRANSFER OF EMPLOYEES CHARGED WITH A FELONY

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

REFERENCES:

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

RELATED POLICIES:

03.21
03.2312
03.2313
06.31

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PERSONNEL

- CLASSIFIED PERSONNEL -

Demotion

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

A demotion is a change to a position in a lower level. An employee may apply during the school year to transfer to a lower level position, ~~provided the employee has served a qualifying six (6) months in present position.~~

REFERENCES:

KRS 161.164

OAG 92-1

OAG 92-135

PERSONNEL

- CLASSIFIED PERSONNEL -

Hours of Duty**REGULAR HOURS**

Classified personnel shall be prompt in attendance and shall be on duty based on the official length of the work day as established by the employee's contract. Office work hours shall be established by the Superintendent or his/her designee.

No classified employee shall leave the school grounds or other assigned post during duty hours without the express approval of their immediate supervisor. When an immediate supervisor is not present on school grounds, classified hourly employees who leave school grounds for their duty-free lunch shall clock out when leaving school grounds and clock in when returning to work-related duties.

OVERTIME

Overtime should only be used in an emergency or unforeseeable circumstances and must 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 1½ times the regular rate of hours worked beyond forty (40), as provided by law. During weeks that include a calendar holiday, an hourly employee required to work in excess of forty (40) hours, determined by number of actual hours worked combined with calendar holiday pay, will be paid at the rate of 1½ the regular rate, as provided by law.

REST PERIODS

No employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4)-hour work period. This shall be in addition to the regularly scheduled lunch period. No reduction in compensation shall be made for hourly or salaried employees.¹

REFERENCES:

- ¹KRS 337.365 (1)
- KRS 160.290 (2)
- Fair Labor Standards Act
- Garcia v. San Antonio Metropolitan Transit Authority,
105 S.Ct. 1005 (1985)

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

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

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

ACTIONS WHICH MAY REQUIRE HEARING PROCEDURES

Only the Superintendent may issue a public reprimand, suspend without pay or terminate a classified employee. Subject to the employee's exercise of applicable hearing rights, these personnel actions shall be effective on the employee's receipt of written notice from the Superintendent. Subject to the completion of any pending administrative hearing procedure on the action, the Superintendent shall notify the Board at the first meeting following a public reprimand, suspension without pay, or termination and such notification shall be recorded in the Board minutes.

TEMPORARY SUSPENSION WITH PAY PENDING INVESTIGATION

An employee may be relieved from duty for the remainder of the work day (without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health or welfare of students or staff or to prevent disruption of the educational process.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the health, safety, or welfare 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 conduct an investigation and 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.

Employees suspended with pay shall remain available for immediate recall to active service.

CAUSES FOR ACTION

Any classified employee may be subject to appropriate disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.

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

2. Reporting to work under the influence of or use or possession of alcohol or controlled substances 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.
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. Being convicted of or entering an "Alford" plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
11. Immorality, misconduct, or conduct unbecoming a school employee.
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.¹

Discipline, Suspension and Dismissal of Classified Employees**DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION)**

The Superintendent shall develop/adopt procedures to provide adequate due process, covering matters that may result in public reprimand, suspension without pay or termination of classified employees. The procedures shall address, but are not limited to notice, opportunity to be heard, right to counsel, conducting a hearing (if requested), and the rendition of a decision or action.

Employees shall be provided written notification of the charges that may result in a public reprimand, suspension without pay or termination. The notification shall include a ~~statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form~~ notice of hearing to be conducted by the Superintendent's Designee within ten (10) calendar days of the receipt of the written notification of the charges. ~~If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings.~~

OTHER DISCIPLINARY ACTIONS

When disciplinary actions other than public reprimand, suspension without pay or termination, are at issue, employees may submit a written response, which shall be placed in their file along with any documentation of the disciplinary action.

