

LEGAL: SB 68 AMENDS KRS 158.645 REVISING THE REQUIRED LEARNING CAPACITIES OF STUDENTS AND AMENDS KRS 158.6451 REVISING THE ACADEMIC ACHIEVEMENT EXPECTATIONS.

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FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 207 AMENDS KRS 156 CREATING A NEW SECTION, KRS 156.412 WHICH ESTABLISHES AN INSTRUCTIONAL MATERIALS DEPOSITORY AND REVISES THE PROCESS FOR PURCHASING INSTRUCTIONAL MATERIALS, EFFECTIVE JULY 1, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: 704 KAR 3:303 HAS BEEN REPEALED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1

Curriculum

The curriculum in each school shall be designed to achieve the student capacities established by KRS 158.645 and the school goals established by KRS 158.6451. The curriculum shall comply with all applicable state and federal statutes and regulations and District learning initiatives.

CAPACITIES

The curriculum shall allow and assist all students to acquire the following capacities:

1. Literacy, including communication skills necessary to function in a complex and changing world-civilization;
2. Knowledge to make wise economic, social, career, and political choices;
3. Core values and qualities of good character to make moral and ethical decisions throughout his or her life;
4. Understanding of our constitutional republic, the three (3) branches of government, and how government impacts citizens, governmental processes as they affect the community, the state, and the nation;
5. Sufficient selfknowledge and knowledge of the student's own his/her mental and physical wellness;
6. Sufficient grounding in the arts to enable each student to appreciate the student's own his/her cultural and historical heritage;
7. Sufficient preparation to choose and pursue the student's his/her life's work intelligently;
8. Skills to enable each student him/her to compete competitively favorably with students in other states.

SUPERINTENDENT RESPONSIBILITY

The council of each school operating under School Based Decision Making shall adopt school policy to be implemented by the Principal in each of the areas specified in policy 02.4241.

In any school administered under the provisions of KRS 160.345, the Superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the Board, the Principal, and the school council and after a reasonable review and response period for stakeholders. All council policies shall be designed to meet student academic achievement expectations and goals established by statute, regulation and Board policy.

Effective July 1, 2026, the Superintendent shall use the instructional materials depository to report the District's selection of instructional materials to the Kentucky Department of Education (KDE), unless the District purchases approved alternate instructional materials under KRS 156.412. The Superintendent shall submit a notification to the KDE if the District plans to adopt instructional materials or a program as a core comprehensive resource for reading and writing, mathematics, science, or social studies that is not on the state-approved list by submitting evidence per KRS 156.445.

STUDENTS WITH DISABILITIES

The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the District's policy and procedures manual relating to such programs.

Curriculum

REFERENCES:

KRS 156.160; KRS 156.162; ~~KRS 156.412; KRS 156.445~~
KRS 158.075; KRS 158.183; KRS 158.188
KRS 158.301; KRS 158.302; KRS 158.305
KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 160.345
~~704 KAR 3:303~~; 704 KAR 3:305; 704 KAR 3:440
Kentucky Academic Standards

RELATED POLICIES:

Section 02.4 (All Policies)

LEGAL: HB 190 AMENDS KRS 158.6453 DEFINING ADVANCED COURSEWORK OFFERING FOR STUDENTS IN GRADES FOUR (4) THROUGH TWELVE (12), REQUIRING A DISTRICT PLAN, A SCHOOL POLICY, AND ESTABLISHING REPORTING REQUIREMENTS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1122

Advanced Coursework

Advanced coursework means educational programs or opportunities designed to challenge students with more rigorous content beyond the standard curriculum, including but not limited to Advanced Placement, International Baccalaureate, and honors courses.

DISTRICT PLAN

By December 1, 2025, the District shall adopt a plan establishing policies on the promotion of advanced coursework or accelerated learning in language arts, mathematics, social studies, and science by grade level for students in grades four (4) through twelve (12).

The plan shall:

1. Be published on the District website;
2. Describe the strategies and approach to advanced coursework or accelerated learning options by grade level for language arts, mathematics, social studies, and science; and
3. Require that the service delivery options for students identified as gifted and talented in language arts, mathematics, social studies, and science include the following for each grade level and subject area:
 - a. Accelerated learning or advanced coursework; and
 - b. At least one (1) of the following service delivery options:
 - i. Collaborate teaching and consultation services;
 - ii. Special counseling services;
 - iii. Differentiated study experiences for individuals and cluster groups in the regular classroom;
 - iv. Distance learning;
 - v. Enrichment services that are not extracurricular during the school day;
 - vi. Independent study;
 - vii. Mentorships;
 - viii. Resource services delivered in a pull-out classroom or other appropriate instructional setting;
 - ix. Seminars;
 - x. Travel study options; or
 - xi. Special schools or self-contained classrooms for students in grades four (4) through twelve (12) only.

SCHOOL POLICY

Every school shall establish a policy that is consistent with the District plan adopted by the Board in accordance with KRS 158.6453 on the recruitment and assignment of students to advanced coursework options that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum. The policy shall require that the school notify all students, parents and guardians of the:

Advanced Coursework

SCHOOL POLICY (CONTINUED)

- a. Long-term benefits of student participation in advanced coursework; and
- b. Advanced coursework opportunities available at the school.

When practicable the school shall offer advanced coursework in mathematics, reading, science, and English language arts for students in grades four (4) through twelve (12).

REFERENCE:

KRS 158.6453

RELATED POLICIES:

02.4241; 08.113; 08.1131; 08.11311; 08.132

LEGAL: HB 342 AMENDS KRS 158.1411 REVISING THE FINANCIAL LITERACY COURSE GRADUATION REQUIREMENT.

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH COURSE INSTRUCTION OR DEVELOPMENT

LEGAL: HB 535 (2023) REQUIRES THE BOARD, BEGINNING WITH THE 2025-2026 SCHOOL YEAR, TO CHOOSE A CIVIC LITERACY COURSE OR A CIVICS EXAM AS PART OF THE STATE REQUIREMENTS FOR A REGULAR HIGH SCHOOL DIPLOMA.

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH COURSE INSTRUCTION OR DEVELOPMENT AND ADMINISTRATION OF AN EXAM

LEGAL: 704 KAR 3:303 HAS BEEN REPEALED, 703 KAR 4:060 HAS EXPIRED, AND 704 KAR 3:306 HAS BEEN RECODIFIED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: REVISIONS TO 704 KAR 3:305 AMEND THE GRADUATION REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 190 AMENDS KRS 158.6453 RELATED TO ADVANCED COURSEWORK OFFERINGS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

MINIMUM GRADUATION REQUIREMENTS

In support of the student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete ~~thirty (30) a minimum number of credits~~ **the minimum number of credits required** ~~including demonstrated performance-based competency in technology,~~ and all other state and local requirements in order to graduate from a District high school.

- **Students entering high school in 2022 and beyond must complete 27 credits.**

~~Students entering high school in 2021(class of 2025) must complete 26 credits~~

~~Students entering high school in 2022 and beyond must complete 27 credits~~

Credit requirements for grade placement for schools will operate under a graduated credit requirement scale:

- **School year 2024-2025 and beyond:** ~~School year 2024-25 and beyond:~~ Sophomores (7), Juniors (13), and Seniors (19)

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR Chapter 8. Additional standards-based learning experiences shall align to the student's individual learning plan and shall consist of standards-based content.

Each student shall be required to earn the following ten (10) foundational credits:

- (a) English/language arts – two (2) credits (English I and II);
- (b) Social studies – two (2) credits;
- (c) Mathematics – two (2) credits (Algebra I and Geometry);
- (d) Science–two (2) credits that shall incorporate lab-based scientific investigation experiences;
- (e) Health – one-half (1/2) credit;
- (f) Physical education – one-half (1/2) credit; and
- (g) Visual and performing arts – one (1) credit.

Each student shall be required to earn the following twelve (12) personalized credits:

- (a) Two (2) additional English/language arts credits;
- (b) Two (2) additional mathematics credits;
- (c) One (1) additional science credit;
- (d) One (1) additional social studies credit; and
- (e) Academic and career interest standards-based learning experiences – six (6) credits including four (4) standards-based learning experiences.

Each student shall complete the following additional requirements:

- (a) Successfully demonstrate performance-based technology;
- (b) Successfully meet the civics requirement; and
- (c) Successfully complete one (1) or more courses or programs that meet the financial literacy requirements.

Graduation Requirements

DIPLOMA PROGRAMS

All District high school graduates are required to complete one (1) of two (2) diploma programs:

TRADITIONAL DIPLOMA (MEETS STATE MINIMUM REQUIREMENTS)—A student must complete the minimum District graduation requirements to be granted a Traditional Diploma from any District high school.

HONORS DIPLOMA—A student must complete the following credits to be granted an Honors diploma from any District high school.

- ~~Students entering high school in 2021(class of 2025) must complete 29 credits~~
- Students entering high school in 2022 and beyond must complete 30 credits

In addition, the student seeking the Honors Diploma must complete the following:

- Pre-college curriculum, which includes two (2) foreign language credits;
- A minimum of thirteen (13) courses considered as either honors **Pre-AP**, Advanced Placement (AP), college preparatory, AP, or Dual Credit courses number 100 or above. Of the thirteen courses, three (3) must be Advanced Placement or Dual Credit with a college grade of “C” or above through an accredited Kentucky postsecondary institution;
- English at the senior year must be either Advanced Placement or Dual Credit; and
- A minimum grade point average of 3.25.
- An exception may be made to Honors Diploma requirements if a student meets all legal requirements for early graduation. This exception may be approved by the Superintendent/designee.

ADVANCED COURSEWORK

Students that successfully complete high school advanced coursework shall receive credit toward graduation in accordance with state law.³

CIVICS EXAM REQUIREMENT

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

Graduation Requirements

CIVICS REQUIREMENT (CONTINUED)

Beginning with the entering ninth grade class of the 2025-2026 school year, and each year thereafter, graduation requirements for each student in every public high school in Kentucky graduating with a regular diploma shall include successful completion of either:

- a) A one-half (1/2) credit course in civic literacy meeting statutory curriculum and standards requirements; or
- b) A civics test composed of one hundred (100) questions drawn from those that are set forth within the civics test administered by the United States Citizenship and Immigration Services to persons seeking to become naturalized citizens.

The Board shall determine which option shall be required for graduates of the District.

If the Board requires completion of the civics test, the Board shall prepare or approve the test as described. The Board shall disseminate the test and it be administered by each high school in the District. By September 1, 2026, and each year thereafter, the District requiring a civics test for graduation shall submit annual testing data to the Kentucky Department of Education.

A minimum score of seventy percent (70%) is required to pass the test and students may take the test as many times as needed to pass without the use of instructional aids during testing including but not limited to textbooks and internet browser searching. A student shall not receive a regular high school diploma until the student successfully completes the test. Students that have passed a similar test within the previous five (5) years may provide the Board with evidence of successful completion and shall not be required to take the test. The test requirement shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.⁴

FINANCIAL LITERACY REQUIREMENT

For students entering grade nine (9) on or after July 1, 2025, successful completion of one (1) credit course in financial literacy. The course shall align to the student's individual learning plan and comply with KRS 158.1411.

The Superintendent, after consultation with the Board, the school-based decision-making council, and the Principal of each high school, shall determine curricula for course offerings that are aligned with the financial literacy academic standards.

The financial literacy course requirement shall be accepted as an elective course requirement for high school graduation.

INDIVIDUAL LEARNING PLAN (ILP)

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

- a)

Graduation Requirements**ADDITIONAL REQUIREMENTS OF THE BOARD**

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

~~FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2021-2022 ACADEMIC YEAR~~

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

English/Language Arts	Four (4) Credits total (English I and II plus two (2) credits aligned to the student's ILP)
Social Studies	Three (3) Credits total (Two (2) plus one (1) credit aligned to the student's ILP)
Mathematics	Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)
Science	Three (3) Credits total (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One half (1/2) Credit
P.E.	One half (1/2) Credit
Visual and Performing Arts	One (1) Credit or a standards-based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	Ten (10) Credits total (Including four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency
Financial Literacy	One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411.
Minimum Required Credits	26

Graduation Requirements

~~FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2022-2023 ACADEMIC YEAR~~

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

English/Language Arts	Four (4) Credits total (English I and II plus two (2) credits aligned to the student's ILP)
Social Studies	Three (3) Credits total (Two (2) plus one (1) credit aligned to the student's ILP)
Mathematics	Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)
Science	Three (3) Credits total (Two (2) credits incorporating lab based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
Health	One half (1/2) Credit
P.E.	One half (1/2) Credit
Visual and Performing Arts	One (1) Credit or a standards based specialized arts course based on the student's ILP
Academic and Career Interest Standards-based Learning Experiences	Eleven (11) Credits total (Including four (4) standards-based credits in an academic or career interest based on the student's ILP)
Technology	Demonstrated performance-based competency
Financial Literacy	One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411.
Minimum Required Credits	27

OTHER PROVISIONS

The Board may authorize different diploma programs. The Board, Superintendent, Principal or teacher may award special recognition to students. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

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

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

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

Graduation Requirements

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorable discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.

GRADUATION ACTIVITIES

No student shall be allowed to participate in any District graduation activities unless all requirements have been met.

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

ADVANCED PLACEMENT (AP) REQUIREMENT

All AP courses will be taught according to a specific curriculum that has been developed by the College Board.

Each high school will offer AP classes **as** determined by each school's SBDM council. Students are encouraged to take the College Board's AP exam. The student is responsible for the cost of the AP exam, however, if the **said** student scores 3 or higher on the AP exam, the District will reimburse the student for the cost of the exam. An application process will be available to assist students with financial hardships. The AP teacher, counselor, Principal and Superintendent /designee will determine qualified applicants.

DUAL CREDIT

Dual Credit shall be awarded to students who complete the requirements listed in policy 08.1131.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL COURSES

The District shall offer high school courses for which a middle school student may earn high school credit. A passing grade shall earn the student credit for fulfilling the graduation requirement of completing a specific course. The earned grade shall not be transferred to the high school to be included in the calculation of the student's high school grade point average (GPA).

Middle school students shall be eligible to receive high school credit for high school courses in accordance with the following criteria:

- The content of the course offered at the middle school level is the same as that defined in the Kentucky Academic Standards for the high school course and the same textbook shall be used.
- The middle school courses are taught by a teacher with either secondary or middle school certification in the content area.
- The middle school student shall take the same mid-term and common final as the high school student.

Graduation Requirements

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL COURSES (CONTINUED)

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

REFERENCES:

¹KRS 40.010; KRS 158.140; 704 KAR 7:140

²KRS 158.622

³KRS 156.160; 20 U.S.C. § 1414

⁴KRS 158.141

~~⁵KRS 160.348; KRS 158.622~~

KRS 156.027; KRS 158.135

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

KRS 158.281; KRS 158.302; KRS 158.645; KRS 158.6451; ~~KRS 158.6453~~; KRS 158.860

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

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

704 KAR Chapter 8

OAG 78348; OAG 82386

~~Kentucky Academic Standards~~

RELATED POLICIES:

~~08.1122~~; 08.1131; 08.11311; 08.1132; 08.1133; 08.14; 08.22; 08.222; 08.4

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

RELATED PROCEDURE:

09.12 AP.25

LEGAL: REVISIONS TO 704 KAR 3:305 AMEND THE PERFORMANCE-BASED AND STANDARDS-BASED CREDIT REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: 704 KAR 3:303 HAS BEEN REPEALED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1131

Alternative Credit Options

In addition to regular classroom-based instruction, student may earn credit through alternative credit options as follows:

DUAL CREDIT COURSES

Eligible students enrolled in the District will be provided the opportunity to participate in a dual-credit program with accredited post-secondary institutions approved by the Board. College or university courses numbered in the 100's or above at a Board-approved institution may be taken for dual credit by Sophomores, Juniors and Seniors who meet the eligibility requirements. The dual credit college application must be signed and approved in advance by the student's Principal/Designee. Students are responsible for all costs associated with dual-credit college courses.

- High school grade point average requirements for participation in dual credit courses will adhere to the post-secondary institution's entry requirements.
- The enrollment of applicants in Gatton and/or Craft Academy will be determined by Gatton and/or Craft Academy.
- Credit may be obtained for required or elective courses.
- Sophomores may be allowed to take dual credit courses for approved Career and Technical Education (CTE) pathways or Early College only. These must be approved by the Principal/designee through an application process. CTE dual credit courses taken by sophomores must be in their approved career pathway.
- A notation of dual credit indicating that the class was completed at the respective Board-approved Kentucky public college or university will be added to the transcript as courses are completed.
- Students will receive one (1) high school credit toward graduation for each three (3) hours of college credit completed at the end of each semester. The 1:3 ratio will be used for calculating credits for all dual credit courses.

DUAL-CREDIT SCHOLARSHIP PROGRAM

The District may offer the opportunity for students to earn dual-credits through the Kentucky Dual-Credit Scholarship Program and follows the guidelines outlined in the "*Kentucky Council on Postsecondary Education and Kentucky Department of Education Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools*," located on the Kentucky Department of Education website.

WORK READY KENTUCKY DUAL CREDIT SCHOLARSHIP PROGRAM

The District may offer the opportunity for students to earn dual credits through the Work Ready Kentucky Dual Credit Scholarship Program and follow the guidelines outlined on the Kentucky Higher Education Assistance Authority (KHEAA) website.

Alternative Credit Options**ONLINE COURSES**

With the express written approval of the school's Principal/Designee and guidance counselor, a student currently enrolled in a District high school may earn academic credit to be applied toward graduation requirements through online courses. Only credits earned through courses offered by agencies and institutions approved by the Kentucky Board Education will be accepted.

Inclusive of all settings, **students should not exceed** eleven (11) academic credits for an eight-period (8) schedule, and the course(s) taken must be driven by the student's Individual Learning Plan (ILP). Students with demonstrated extenuating circumstances may request a waiver of this limitation through a letter to the Principal that is then submitted to the Superintendent/Designee for approval prior to enrolling in the additional courses.