REFERENCES:

¹Americans 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 160.154; KRS 160.380; KRS 160.390; KRS 161.011
OAG 76-290; 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; 08.2324; 09.14; 09.42811

Community Use of School Facilities

WHO MAY USE

The Board may grant the use of school facilities to responsible and organized groups for purposes that provide demonstrable benefit to the schools or to the community as a whole as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent. ¹ School facilities shall not be used for personal or commercial activities, nor shall use of school facilities be granted when such use interferes with educational purposes. School facilities are not available to groups outside the county.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent. ¹

AVAILABILITY

The Board shall determine when and which facilities will be available to the community and establish reasonable fees for their rental. Buildings may not be rented on Sundays, unless otherwise approved by the Board. The Board shall approve/deny requests for Sunday use according to the following criteria:

1. The request for use is made through the Superintendent/designee.
2. The facility is available for use.
3. Custodial staff is available.
4. Use shall not exceed a period of ninety (90) consecutive days.

Sunday use shall be limited to high school auditoriums and shall be approved only if the school is in session the Friday before and the Monday after the requested use date.

APPLICATION AND CONTRACT

The Board shall adopt an official application form and an official rental contract, both of which shall detail the conditions of usage. Persons authorized to represent officially the renting organization must sign the application and contract.

Applications must be submitted to the Principal who will ~~grant preliminary approval approve and schedule the use of facilities, except for senior high school gymnasiums/auditoriums and Sunday rental. Written requests for permission to use these facilities. Preapproved applications must then be submitted to the Superintendent and approved by the Board. In addition, requests for multiple dates must be approved by the Superintendent or designee.~~

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Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

LIABILITY

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

Community Use of School Facilities**INSURANCE**

If the non-school related activity sponsored by the community group involves admission or is designated as a high-risk activity by the Superintendent or designee, the community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity.

FEES FOR USE

The renting group or organization shall be charged fees for the use of facilities as established by the Board.

The Superintendent shall prepare a fee schedule to be approved annually by the Board.

EXCEPTIONS

Activities that are sponsored by approved student organizations, faculty groups, or school-related parent groups may use school facilities without charge when approved by the Principal and supervised by school personnel. Community organizations providing education related programs such as, but not limited to, Community Education, YMCA, Scouts, 4-H, and conservation groups shall be allowed the use of facilities without charge.

SMOKE-FREE ENVIRONMENT

~~The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property to include outdoor spaces and athletic fields. Smoking is not permitted at any time inside Board-owned vehicles or Board-operated facilities. Smoking shall be permitted only in areas outside of school buildings and athletic complexes designated by the building Principal/designee or the school-based council, as appropriate. Such areas shall be clearly identified and, if possible, isolated from the view of students.~~

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~~Areas outside of administrative offices, maintenance and transportation complexes shall be selected by the Superintendent/designee.~~

DISREGARD OF RULES

Disregard of the rules and regulations governing the use of school buildings and facilities shall result in the refusal of the Board to grant the offending group or organization further use of the buildings and facilities.

RESTITUTION OF DAMAGES

The renting group or organization shall reimburse the Board for any damages to or replacement of school property lost, stolen, damaged, or vandalized while under its care.

REFERENCES:

¹KRS 162.055
KRS 158.183; KRS 160.290; KRS 160.293
KRS 160.340; KRS 162.050
OAG 60-389; OAG 80-78
P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