Credit from online course(s) may be earned only in the following circumstances.

- The course is not offered at the student's high school;
- Although the course is offered at the student's high school, the student will not be able to take it due to an unavoidable scheduling conflict;
- The course will serve as a supplement to extended homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or
- The Principal, with agreement from the student's teachers and parent/s/guardians, determines the student requires a differentiated or accelerated learning environment that can best be provided by the online course.

As determined by school/council policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity and technology level needed to function effectively in an online learning environment. Online courses may be subject to review by the Superintendent/designee for conformance with Kentucky Academic Standards and District graduation requirements. The school must receive an official record of the final grade before credit toward graduation will be recognized.

The tuition fee and other costs for an online course shall be borne by the Board of Education for students enrolled full-time only if the course is not offered at the high school and is required for graduation. The tuition for all other courses (i.e., electives, enrichment) will not be paid by the Board and must be paid by the student, parent, guardian or third party on behalf of the student.

The Board may pay the fee for expelled students who are permitted to take online courses in alternative settings. If a student has previously failed the core course, the Board will not pay the tuition for the student for the previously failed course.

The final grade for a course shall be in accordance with the otherwise accepted grading standards of the school.

Alternative Credit Options

ONLINE COURSES (CONTINUED)

All work being attempted by a senior online must be completed by and received by the same date that all other grades must be reported during the student's senior year and the school must receive an official record of the student's final grade before a diploma is issued.

The District shall recognize only those online courses that meet the international standards for online teachers, courses, and programs that have been adopted by the Kentucky Department of Education.

ONLINE COURSES FOR CREDIT RECOVERY

Additionally, online courses may be taken to recover credit for a course failed, subject to the approval of the Principal. When a student enrolls in an online course for credit recovery, s/he must complete all course requirements to fulfill Kentucky Academic Standards in order to receive credit.

A student completing an online course for repeating a class will receive a grade on his/her transcript for the course, according to the credit recovery contract for the District.

Under ordinary circumstances, students or their parents/guardians shall pay for approved online course(s) the student chooses to take outside of the school day.

Absent extenuating circumstances reasonably justifying a delay, all work being attempted by a senior online must be completed by April 30 of the student's senior year, or ten (10) instructional days of the end of the District's instructional calendar.

ALTERNATIVE PLACEMENT

Students who are alternatively placed (for disciplinary or other reasons) shall receive credit toward graduation for courses completed in the alternative placement setting as determined by the Superintendent/Designee in accordance with applicable law.

PERFORMANCE-BASED CREDITS

~~In addition to Carnegie units, s~~Students may earn credit toward high school graduation through the District's ~~standards-based,~~ performance-based credit system, ~~that complies with requirements of Kentucky Administrative Regulation. Procedures for developing and amending the system. The system shall include~~address the following:

1. ~~Procedures for developing and amending a performance-based credit system;~~
2. Conditions under which each high school may grant performance-based credits and the related performance descriptors and assessments;
3. Objective grading and reporting procedures;
4. ~~Alignment to C~~content standards established in ~~704 KAR 3:303 and~~ 704 KAR Chapter 8;
5. The extent to which state-provided assessments will be used;
6. The ability for students to demonstrate proficiency and earn credit for learning acquired outside of school or in prior learning; and
7. Criteria to ensure that internships, cooperative learning experiences, and other learning in the school and community are:

Alternative Credit Options

PERFORMANCE-BASED CREDITS (CONTINUED)

- Designed to further student progress towards the Individual Learning Plan;
- Supervised by qualified instructors; and
- Aligned with State and District content and performance standards.

REFERENCES:

[KRS 157.320](#)

KRS 158.622

KRS 164.786

~~704 KAR 3:303~~; 704 KAR 3:305; 704 KAR Chapter 8

RELATED POLICIES:

[08.1122](#); 08.113; 08.11311; 08.1132; 08.2323

09.1221; [09.1224](#); 09.3; 09.4341; 09.435

Early Graduation Program

Students who meet all applicable legal requirements shall be eligible for the Early Graduation Program (EGP) in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to participate in the EGP shall notify the secondary school Principal by submitting the Early Graduation Program Letter of Intent Form, available on the Kentucky Department of Education (KDE) website, in writing at the beginning of grade nine (9) or as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate.

A student shall not be prohibited from completing the EGP if the student meets all requirements. Students who enroll in the EGP and meet all applicable legal requirements shall receive a high school diploma, ~~and~~ an Early Graduation Scholarship Certificate, and scholarship award.

A Letter of Intent to Apply shall be entered into the student information system by October 15 of the year the student intends to graduate.

~~A student shall complete all requirements applicable to the academic year in which the student intends to graduate as established in administrative regulation by the Kentucky Board of Education.~~

A student who has indicated an intent to complete the EGP may participate in the state administration of the college entrance exam prior to the junior year, if needed.

~~For students wishing to participate in the EGP and earn an Early Graduation Certificate and scholarship the Superintendent/designee~~ The District shall provide each high school with a policy established by the Board for students wishing to participate in the EGP. The policy shall include provide:

- a. Criteria for supporting the development and monitoring of the student's ILP;
- b. Goal planning related to the demonstration attainment of established District of the capacities listed in KRS 158.645 and the essential workplace ethics characteristics listed in KRS 158.1413(1) programs;
- c. Completion of a professional resume; and
- d. Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools.

Each EGP participant, with the support of the comprehensive school counselor/designee, shall:

- a. Submit the Early Graduation Program Student Letter of Intent Form, signed by the student's parents, to the Principal as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate;
- b. Identify all EGP requirements and develop a strategy within the ILP for meeting those requirements, including the District's established workplace ethics program; and
- c. Complete an entrance interview with the Principal/designee to discuss postsecondary goals and career aspirations.

Early Graduation Program**EARLY GRADUATION PROGRAM (EGP) (CONTINUED)**

- d. Meet the college readiness benchmarks established by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation;
- e. Earn the ten (10) foundational credits listed in 704 KAR 3:305;
- f. Successfully complete one (1) or more courses or programs that meet the financial literacy requirement and Kentucky Academic Standards;
- g. Successfully meet the civics requirement; and
- h. Successfully complete the EGP performance-based project, portfolio, or capstone.

~~By July 1, 2024, e~~Each high school shall ~~develop~~determine performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone ~~required for students who intend to complete the EGP beginning with the 2024-2025 academic year.~~

Performance descriptors and evaluation procedures developed by the high school shall be designed to provide an opportunity for the students an opportunity to demonstrate attainment of the following the critical knowledge, skills, and capacities required for post-secondary and career success and shall include:

- a. Demonstration of capacities listed in KRS 158.645 and the essential workplace ethics characteristics listed in KRS 158.1413(1)~~Attainment of essential workplace ethics program components;~~
- b. Demonstration of an ability to apply the academic standards as a lifelong learner and contributing member of society;
- c. Demonstration of written and verbal communication skills needed for post-secondary and career success; and
- d. Demonstration of an ability to think critically, synthesize information, and draw conclusions.

~~By July 1, 2024, the performance-based project, portfolio, or capstone shall be required for completion of the EGP.~~

Each high school shall maintain and make readily available to the ~~KDE~~Kentucky Department of Education the EGP participant's performance-based project, portfolio, or capstone for a minimum of five (5) years.

Any student seeking to graduate early who receives services deemed essential by the District shall engage in meaningful consultation with a school-based mental health services provider on the creation of a continuity of services plan prior to graduation.

The District shall ensure the creation of a continuity of services plan for all students identified as a homeless child, a migratory child, or youth engaged in foster care. A transition plan shall be completed for children aging out of foster care.

Early Graduation Program

AWARDING GRADUATION CREDIT

The District shall award credit toward high school graduation based on:

- a. A standards-based Carnegie unit credit that shall consist of at least 120 hours of instructional time in one (1) subject; or
- b. A performance-based credit based on the Kentucky Academic Standards established in 704 KAR Chapter 8.

A District that awards performance-based credit shall adopt a policy that awards performance-based credit toward high school graduation for satisfactory demonstration of learning based on rigorous performance standards aligned to 704 KAR Chapter 8. The school shall establish performance descriptor and evaluation procedures to determine if the content and performance standards have been met.

Performance-based credit criteria are contained in 704 KAR 3:305.

REFERENCES:

KRS 158.1413; KRS 158.142; KRS 158.645
704 KAR 3:305; 704 KAR Chapter 8

RELATED POLICIES:

08.1122; 08.113; 08.1131

Instructional Organization

PHYSICAL ORGANIZATION

Elementary school consists of primary school (P) through grade ~~six-five~~ (65). Middle school consists of grades ~~seven-six~~ (76) through eight (8). High school consists of grades nine (9) through twelve (12).

CURRICULAR ORGANIZATION

For curricular purposes, grades kindergarten through ~~six-five~~ (K65) shall be considered elementary childhood education; grades ~~seven-six~~ through eight (768), middle childhood education; and grades nine through twelve (912), secondary education.

ACCOUNTABILITY ORGANIZATION AND REPORTING

For statewide accountability organization and reporting, District scores shall be assigned based upon the configuration prescribed by the Kentucky Department of Education: grades kindergarten through five (K-5) shall be considered elementary; grades six through eight (6-8) middle school; and grades nine through twelve (9-12) secondary.

REFERENCES:

KRS 157.3175
KRS 157.320
KRS 158.030
KRS 158.110

Students With Disabilities

The Board shall provide programs for students with disabilities to the extent required by law.

LEGAL OBLIGATIONS

The Board operates programs for students with disabilities in accordance with the legal obligations contained in the special education and section 504 procedures relating to such programs.

In situations involving students with disabilities, the Board shall determine whether to file for due process hearings, or appeals therefrom, on behalf of the District, except in the following situations: The Superintendent/designee is authorized to request due process hearings and to file for extensions and appeals therefrom, and to request injunctive relief, due to substantial likelihood of harm/danger/likelihood of injury by or of a student. The Superintendent/designee is authorized to file for mediation on behalf of the Board and to file appeals from the Kentucky Department of Education Special Education Complaint decisions on behalf of the Board.

ASSESSMENT

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

(See the aboverferenced District procedure information for students with disabilities.)

VIDEO SURVEILLANCE OF SPECIAL EDUCATION CLASSROOMS

DEFINITIONS

“Self-Contained Classrooms” means a classroom where the majority of students receive special education and related services for more than 50% of the instructional day.

“Other Special Education Setting” means any separate facility or classroom designated for the education of students receiving special education services.

“Incident” means an event or circumstance that involves alleged abuse or neglect of a student by a district employee or another student.

PURPOSE

The purpose of this policy is to establish guidelines for the installation and use of video surveillance equipment in self-contained special education classrooms and other special education settings to promote the safety and well-being of students and staff.

REQUEST FOR INSTALLATION

Eligible Requestors: Requests for installation of video surveillance equipment may be made by:

- Parents or legal guardians of a student receiving special education services in the specified classroom or setting.
- School staff members assigned to work in the specified classroom or setting.
- The principal or assistant principal of the school where the specified classroom or setting is located.

Students With Disabilities

SUBMISSION OF REQUESTS

Requests must be submitted in writing to the school principal or designee. The principal shall forward the request to the Superintendent's designee to oversee the implementation of this policy. The requests may be approved for legitimate nondiscriminatory educational reasons, including, but not limited to, safety of students or employees.

AUDIO RECORDING NOT PERMITTED

Absent compelling reasons, audio recording shall not be permitted in these settings.

MONITORING AND STORAGE OF RECORDINGS

Monitoring – video surveillance footage shall not be continuously monitored unless required for a specific investigation or safety concern. The presence of cameras is not intended to replace supervision by school staff.

Storage – Recordings shall be securely stored for a period of no more than thirty (30) calendar days unless an incident is reported. In the case of a reported incident, the footage shall be retained as long as necessary for investigation and resolution.

ACCESS TO RECORDINGS

Access to video recordings shall be limited to authorized district personnel, including the superintendent, school principal, director of special education, and legal counsel.

Parents and legal guardians may request to view footage involving their child. Such requests must be made in writing and are subject to review to ensure compliance with FERPA and other applicable privacy laws. If other identifiable students are present in the recording, access may be restricted or redacted as appropriate.

NOTIFICATION REQUIREMENTS

Prior to the activation of surveillance equipment, written notice shall be provided to parents or legal guardians of all students assigned to the classroom or setting. Staff working in the classroom shall also be notified.

Signage indicating that the video surveillance is in use shall be posted prominently outside the classroom or setting.

REFERENCES:

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

District 504 procedures

KRS 157.200

707 KAR Chapter 1

A complete listing of pertinent legal references is contained in the District's special education and section 504 procedures, which are incorporated herein by reference.

RELATED POLICY:

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

LEGAL: HB 132 AMENDS KRS 158.033 INCLUDING THAT HOME OR HOSPITAL INSTRUCTION FOR INPATIENT FACILITY IS EFFECTIVE THE DAY OF ADMITTANCE.

FINANCIAL IMPLICATIONS: INCREASE IN ADA

LEGAL: 704 KAR 3:303 HAS BEEN REPEALED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1312

Home/Hospital Instruction

PURPOSE

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than five (5) consecutive school days. For a student admitted to an inpatient facility, the student may receive home/hospital instruction effective on the date of admittance.

For purposes of KRS 157.360, a student who receives home/hospital instruction for a minimum of two (2) instructional sessions per week, with a minimum of one (1) hour of instruction per session, by a certified teacher provided by the Board, shall equal the student attending five (5) days in school. An instructional session may be delivered in person, electronically, or through other means established in regulation. A parent/guardian or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present or is otherwise delivering instruction.

ELIGIBILITY

Determination of a student’s eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student’s condition, the home/hospital review committee may schedule a review of the student’s continued eligibility for home/hospital instruction. Eligibility for home/hospital instruction shall cease for students placed by the review committee if the student works, plays sports, or participates in extracurricular activities. For students with a 504 plan, eligibility for home/hospital instruction shall not cease if the student works, plays sports, or participates in extracurricular activities if participation is consistent with the student’s 504 plan.

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

SECONDARY STUDENTS

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

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.

Home/Hospital Instruction

SECONDARY STUDENTS (CONTINUED)

3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky Academic Standards.
4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

STUDENTS WITH DISABILITIES

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

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

REFERENCES:

KRS 157.360
KRS 158.033
KRS 159.030
702 KAR 7:150
~~704 KAR 3:303~~
704 KAR Chapter 8
707 KAR 1:320
707 KAR 1:350
20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
Section 504 of the Rehabilitation Act of 1973
34 C.F.R. 104.35

RELATED POLICIES:

09.122
09.123

EXPLANATION: SB 19 AMENDS KRS 158.175 REQUIRING LOCAL BOARDS TO ESTABLISH A POLICY AND PROCEDURE STATING THERE SHALL BE A MOMENT OF SILENCE OR REFLECTION AND INCLUDES SPECIFIC GUIDELINES FOR IMPLEMENTATION.
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH THE REQUIRED NOTIFICATION

CURRICULUM AND INSTRUCTION

08.1351

Pledge of Allegiance

Pledge of Allegiance & Moment of Silence or Reflection

PLEDGE OF ALLEGIANCE STUDENT'S OPPORTUNITY TO PARTICIPATE

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States.¹

No student shall be required to participate in the Pledge against the student's or the parents' wishes.²

MOMENT OF SILENCE OR REFLECTION

The moment of silence or reflection shall occur at the commencement of the first class of each day and shall be implemented with the following guidelines¹:

- It shall be of at least one (1) minute but not to exceed two (2) minutes in duration;
- Students remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
- District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection; and
- Notification shall be sent to parents/guardians providing information on the policy and encouraging them to provide guidance to their pupils regarding the moment of silence or reflection.

REFERENCES:

¹KRS 158.175(2)

²OAG 80456

LEGAL: SB 181 AMENDS KRS 161.120 PROVIDING AGE-APPROPRIATE INSTRUCTION ON CHILD SEXUAL ABUSE THROUGH CURRICULUM OR PROGRAMS AND REMOVES "WRITTEN" FROM REQUIRED NOTIFICATIONS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.13531

Human Sexuality

Per KRS 158.1415, if a school council or, if none exists, the Principal adopts a curriculum for human sexuality or sexually transmitted diseases, instruction shall include but not be limited to the following content:

- a) Abstinence from sexual activity is the desirable goal for all school-age children;
- b) Abstinence from sexual activity is the only certain way to avoid unintended pregnancy, sexually transmitted diseases, and other associated health problems;
- c) The best way to avoid sexually transmitted diseases and other associated health problems is to establish a permanent mutually faithful monogamous relationship;
- d) A school policy to respect parental rights by ensuring that:
 1. Children in grade five (5) and below do not receive any instruction through curriculum or programs on human sexuality or sexually transmitted diseases; or
 2. Any child, regardless of grade level, enrolled in the district does not receive any instruction or presentation that has a goal or purpose of students studying or exploring gender identity, gender expression, or sexual orientation; and
- e) A school policy to notify a parent in advance and obtain the parent's written consent before the parent's child in grade six (6) or above receives any instruction through curriculum or programs on human sexuality or sexually transmitted diseases.

CURRICULUM REQUIREMENTS

Any course, curriculum, or program offered by a public school on the subject of human sexuality provided by school personnel or by third parties authorized by the school shall:

- a) Provide an alternative course, curriculum, or program without any penalty to the student's grade or standing for students whose parents have not provided written consent as required by law;
- b) Be subject to an inspection by parents of participating students that allows parents to review the following materials:
 - 1) Curriculum;
 - 2) Instructional materials;
 - 3) Lesson plans;
 - 4) Assessments or tests;
 - 5) Surveys or questionnaires;
 - 6) Assignments; and
 - 7) Instructional activities;
- c) Be developmentally appropriate; and
- d) Be limited to a curriculum that has been subject to the reasonable review and response by stakeholders in conformity with KRS 160.345.