05.31, 10.3

Rental Application and Contract**CONDITIONS OF RENTAL**

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

1. An official application shall be made to the Superintendent or his designee.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that contract shall include:
 - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental; _____ Initials
 - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it; _____ Initials
 - c. Agreement to observe all fire and safety regulations; _____ Initials
 - d. Agreement that the use of any tobacco product, alternative nicotine product, or vapor product shall not occur on or in all property. The use of alcoholic beverages is prohibited in school buildings or on school grounds; _____ Initials
 - e. Observance that no immoral or illegal activity shall be allowed on the premises; _____ Initials
 - f. The presence of a school custodian at all times. The hourly wage of the custodian(s) must be included in the contract along with the social security and retirement payments required by law. If the custodian is employed beyond the normal 40-hour week that he works for the Board, overtime wages must be paid. _____ Initials
 - g. The presence of a food-service employee when kitchen facilities are used. The hourly wage of the employee must be included in the contract along with social security and retirement payments required by law. _____ Initials
 - h. Agreement that no kitchen equipment may be used outside the building; _____ Initials
 - i. Agreement that no alterations to the buildings or grounds be made without prior approval; _____ Initials
 - j. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract; _____ Initials
 - k. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; ~~and~~ _____ Initials
 - l. Agreement to leave the facilities in as good a condition as before used. Groups using outdoor facilities free of charge shall do the cleaning themselves or bear the cost of necessary custodial services. _____ Initials
 - m. Agreement that only the agreed upon, assigned areas/spaces of the property may be used _____ Initials

(CONTINUED)

Rental Application and Contract

CONDITIONS OF RENTAL (CONTINUED)

- n. Agreement that parking in designated areas will be enforced by the renter. There is no parking in grass areas or non-designated parking areas unless included as part of the original facility use agreement. _____ Initials; and
- o. Agreement that there are to be no alterations to designated handicap parking spaces through the addition of or removal of signage _____ Initials

REFERENCES:

KRS 158.149; KRS 162.055; KRS 438.050; KRS 438.305
OAG 81-295
P. L. 114-95, (Every Student Succeeds Act of 2015)

SCHOOL FACILITIES

05.31
(CONTINUED)

Rental Application and Contract

RELATED POLICIES:

03.1327; 03.2327; 05.3; 06.221; 09.4232; 10.3; 10.5

Regular Bus Stops

DISCHARGE OF PUPILS

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the [Director of Transportation](#)~~Principal~~ or designee to discharge a pupil at another location.¹ Preschool students shall be transported in accordance with applicable regulations.²

The Principal/designee shall have authorization from a child's parents before permitting discharge at a location other than the regular stop.

EXCEPTION

The driver may discharge a pupil for disciplinary reasons in accordance with Policies 06.34 and 09.2261 of this manual and with 702 KAR 5:080.¹

REFERENCES:

¹702 KAR 5:080

²702 KAR 5:150

KRS 158.110

KRS 189.370

KRS 189.375

KRS 189.540

RELATED POLICIES:

06.34; 09.2261

Hazards in and on Bus

PROHIBITED ITEMS

Passengers shall not bring an object on the school bus that may block the bus aisles or exits or otherwise impede exiting the bus.

The following are not to be transported on the bus:

1. firearms or weapons, either operative or ceremonial (exception: archery bows, used in connection with a school archery team, may be transported inside the passenger compartment and arrows transported in the underneath storage compartment);
2. fireworks or other explosive materials of any type;
3. live animals, except for a service animal necessary for a student to attend school; ~~or~~
4. glass objects or helium balloons; ~~or~~
- 4.5. Any item that is determined to present a safety hazard due to its size or structure.

REFERENCES:

KRS 158.110
702 KAR 5:080
702 KAR 5:150
20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
Section 504 of Rehabilitation Act of 1973
Americans with Disabilities Act

Food and Other Consumable Items

At no time shall students be permitted to eat, drink, or to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 while riding the bus.