Human Sexuality

CURRICULUM REQUIREMENTS (CONTINUED)

A public school offering any course, curriculum, or program on the subject of human sexuality shall provide ~~written~~-notification to the parents of a student at least two (2) weeks prior to the student's planned participation in the course, curriculum, or program. The ~~written~~-notification shall:

- a) Inform the parents of the provisions of the course or curriculum;
- b) Provide the date the course, curriculum, or program is scheduled to begin;
- c) Detail the process for a parent to review the materials;
- d) Explain the process for a parent to provide written consent for the student's participation in the course, curriculum, or program; and
- e) Provide the contact information for the teacher or instructor of the course, curriculum, or program and a school administrator designated with oversight.

This shall not prohibit school personnel from:

- a) Discussing human sexuality, including the sexuality of any historic person, group, or public figure, where the discussion provides necessary context in relation to a topic of instruction from a curriculum approved pursuant to KRS 160.345;
- b) Providing age-appropriate instruction on child sexual abuse through curriculum or programs in accordance with the standards set forth by the National Children's Alliance and approved by the Children's Advocacy Centers of Kentucky, regardless of grade level;
or
- c. Responding to a question from a student during class regarding human sexuality as it relates to a topic of instruction from a curriculum approved pursuant to KRS 160.345.

REFERENCES:

KRS 158.1415; KRS 160.345

RELATED POLICIES:

08.1; 08.23; 08.2322; 08.2324

LEGAL: HB 240 REVISES KRS 158.305 REQUIRING AT THE BEGINNING OF THE 2025-2026 SCHOOL YEAR, A STUDENT REMAIN IN KINDERGARTEN FOR AN ADDITIONAL YEAR IF THEY DID NOT MAKE ADEQUATE PROGRESS IN KINDERGARTEN. PROHIBITS A SCHOOL FROM REQUIRING A STUDENT WHO TURNS SEVEN BY AUGUST 1 TO REMAIN IN KINDERGARTEN. A SCHOOL MUST REEVALUATE THE READING IMPROVEMENT PLAN OF ANY STUDENT REMAINING IN KINDERGARTEN AND ALLOW A STUDENT PROVIDED AN ADDITIONAL YEAR IN KINDERGARTEN TO ADVANCE THROUGH THE PRIMARY PROGRAM WHEN IT IS DETERMINED TO BE IN THE STUDENT'S BEST INTEREST.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.22

Promotion and Retention

Any promotions or credits earned in attendance in any approved public school are valid in any other public school.¹

TRANSFERS

In case a pupil transfers from the school of one district to the school of another district, s/he may not be assigned to a lower grade or course until the pupil has demonstrated that s/he is not suited for the work in the grade or course to which s/he has been promoted.¹

Pupils who transfer from a nonaccredited school may be required to take tests from the previous grade to determine grade placement or course credit.²

HIGH SCHOOL GRADUATION

Upon successful completion of all state and Board requirements, the student shall receive a diploma indicating graduation from high school.¹

VOCATIONAL CERTIFICATE

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

STUDENT PROGRESS

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the Kentucky Summative Assessment.

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

Beginning with the 2025-2026 school year, a kindergarten student who had a reading improvement plan in place for the school year may remain in kindergarten for an additional school year if the school makes a determination based on the criteria set forth in KRS 158.305.

A first-grade student who had a reading improvement plan in place for the school year shall remain in first grade for an additional year if the school makes a determination based on the criteria set forth in KRS 158.305.

A student who remains in kindergarten based on the criteria set forth in KRS 158.305 shall not subsequently be required to remain in first grade, and a student shall not be required to remain in first grade for more than one (1) additional year.

The school shall reevaluate and make necessary changes to the reading improvement plan of any student remaining in kindergarten or first grade and shall continue to provide all programs and services required by KRS 158.305 during the additional year of kindergarten or first grade.

A student provided an additional year of kindergarten or first grade may advance through the primary school program when it is determined by the school to be in the best educational interest of the student.

Promotion and Retention

STUDENT PROGRESS (CONTINUED)

Boardapproved student handbook(s) shall contain complete details.

Parents shall be notified when their child is performing below expectations and/or achieving below expected outcomes.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.³

REFERENCES:

¹KRS 158.140

²704 KAR 3:307

³P. L. 10517

KRS 158.031; KRS 158.645; KRS 158.6451; KRS 158.6453

KRS 158.860; KRS 160.1592; KRS 160.345

OAG 82-473

RELATED POLICIES:

02.441₂₅; 08.113₂₅; 08.222₂₅; 08.5₂₅; 09.121

Grading

ACHIEVEMENT

Teachers shall maintain detailed, systematic records of the achievement of each student and shall report every nine (9) weeks to the parent or guardian on the progress of their child.

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

REPORTING SYSTEM

Each primary teacher shall provide parents with a comprehensive report that is based on samples of their child's work and evaluation of all aspects of the child's progress.

ELEMENTARY SCHOOL GRADING SCALE

CONTENT AREA	LETTER/NUMERICAL	GRADE LEVELS
Reading	Numerical	1-5
Language Arts (includes Writing (both process and handwriting [cursive and print]; Spelling and English)	Numerical Letter (S, NI, U)	2-5 1
English 6 May be listed as: English 6 (Reading) English 6 (Language Arts or Writing)	Numerical	6
Math	Numerical	1- 6 <u>5</u>
Science	Numerical Letter (S, NI, U)	3- 6 <u>5</u> 1-2
Social Studies	Numerical Letter (S, NI, U)	3- 6 <u>5</u> 1-2
Special Area Classes: May include PE (Practical Living), Art, Music, STEM and/or Library (twice per year 2 nd & 4 th nine [9] weeks)	Letter (S, NI, U)	1- 6 <u>5</u>

Kindergarten will follow a standards-based Kindergarten report card.

Grading**ELEMENTARY, MIDDLE AND HIGH SCHOOL GRADING SCALE**

All schools shall assign student grades using the following grading scale including those assigned for high school dual credit college courses (including Gatton and Craft Academies), and Advanced Placement:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MIDDLE AND HIGH SCHOOL GRADE POINT AVERAGE

Except as otherwise provided herein, grade points for the determination of student grade point average will be assigned in accordance with the following schedule:

A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

For core content (Language Arts, Mathematics, Social Studies, and Science) or Visual and Performing Arts dual credit minimum high school graduation courses and for all Advanced Placement courses, grade points will be assigned in accordance with the following enhanced schedule:

A	5 points
B	4 points
C	3 points
D	2 point
F	0 points

Grading

MIDDLE AND HIGH SCHOOL GRADE POINT AVERAGE (CONTINUED)

For students who transfer from another district, an official transcript from an accredited postsecondary institution for all earned dual credit courses will be required. The student will be responsible for providing the transcript to the high school for transfer of dual credit courses to the transcript.

Starting with the class of 2025, the use of the five- (5) point grade schedule will only be used for dual credit courses that are in accordance with the minimum high school graduation requirements for Kentucky public schools.

Dual credit ~~and Advanced Placement~~ courses that are taken as minimum high school graduation requirements ~~and all Advanced Placement courses for Kentucky public schools~~ can be included as a five- (5) point course one time and cannot be duplicated.

DETERMINING AND REPORTING CLASS RANK

Each student's grade point average for class rank and graduation honors shall be determined using only the above-reference enhanced five (5)-point grade point scale for dual credit college courses and Advanced Placement courses.

SBDM COUNCIL REGULATION OF OTHER GRADING ISSUES

The individual SBDM councils shall have discretion to establish policies on grading, as long as those policies are consistent with Board Policy and are approved by the Board.

Any SBDM council policy on grading and Board Policy on grading that is inconsistent with the terms of this policy is superseded by this Board Policy to the extent of any inconsistency.

VALEDICTORIAN/SALUTATORIAN/TOP TEN RECOGNITION

Each high school will honor and recognize at graduation a Valedictorian, Salutatorian, and Top Ten Graduates. In order to be eligible to be recognized at graduation with any of these honors, a student must have qualified to receive an honors diploma in accordance with Board Policy 08.113. The honor of Valedictorian will be bestowed upon the eligible student(s) with the highest grade point average as determined in accordance with this Board Policy. The honor of Salutatorian will be bestowed upon the eligible student(s) with the next highest grade point average as determined in accordance with this Board Policy. Top Ten recognition will be bestowed upon the ten (10) eligible students with the highest grade point average as determined in accordance with this Board Policy. Top Ten recognition may be bestowed upon more than ten (10) students in the event of a tie.

A student may be recognized by either high school as a Valedictorian, Salutatorian, or Top Ten Graduate even though the student's grade point average would not otherwise merit such a distinction if the Principal in his or her discretion, after consultation with the school's Guidance Department, determines that the student's opportunity to achieve a grade point average sufficient to merit such distinction was prejudiced by the student not having the opportunity to take the same number of high school courses in middle school, because of where the student attended middle school, as other graduating students. The awarding of Valedictorian, Salutatorian, or Top Ten Graduate distinction under this paragraph will not prejudice other students, but will increase the number of students receiving such distinctions.

Grading

VALEDICTORIAN/SALUTATORIAN/TOP TEN RECOGNITION (CONTINUED)

In the event that a Gatton Academy and/or Craft Academy student(s) qualifies as a Valedictorian under this rule, the honor of Valedictorian shall also be bestowed upon the non-Gatton or Craft Academy student(s) who would otherwise qualify as Valedictorian if Gatton or Craft Academy students were not eligible to be Valedictorian.

In the event that a Gatton Academy or Craft Academy student(s) qualifies under this policy as a Salutatorian, the honor of Salutatorian will also be bestowed upon the non-Gatton or Craft Academy student(s) who would otherwise qualify as Salutatorian if Gatton or Craft Academy students were not eligible to be Salutatorian.

In the event that a Gatton Academy or Craft Academy student(s) qualifies as a Top Ten Graduate, Top Ten recognition will also be bestowed upon those non-Gatton or Craft Academy students who would otherwise qualify as Top Ten Graduate students if the Gatton or Craft Academy students were not eligible for such honor.

Any Board policy or SBDM policy relating to Valedictorians, Salutatorians, and Top Ten Graduates inconsistent with this policy is superseded by this Board policy to the extent of any inconsistency.

ACTION RESEARCH

The Superintendent may permit fair and accurate grading practices beyond what is stated herein for the purpose of action research toward a more fair and accurate grading system on a case by case basis.

REFERENCES:

KRS 158.140; KRS 158.645; KRS 158.6451; KRS 158.860
KRS 160.345; KRS 161.200

RELATED POLICIES:

02.441, 08.113, 08.22, 08.222, 08.5

LEGAL: SB 207 AMENDS KRS 156.433 USING INSTRUCTIONAL "MATERIALS" INSTEAD OF
INSTRUCTIONAL "RESOURCES", EFFECTIVE JULY 1, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.232

Instructional Resources Materials

SURVEY

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

ALLOCATION METHOD

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

FINANCIAL REPORT

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

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

INSTRUCTIONAL MATERIALS RESOURCE FUND

Schools with any grade from P8 may purchase instructional resources materials using State funds in accordance with 704 KAR 3:455.

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

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

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

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

FEES

If the Board authorizes charging rental fees for students in grades nine through twelve (912), the Board shall establish those fees annually.

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

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

RESPONSIBILITY

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

Instructional Resources Materials**SECTARIAN TEXTS**

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

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

REFERENCES:

¹KRS 158.108
²KRS 160.330; 702 KAR 3:220
³KRS 158.190
KRS 156.162
KRS 156.433
KRS 156.439
KRS 157.110; KRS 158.188
702 KAR 3:246
704 KAR 3:455

RELATED POLICIES:

02.4242
04.32
09.15
09.16

THIS POLICY CONTAINS KDE OFFICE OF EDUCATION TECHNOLOGY RECOMMENDED LANGUAGE
LEGAL: HB 208 AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY UNLESS AUTHORIZED BY A TEACHER FOR INSTRUCTIONAL PURPOSES. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.

LEGAL: SB 181 CREATES A NEW SECTION OF KRS 160 DIRECTING EACH BOARD TO DESIGNATE ONE OR MORE PROGRAMS OR APPLICATIONS AS A TRACEABLE COMMUNICATION SYSTEM THAT SHALL BE THE EXCLUSIVE MEANS FOR SCHOOL DISTRICT EMPLOYEES AND VOLUNTEERS TO COMMUNICATE ELECTRONICALLY WITH STUDENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323

Access to Electronic Media

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own authentication credentials.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMPLOYEE USE (CONTINUED)

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

REPORTING PROCEDURES – POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

1. If the subject of the report is a staff member, notify the Principal.
2. If the subject is the Principal, notify the Superintendent.
3. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DIGITAL CITIZENSHIP AND RESPONSIBLE USE

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

DISREGARD OF RULES

Individuals who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

EMERGING TECHNOLOGIES

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

Access to Electronic Media

(Acceptable/Responsible Use Policy)

REFERENCES:

KRS 156.675; KRS 160.145; KRS 365.732; KRS 365.734
701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190

RELATED POLICIES:

03.13214/03.23214
03.1325/03.2325
03.17/03.27
08.1353; 08.2322; 08.2324
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261
10.5

Access to Electronic Media

~~The Board supports reasonable access to various information formats for students, staff and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.~~

~~SAFETY PROCEDURES AND GUIDELINES~~

~~The Superintendent shall develop and implement appropriate procedures to provide guidance for student, staff, and community member access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media including, but not limited to, the CCPSNet (Christian County Public School Network), the Internet, e mail and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.~~

~~Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.~~

~~Internet safety measures, which shall apply to all District owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:~~

- ~~• Controlling access by minors to inappropriate matter on the Internet and World Wide Web;~~
- ~~• Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;~~
- ~~• Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;~~
- ~~• Unauthorized disclosure, use and dissemination of personal information regarding minors; and~~
- ~~• Restricting minors' access to materials harmful to them.~~

~~A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.~~

~~The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.~~

~~Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.~~

~~PERMISSION/AGREEMENT FORM FOR STUDENTS~~

~~A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.~~

Access to Electronic Media

PERMISSION/AGREEMENT FORM FOR STUDENTS (CONTINUED)

~~The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.~~

AGREEMENT FORM FOR STAFF AND COMMUNITY

~~A written request/agreement shall be required prior to the staff and/or community members being granted independent access to electronic media involving District technological resources.~~

~~The required request/agreement form, which shall specify acceptable uses, rules of on line behavior, access privileges and penalties for policy/procedural violations, must be signed by the staff or community member. This document shall be kept on file as a legal, binding document.~~

EMPLOYEE USE

~~Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.~~

~~Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education related entities. If those resources are used, they shall be used for purposes directly related to work related activities.~~

~~Technology based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.~~

~~District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school related activities and for the purpose of supplementing classroom instruction.~~

~~Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school related activities.~~

~~In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work related communication purposes, they shall comply with the following:~~

Access to Electronic Media

EMPLOYEE USE (CONTINUED)

1. ~~They shall request prior permission from the Superintendent/designee.~~
2. ~~If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.~~
3. ~~Guidelines may specify whether access to the site must be given to school/District technology staff.~~
4. ~~If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.~~
5. ~~Once the site has been created, the sponsoring staff member is responsible for the following:~~
 1. ~~Monitoring and managing the site to promote safe and acceptable use; and~~
 2. ~~Observing confidentiality restrictions concerning release of student information under state and federal law.~~

~~Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.~~

~~All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School-Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.~~

COMMUNITY USE

~~On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software and information access systems will be available to the community.~~

~~Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.~~

DISREGARD OF RULES

~~Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.~~

Access to Electronic Media

DISREGARD OF RULES (CONTINUED)

~~Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.~~

RESPONSIBILITY FOR DAMAGES

~~Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.~~

RESPONDING TO CONCERNS

~~School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.~~

AUDIT OF USE

~~Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.~~

~~The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:~~

- ~~1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors; for~~
- ~~2. Maintaining and securing a usage log; and~~
- ~~3. Monitoring online activities of minors.~~

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

~~Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.~~

REFERENCES:

~~KRS 156.675; KRS 365.732; KRS 365.734
16 KAR 1:020 (Code of Ethics); 701 KAR 5:120
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15 ORD 190~~

Access to Electronic Media

RELATED POLICIES:

03.13214; 03.23214; 03.1325; 03.2325; 03.17; 03.27
08.1353; 08.2322; 08.2324
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261; 10.5

LEGAL: SB 181 CREATES A NEW SECTION OF KRS 160 DIRECTING EACH BOARD TO DESIGNATE ONE OR MORE PROGRAMS OR APPLICATIONS AS A TRACEABLE COMMUNICATION SYSTEM THAT SHALL BE THE EXCLUSIVE MEANS FOR SCHOOL DISTRICT EMPLOYEES AND VOLUNTEERS TO COMMUNICATE ELECTRONICALLY WITH STUDENTS.

FINANCIAL IMPLICATIONS: COST OF ELECTRONIC COMMUNICATION PROGRAMS AND SYSTEMS

CURRICULUM AND INSTRUCTION

08.2324

Traceable Communications

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

DEFINITIONS

Family

“Family member” means parent, brother, sister, son, daughter, aunt, uncle, or grandparent.

Parent

“Parent” means parent, legal guardian, or other person or agency responsible for a student.

District Employee or Volunteer

“District employee or volunteer” means a school administrator, classified or certified employee volunteer, nonfaculty coach or assistant coach, student teacher, or sponsor of an extracurricular program or activity.

Traceable Communication System

“Traceable communication system” means one (1) or more electronic school notification and communication programs or applications that:

- a. Are designated by a Board of Education;
- b. Trace all communications sent to or by a student; and
- c. Provide parents an opportunity to access and review those communications.

UNAUTHORIZED ELECTRONIC COMMUNICATION

“Unauthorized electronic communication” means an electronic communication with a student by a District employee or volunteer who is not the student's family member that occurs outside of a designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable communication system.

Traceable Communications

CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

REPORTING

A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal.