Transportation personnel will be notified of any students requiring food or drink due to needs from a disability and included as part of the student's 504 Plan, Individual Education Plan (IEP) or Behavior Intervention Plan (BIP)

REFERENCE:

KRS 438.305

RELATED POLICY:

09.4232

SUPPORT SERVICES

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07.14

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Financial Reports of Lunchrooms

DIRECTOR'S RESPONSIBILITY

Financial reports of the school lunch program shall be made monthly, by the ~~Food Service~~ ~~Lunchroom~~ Director to the Superintendent's office, and periodically as required by state and federal agencies. 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

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 (P1-P4) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the District shall provide 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 and shall be designed to address environmental and cultural factors that may contribute to the student being overlooked in accordance with federal guidelines; 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. This committee shall consist of the Principal or designee, the Gifted/Talented Coordinator and/or the gifted education teacher, classroom teacher(s), teacher(s) of students with disabilities, counselor(s), 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 grouping and differentiated curriculum 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)

Title I – Parent and Family Engagement Policy

This Policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents and family of students participating in the Title I program. Parents and family shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that recipients can understand. This Policy shall be made available to the local community and updated periodically to meet the changing needs of parents, family, and the school.

The Boone County Board of Education believes that families are children's first teachers and that together we have a shared obligation to educate our District's children to meet high academic expectations and achieve the goals of College, Career and Life Readiness.

All parents must share the school's commitment to the educational success of their children. The Boone County Schools, in collaboration with parents, is committed to establishing and developing practices and opportunities that enhance meaningful parent engagement in their children's education (for example, PTA; School-Based Decision Making; preschool, elementary, middle and high school transition, literacy or mathematics programs; Family and Youth Services Centers; Title I parent advisory groups; Parent Leadership Academies; Lunch and Learn, etc.), and reflect the specific needs of students and families.

EXPECTATIONS FOR PARENT AND FAMILY ENGAGEMENT

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents and family of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the District and Title I programs, including opportunities to suggest modifications, based on changing needs of parents, families, and the schools.

All comments indicating parent and family dissatisfaction with the Title I plan shall be submitted to the District Federal Programs Director/Title I Coordinator according to the Federal Programs/Title I Violation/Complaint Procedure (08.13451 AP.1) for review. Comments and plan will then be submitted to the Department of Education.

School Title I programs shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. Consistent with law and policy covering student records confidentiality, these goals and standards shall be shared with parents and family in a manner that will give them: (1) timely information about programs; (2) access to the state's content standard and the schools' achievement expectations; (3) a description and explanation of the school's curriculum; (4) the requirements of Title I; (5) explanation of academic assessment used to measure student progress and the achievement levels in the challenging state academic standards; (6) the achievement level of their child on the challenging state academic standards assessments; (7) how to monitor their child's progress; and (8) opportunities to formulate suggestions and to participate in decisions relating to the education of their children.

Title I – Parent and Family Engagement Policy**EXPECTATIONS FOR PARENT AND FAMILY ENGAGEMENT (CONTINUED)**

To this end, the Board will support the development and implementation of parent-and family engagement opportunities. The parent and family engagement programs will be comprehensive and coordinated in nature and will include, but not be limited to, the following:

- Support parents and families as advocates for lifelong learning and as full partners in decision making for school issues and programs;
- Provide parents and families with opportunities for meaningful roles both within and outside of the school, which may include opportunities to volunteer, participation in their School-Based Decision Making Council and SBDM committees, and engagement in learning how to become an instructional support for their children at home;
- Provide opportunities, based on parent and family input, to assist parents and families in acquiring techniques to support their children's learning and promote educational ownership for their child's education;
- Provide opportunities for parents and families to learn and model the school's behavioral expectations and reward systems;
- Provide access to and coordinate community and support services for children and families;
- Assess and identify barriers to parent/family engagement to create a welcoming culture and atmosphere in the school that encourage full participation for parents and families;
- Provide on-going professional development for school administrators, teachers, staff, and parents on ways to effectively engage parents and families including parent participation in such training;
- Strongly encourage parent awareness and observance of this Policy by providing an electronic copy of this Policy annually and promote access through the District and schools' websites;

The Parents/Families are expected to:

- Accept responsibility to be full partners in their children's education (for example, reviewing and/or displaying student work at home, reviewing project expectations, discovering their child's areas of strength, reading together, or working together on the computer);
- Ensure their children are in school on time and remain in school for the full instructional day;
- Attend programs and activities of the school;
- Support, endorse, and reinforce the school's behavioral expectations;

Title I – Parent and Family Engagement Policy**EXPECTATIONS FOR PARENT AND FAMILY ENGAGEMENT (CONTINUED)**

The Parents/Families are expected to: (continued)

- Provide a quiet place and time for study at home;
- Participate in conferencing with their student's teacher(s) using multiple conferencing tools (in-person, phone, email, letters, notes, etc.);
- Help their children become lifelong learners by providing and supporting opportunities to learn.

SUPPORT FOR PROGRAM

The District shall reserve one percent (1%) of its Title I allocation for the purpose of promoting parent and family engagement and shall distribute to all Title I schools not less than ninety percent (90%) of the reserved funds. Parents and families of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parent and family engagement activities.

The District will provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent and family engagement opportunities to improve student academic achievement and school performance and meet the goals of College, Career and Life Readiness. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in meaningful two-way communication between school and families; providing transportation options to meeting sites; implementing home visits, providing child-care for meetings; encouraging multiple venues of communication (traditional and electronic); providing information about access to Family Resource Youth Services Center (FRYSC), materials, opportunities; and improving communication and parenting skills, particularly those that will assist them in working with their child to improve educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Providing opportunities for staff training activities to demonstrate the value of parent and family engagement and various techniques designed to successfully engage parents and families as equal partners in their child's education.
4. Assisting schools with convening annual Title I meetings at convenient times to which all parents and families of participating children shall be invited and encouraged to attend to inform them of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this Policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions:

Title I – Parent and Family Engagement Policy**SUPPORT FOR PROGRAM (CONTINUED)**

- Does this Policy increase parent and family participation?
- What barriers to parent and family participation still exist, and how can they be reduced or removed?

The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this Policy, if necessary.

6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, or have limited literacy, ~~or are of any racial or ethnic minority background.~~ in accordance with federal guidelines.

SCHOOL POLICY

Each school shall submit to the District Federal Programs Director/Title I Coordinator, for review and comment, its school parent and family engagement policy, which must meet all legal requirements. This Policy shall be developed jointly with, and distributed by the school to, parents of participating students. The Policy must also be reviewed and approved by the school's School-Based Decision Making Council (SBDM).

A copy of each school's parent and family engagement policy and accompanying checklist shall be kept on file in the **with the District Federal Programs Director/Title I Coordinator.**

"Parent" or "Parents" may be interpreted broadly to include grandparents, aunts, uncles, step parents, guardians, or other adults who carry primary responsibility for a child's education, development, and well-being.

REFERENCES:

Section 1118 of Improving America's Schools Act (IASA) of 1994
P. L. 114-95, (Every Student Succeeds Act of 2015)
KRS 157.077; KRS 158.645; KRS 158.6451
KRS 158.865; KRS 158.866; KRS 158.867
20 U.S.C. § 6318

RELATED POLICIES:

03.112; 08.1345; 09.11

Admissions and Attendance

RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other pupils shall be classified as nonresidents for school purposes.¹

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).

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 locates 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;²
- 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.

Admissions and Attendance**HOMELESS CHILDREN AND UNACCOMPANIED YOUTH (CONTINUED)**

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.

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.

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.

Admissions and Attendance**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.
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.³

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.

Admissions and Attendance**NON-IMMIGRANT FOREIGN STUDENTS**

Non-immigrant foreign students qualifying for ~~JF~~-1 immigration status or who obtain an ~~JF~~-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.

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.⁴

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.

Admissions and Attendance

REFERENCES:

¹KRS 159.010; OAG 78-64

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

³KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602; G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir., 2013)

⁴KRS 158.155; 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; OAG 91-171

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

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

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) events or more, or tardy without valid excuse on three (3) events or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more events, or tardy without valid excuse on three (3) or more events, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel both of whom shall take appropriate action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

The Director of Pupil Personnel shall notify the County Attorney's office when a student accumulates fifteen (15) or more unexcused absences throughout the academic year.