If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that a District employee or volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
 - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
 - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011(7); and
4. If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the volunteer shall be prohibited from future school and District volunteer opportunities.

A Principal or Superintendent who violates shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

REFERENCES:

KRS 156.132

KRS 160.145

KRS 161.011; KRS 161.120; KRS 161.790

Traceable Communications

RELATED POLICIES:

03.1321; 3.13214; 03.1325; 03.162; 03.17

03.2321; 03.23214; 03.2325; 03.262; 03.2621; 03.27

03.6

08.13531; 08.2323

LEGAL: HB 684 AMENDS KRS 158.070 ESTABLISHING THAT SCHOOL DISTRICTS ARE NOT
REQUIRED TO CLOSE IF SCHOOL BUILDINGS ARE USED AS VOTING PLACES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.3

School Calendar

CALENDAR COMMITTEE

The Board, upon recommendation of the Superintendent, shall annually appoint a District Calendar Committee to review, develop, and recommend school calendar options.

The District Calendar Committee shall consist of at least the following:

1. One (1) District Principal;
2. One (1) District office administrator other than the Superintendent;
3. One (1) local Board member;
4. Two (2) parents of students attending a school in the District;
5. One (1) District elementary teacher;
6. One (1) District middle or high teacher;
7. Two (2) District classified employees; and
8. Two (2) community members from the local chamber of commerce, business community, or tourism commission.

DEVELOPMENT OF CALENDAR

The District Calendar Committee, after seeking feedback from District employees, parents, and community members, shall recommend school calendar options to the Superintendent for presentation to the Board. The committee's recommendations shall comply with state laws and regulations and consider the economic impact of the school calendar on the community and the state.

In order to act on the school calendar, the Board must hold two (2) meetings: 1) one that includes hearing and discussing recommendations from the Superintendent and the calendar committee and 2) a subsequent meeting that includes adoption of the calendar.

The meetings may be regular or special.

In the case of special meetings, the requirements of KRS 61.823 and Board Policy 01.44 apply, including describing in the applicable special meeting notice(s) and agenda(s) consideration and discussion of the recommendations of the Superintendent and the calendar committee (regarding an initial special meeting dealing with the school calendar) or adoption of the school calendar (regarding a subsequent special meeting that includes adoption of the calendar).

In the case of an initial regular meeting that includes the required recommendations/discussion or a subsequent regular meeting that includes adoption of the school calendar, notice shall be given to media outlets that have requests on file to be notified of special meetings stating the date of the regular meeting and that one (1) of the items to be considered in the regular meeting will be the school calendar. The notice shall be sent at least twenty-four (24) hours before any such regular meeting. This additional and unique regular meeting notice requirement does not make any of the requirements or limitations relating to special meetings applicable to the regular meeting.

School Calendar

DEVELOPMENT OF CALENDAR (CONTINUED)

On or before May 15, the Board, in a meeting subsequent to the meeting in which the Board heard the recommendations of the District Calendar Committee and the Superintendent, shall adopt a school calendar prior to each upcoming school year that establishes or includes:

1. Opening and closing dates of the school term,
2. Beginning and ending dates of each school month,
3. Days on which students are scheduled to receive instruction at school within designated start and dismissal times (student attendance days) and the length of each student attendance day in accordance with KRS 158.060,
4. A minimum school term of not less than one hundred eight-five (185) days composed of student attendance days, teacher professional days, and holidays,
5. A student instructional year of at least one thousand sixty-two (1062) hours of instructional time on not less than one-hundred seventy (170) student attendance days,
6. Instructional time required for kindergarten per KRS 157.320,
7. Any instructional time to be banked to make up for full days that may be missed due to an emergency,
8. Days in addition to the student instructional year for the make-up of instructional time missed due to emergency equal to the greatest number of days missed system-wide over the preceding five (5) school years, and
9. Days on which schools shall be dismissed.

ADDITIONAL REQUIREMENTS

A testing window in accordance with KRS 158.6453 to accommodate state-mandated assessments shall also be included.

The Board may schedule days for breaks in the calendar that shall not be counted as part of the minimum student instructional year.

Schools shall be closed on the Tuesday after the first Monday in November in Presidential election years.

If any school in the District is used as a votingpolling place pursuant to KRS 117.065, the school District mayshall be closed on the daysday of the election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences. AllSubject to the requirement that schools shall be closed on Presidential Election Day, the District may be open on the day of an election if no school in the District is used as a polling place. The county board of elections shall notify the District of the expected date, time and buildings to be used as voting places no later than December 1 prior to the election.

School Calendar

CALENDAR OPTIONS

If the Board adopts a school calendar with the first student attendance day in the school term starting no earlier than the Monday closest to August 26, the adopted calendar may use a variable student instructional year. The District may set the length of individual student attendance days in a variable student instructional schedule, but no student attendance day shall contain more than seven (7) hours of instructional time unless the District submitted and received approval from the Commissioner of Education for an innovative alternative calendar.¹

A variable student instructional year means at least one thousand sixty-two (1,062) hours of instructional time delivered on the number of student attendance days adopted by the Board which shall be considered proportionally equivalent to one hundred and seventy (170) student attendance days and calendar days for the purposes of a student instructional year, employment contracts that are based on the school term, service credit under KRS 161.500, and funding under KRS 157.350.¹

AMENDING THE CALENDAR

The Board may amend the school calendar after it is adopted due to an emergency. The Board may lengthen or shorten any remaining student attendance days by thirty (30) minutes or more, as necessary provided it meets at minimum, a student instructional year as defined in statute. No student attendance day may contain more than seven (7) hours of instructional time unless the District submits and receives approval from the Commissioner of Education for an innovative alternative calendar.

EMERGENCY WAIVERS

Emergency day waivers may be requested if the District has missed more than twenty (20) regular student attendance days and demonstrates that an extreme hardship will result if not granted the waiver. Board requests for District-wide emergency day waivers shall be submitted to the Commissioner.

REFERENCES:

¹KRS 157.350; KRS 158.070; KRS 161.500
KRS 2.190; KRS 61.823; KRS 117.065; KRS 118.035
KRS 157.320; KRS 157.360
KRS 158.060; KRS 158.6453
702 KAR 7:130; 702 KAR 7:140

RELATED POLICIES:

01.42; 08.31

LEGAL: KRS 158.200 PREVIOUSLY PERMITTED DISTRICTS PROVIDING FOR MORAL INSTRUCTION FOR STUDENTS. SB 19 AMENDS KRS 158.200 REVISING THE PROCESS FOR DISTRICTS THAT PERMIT MORAL INSTRUCTION AND REPEALS KRS 158.240.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.122

Attendance Requirements**COMPULSORY ATTENDANCE**

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

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

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The following shall be exempt from compulsory attendance:

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

STATEMENT REQUIRED

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

EXCEPTIONS TO PRESENCE AT SCHOOL

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

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,² or court-ordered instruction in another setting.

Attendance Requirements

EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)

2. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.^{3 & 4}
3. Students enrolled and participating in a full-time, online, virtual and remote learning program, or participating in an off-site virtual high school class or block may be counted in attendance in keeping with statute and regulation.^{4 & 9}
4. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.⁴
5. ~~Students who attend classes for moral instruction offering at the time specified and for the period fixed shall be:~~
 - ~~(a) credited with the time of attendance spent as if he or she they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required in KRS 158.060 by law. Students shall not be penalized for any school work missed during the specified moral instruction time; and~~
 - ~~(b) included in calculating the average daily attendance as if the pupil was in actual attendance in school.~~⁵
6. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.⁵
7. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 3:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.^{4 & 6}
8. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.³
9. Students participating in any of the page programs of the General Assembly.³

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STUDENTS

09.122
(CONTINUED)

Attendance Requirements

REFERENCES:

- ¹KRS 159.010; OAG 85-55
- ²KRS 159.030
- ³OAG 71-83
- ⁴702 KAR 7:125
- ⁵KRS 158.070
- ⁶704 KAR 3:305
- ⁷KRS 159.035
- ⁸KRS 158.143
- ⁹KRS 158.150
- KRS 158.030; KRS 159.020; KRS 159.180; KRS 159.990
- 704 KAR 3:535; 704 KAR 5:060
- OAG 79-68; OAG 79-539; OAG 87-40; OAG 97-26

RELATED POLICIES:

08.131; 08.1312; [08.135](#); 09.111; 09.121; 09.123; 09.36

LEGAL: HB 241 AMENDS KRS 158.120 RELATING ENROLLMENT OF NONRESIDENT STUDENTS IN VIRTUAL PROGRAMS. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.

FINANCIAL IMPLICATIONS: ANY COST ASSOCIATED WITH PROVIDING VIRTUAL PROGRAMS

STUDENTS

09.1222

Nonresident Students

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

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

VIRTUAL PROGRAMS

The District shall report, in the student information system, the nonresident pupils enrolled in the District's virtual programs. The enrollment capacity of nonresident pupils in the District's virtual programs shall be determined by the KDE and published by July 1 of each year.