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EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health;
3. Religious holidays and practices;
4. One (1) day for attendance at the Kentucky State Fair;
5. Documented military leave;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty;
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
9. Students participating in any of the page programs of the General Assembly;² or
10. Other valid reasons as determined by the Principal.

Absences and Excuses**NOTIFICATION**

The parent/guardian shall notify the school, stating the reason for the student's absence. Without proper notification, an absence shall be designated unexcused.

MAKE-UP WORK

Make-up work shall be permitted for excused absences and must be completed within the time specified by the Principal. It is the student's responsibility to contact the teacher for make-up work.

Days missed due to suspension shall be considered unexcused absences for which make-up of daily work may be allowed.

REFERENCES:

¹702 KAR 7:125

²KRS 159.035

KRS 36.396; KRS 38.470; KRS 40.366,

KRS 158.070; KRS 158.183; KRS 158.293; KRS 158.294

KRS 159.140; KRS 159.150; KRS 159.180

OAG 76-566; OAG 79-68; OAG 79-539; OAG 91-79; OAG 96-28

RELATED POLICIES:

09.111; 09.122; 09.4281

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

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.

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.¹

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.

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

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:

¹KRS 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

Equal Educational Opportunities

DISCRIMINATION PROHIBITED

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.¹

No pupil shall be subject to unlawful discrimination because of age, color, disability², race, national origin, religion, sex (including sexual orientation or gender identity), or veteran status.

STUDENTS WITH DISABILITIES

The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The District shall operate its programs in accordance with the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 in the Section 504 policies and procedures manual.

Parents of students who have a temporary or permanent disability may request the District ~~supervisor~~ to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests. (See the above-referenced District manual for specific policy and procedures information.)

STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION

The District shall observe the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

1. Infringe on the rights of the school to:
 - a. Maintain order and discipline;
 - b. Prevent disruption of the educational process; and
 - c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

Equal Educational Opportunities

REFERENCES:

¹34 C.F.R. § 106.8

²Bd. of Educ., etc. v. Rowley 102 S.Ct. 3034 (1982)

District special education policy and procedures manual; District 504 procedures

KRS 157.200; KRS 157.224; KRS 157.230

KRS 157.350; KRS 158.183; KRS 160.295

Age Discrimination Act of 1975; Section 504 of Rehabilitation Act of 1973

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Vietnam Era Veterans Readjustment Assistance Act of 1974

Americans with Disabilities Act

Kentucky Education Technology System (KETS)

28 C.F.R. Section 35.101 et seq.

Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

RELATED POLICIES:

03.113; 03.1621; 03.212; 03.2621; 05.11; 08.131; 09.3211; 09.428111

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Advertising in the Schools

DEFINITIONS

Advertising materials - Include coupons, buy-one/get-one-free offers, descriptive brochures or printed materials, discounts or any other promotional items that do not benefit the holder without cost.

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Charitable group or organization - A person, entity, or group organized and engaged in public, benevolent purposes that do not provide gain or profit in a private sense to any person connected with it.

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Civic group or organization - A person, entity, or group that undertakes a project or undertaking in which citizens of a city (urban-county) cooperate to promote the common good and general welfare of the people of the city (urban-county).

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Commercial advertising - Includes any communication describing a for-profit business or service other than the legal name of the business, including the buying or selling of goods, products, property, or services of any kind.

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District resources - Includes both physical and digital assets utilized to support operations in the schools. For the purposes of this Policy, this includes mechanisms for in-person delivery of materials, such as printed documents, equipment, and other tangible items delivered through direct dissemination to students, as well as District-sponsored electronic means, such as digital files, online platforms, and communication technologies that facilitate access, distribution, and utilization.

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PROHIBITION

No commercial advertising nor distribution of advertising materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent or designee.

Ads-Advertising materials (1) for items presently prohibited by law or Board policy, i.e., tobacco products, alcohol, or drugs; (2) containing profanity or obscenity; (3) promoting violence; and/or ads containing racial, ethnic, religious, sexual or handicap slurs; ~~may~~ shall not be accepted.

EXCEPTION

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups.

Nothing herein shall be construed to prevent advertising materials which promote community involvement or support and are to be disseminated pursuant to any limited advertising agreement or sponsorship agreement expressly approved by the Board.

SOLICITATIONS

Unless authorized by the Superintendent in writing, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

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Advertising in the Schools**EXCEPTIONS FOR BENEFIT MATERIALS**

Provided they are approved by the District, materials that promote Board-sponsored employee benefits and educate employees concerning them may be distributed in school facilities, on the grounds of school property, and advertised through Boone County Public Schools' internal communications channels. Approved materials will always come through the Human Resources and/or Finance Departments; schools and departments should not distribute materials received directly from vendors.

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FUND-RAISING PROGRAMS

Sales representatives promoting fund-raising projects shall complete a form provided by the Superintendent's designee. Information pertaining to approved vendors and their product(s) shall be posted on the District's fund-raising site. Should principals or school groups become interested in a fund-raising program, they may contact the appropriate sales representative directly. Schools may only conduct fundraisers with approved vendors who have registered with the District.

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DISTRIBUTION OF NON-SCHOOL MATERIALS FOR STUDENTS

Distribution of announcements and informational materials that are outside of District or school-level initiatives, but which promote or advertise school or youth-related programming or materials that assist families and support public education to all students in the District, may be approved on a case-by-case basis by the Superintendent or his or her designee. The Superintendent or designee shall determine whether non-school related advertising materials are to be sent home with students using the following standards:

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1. Activities advertised for non-profit, civic, and charitable organizations must primarily support student or general community interests, rather than a special or "for profit" interest of a non-school group. For example:

a. Materials from not-for-profit groups that are not school-related, but are providing athletic and/or recreational opportunities for students shall be considered.

b. Materials from not-for-profit organizations that are not school-related, but are dedicated to providing need-based resources to children and their families, shall be considered.

~~a-c.~~ Materials from organizations or groups that are not school-related, and have no identifiable interest and potential benefit to a majority of students, shall not be considered.

~~b-d.~~ Materials that solely function to fundraise for an activity which is not a school-supported activity, and is likewise not an activity designed primarily to benefit the District, its staff, or students, shall not be considered.

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2. Materials that are noncompliant with Board policy shall not be considered.

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~~1-3.~~ Materials that interfere with or undermine the instructional goals and mission of the District shall not be considered.

Advertising in the Schools**DISTRIBUTION OF NON-SCHOOL MATERIALS FOR STUDENTS (CONTINUED)**

4. Materials that promote or permit discrimination on the basis of race color, national origin, religion, genetic information, sex, disability, age, or sexual orientation shall not be considered.
5. Materials that contain words, symbols, or images that are lewd, obscene, or indecent, or that promote hostility, disorder, or violence, shall not be considered.
6. Materials which violate a copyright shall not be considered.
7. Materials must be age-appropriate for the students to whom the materials will be disseminated.
8. District resources shall not be used to disseminate materials that are strictly commercial in nature.
9. Any non-school materials approved for dissemination through District resources shall meet the following criteria:
 - a. Materials shall not use or display any District or school logo without prior written approval from the District.
 - b. Materials shall clearly identify the sponsoring organization or agency and provide a means of contact (i.e., telephone number, email, web address) for interested parties to obtain further information directly from the sponsor.
 - c. Materials shall clearly include the following disclaimer, which must be in no smaller than 18-point bold typeface: "Boone County Public Schools neither endorses nor sponsors the organization or activity promoted in this document."

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c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63"
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KRS 158.183; KRS 158.190
OAG 68-452

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RELATED POLICIES:

03.1323
03.2323