Virtual program enrollment caps established by the KDE shall not apply to any of the following nonresident pupils:

1. A sibling of a pupil already enrolled into the same virtual program;
2. A pupil who is a dependent of a member of the Armed Forces of the United States; or
3. A pupil with a medical condition for which enrolling into the virtual program may be beneficial to the pupil, which shall be evidenced in a written statement signed by the pupil's physician.

All documentation related to these exceptions to the nonresident enrollment cap shall be maintained by the District as a part of the pupil's official record.

The District shall not enroll nonresident pupils in the program after June 30, 2028, without explicit permission from the General Assembly..¹

DEFINITION

Nonresident students are those students who reside with their legal parents/guardians outside the boundaries of the District. Residency generally cannot be established through living with a relative or friend within the District.

CRITERIA FOR ENROLLMENT

Contingent upon the recommendation of the Principal and approval of the Superintendent/designee, nonresident students who wish to enroll in the District's schools may be granted permission to do so under the following provisions:

1. The student must be in good standing in the school district from which he/she is transferring;
2. The admission of the student will not exclude any resident student from attending school in the District;
3. Enrollment of nonresident students will not cause the district of attendance to exceed state class size maximums, and;
4. Nonresident students shall be charged the same incidental fees as are required of all students, such as locker fees.
- 5.

Nonresident Students

REFERENCES:

KRS 158.120
KRS 157.350
702 KAR 3:190
OAG 66550; OAG 79327; OAG 8047

RELATED POLICIES:

09.11; 09.12; [09.1224](#); 09.124; 09.313; 09.42811

LEGAL: HB 241 AMENDS KRS 158.120 RELATED TO VIRTUAL PROGRAMS. THIS BILL LEGAL: HB 241 AMENDS KRS 158.120 RELATED TO VIRTUAL PROGRAMS. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT. 704 KAR 3:535 AUTHORIZES AND ESTABLISHES MINIMUM REQUIREMENTS FOR THE OPERATION OF FULL-TIME ENROLLED ONLINE, VIRTUAL, AND REMOTE LEARNING PROGRAMS FOR GRADES KINDERGARTEN THROUGH GRADE TWELVE (K-12). FINANCIAL IMPLICATIONS: ANY COST ASSOCIATED WITH PROVIDING VIRTUAL PROGRAMS

STUDENTS

09.1224

Online, Virtual, and Remote Learning

A Virtual Program means a program offered by the District in which all courses in the program are virtual, do not include regular in-person instruction, and are designed as an alternative to traditional in-person programs.

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The District shall ensure that:

- a. All of the education services and requirements as a physical school to fully support the academic, social, emotional, and mental health needs of the learner are provided;
- b. The program meets the requirements set forth in 704 KAR 3:305;
- c. The program is aligned to the academic and curricular requirements of the District; and
- d. A student shall be eligible to participate in one (1) or more types of programs to address student learning needs, which shall include credit acceleration, credit accumulation, and an innovative path to graduation.

The Board shall adopt and annually review policies and procedures for the operation of each full-time enrolled online, virtual, and remote learning program of the District. The District shall use the statewide financial management system and chart of accounts to track costs and expenditures associated with the program.

The program shall be subject to all applicable requirements of 703 KAR 5:225 and Kentucky's Consolidated State Plan.

ENROLLMENT

Students with determined appropriate digital access and support beyond the school campus shall be candidates for enrollment. The District shall ensure all students enrolled have appropriate digital access to fully participate in and access the program.

Enrollment shall be voluntary and shall meet any eligibility requirements established by the Board **except in disciplinary cases per House Bill 538.**

Voluntary placement of a child with a disability shall be made through the 504 Committee or Admissions and Release Committee (ARC) pursuant to 707 KAR 1:320. The ARC shall document the placement in the conference summary.

The District shall utilize the student information system to enter data regarding each student. Data collected shall include demographic, programmatic, or other data fields required by the Kentucky Department of Education.

ATTENDANCE

Students enrolled in this program shall be counted in attendance and attendance shall be collected as outlined in 704 KAR 3:535.

Students shall be subject to the compulsory attendance laws set forth in KRS 159.150 and KRS 159.180, and Board policy. The Superintendent shall develop and implement procedures to address student absences, which shall include at a minimum:

Online, Virtual, and Remote Learning

ATTENDANCE (CONTINUED)

- a. The attendance status of students with an internet outage;
- b. The process to return students to in-person instruction for truancy violations, and
- c. The process for actions it shall take pursuant to KRS Chapter 159 for truant students.

The District shall document each student enrolled in the program as non-transported in the state student information system for transportation funding purposes.

GRADUATION REQUIREMENTS

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school.

STATE ASSESSMENTS

Students shall participate in the state-required assessments and be included in the state accountability system. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment.

EXTRACURRICULAR ACTIVITIES

Students shall be eligible to access extracurricular activities and programs as allowed by Board and School Council policies and by 702 KAR 7:065.

INSTRUCTIONAL SUPPORT AND MATERIALS

Students shall have access to instructional and support resources and services available to other students in the District, which shall include instructional materials, tutoring, intervention, and counseling services, in furtherance of each student's educational program as determined by the Individual Learning Plan.

PERSONNEL

Teachers and administrators shall be subject to the teacher certification requirements established in KRS 161.020 and shall comply with the classified and certified assignment restrictions established in KRS 160.380. The District shall ensure a system of high-quality professional learning on the high-quality instructional resources and on evidence-based instructional practices for virtual learning.

Except for schools with a school-based decision-making council that has voted to waive the requirement, kindergarten aides shall be provided for each twenty-four (24) full-time equivalent kindergarten students enrolled in the virtual program.

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CLASS SIZE

Maximum class size and exemptions shall meet the requirements as established in KRS 157.360 and 702 KAR 3:190.

Virtual program teachers shall not exceed the equivalent of three hundred (300) pupil hours per day.

Online, Virtual, and Remote Learning

CURRICULUM, CONTENT, AND INSTRUCTION

Instruction shall be aligned to the grade-level expectations established in the Kentucky Academic Standards and grade-level appropriate assignments. District staff shall maintain evidence of systemic formative assessment processes in place to:

- a. Accurately measure student progress on grade-level standards; and
- b. Support student needing accelerated learning on grade-level standards within universal instruction as well as those who need more targeted intervention and supports.

The program shall implement synchronous learning strategies and digital platforms for two-way visual and verbal interactions. The program shall utilize a learning management system or other digital platforms that allows teachers to monitor student’s progress, interactions, and engagement with the teacher, and other students online for the review of student work and completion of assignments through both synchronous and asynchronous interactions.

Students shall be assigned a schedule that aligns with the standard day of in-person students and KRS 158.070.

The program shall ensure attainment of the declarations and goals in KRS 158.6451 and students shall receive access to the essential workplace ethics programs, including characteristics critical to success in the workplace.

REFERENCES:

- KRS 156.070; KRS 156.160
- KRS 157.320; KRS 157.360
- KRS 158.070; KRS 158.120; KRS 158.1413; KRS 158.4416; KRS 158.6451
- KRS Chapter 159
- KRS 159.150; KRS 159.180
- KRS 160.345; KRS 160.380
- KRS 161.020
- 702 KAR 3:190; 702 KAR 7:065; 703 KAR 5:225
- 704 KAR 3:305; 704 KAR 3:535; 707 KAR 1:320
- 29 U.S.C. §794
- 34 C.F.R. Part 104
- Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

- 08.113; 08.1131; 08.222; 09.1222; 09.123; 09.3

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THIS CONTAINS INSTRUCTIONS FOR CREATING A DISTRICT POLICY THAT MEETS THE REQUIREMENTS OF 7 C.F.R. 210.31.

REFER TO KDE'S "A GUIDE TO WELLNESS POLICIES IN KENTUCKY" FOR GUIDANCE IN CREATING OR UPDATING THE POLICY. THE GUIDE CAN BE FOUND AT WWW.EDUCATION.KY.GOV.

RECOMMENDED: KSBA AND KDE COLLABORATED TO MINIMIZE CONFUSION BY DISTRICT STAFF AND MITIGATE THE RISK OF FEDERAL NON-COMPLIANCE AND RELATED DISTRICT FINDINGS FOR STUDENT WELFARE AND WELLNESS.

FINANCIAL IMPLICATIONS :IMPLEMENTING WELLNESS PLANS

LEGAL: SB 68 REPEALS KRS 158.856 REMOVING THE REPORTING REQUIREMENTS RELATING TO PHYSICAL ACTIVITY AND AMENDS KRS 157.065 REMOVING THE REPORTING REQUIREMENTS RELATING TO PARTICIPATION IN THE BREAKFAST PROGRAMS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2

Wellness, Physical Activity and Nutrition

DISTRICT WELLNESS POLICY PER 7 CFR 201.31

The Board shall develop and implement a district-wide "local school wellness policy" for all schools under its jurisdiction that participate in the National School Lunch Program and/or School Breakfast Program in compliance with 7 C.F.R. 210.31.

SCHOOL WELLNESS POLICY PER KRS 160.345

An individual school policy is also required by state regulations; however, it must align with District policy required by federal regulations and contained in Board Policy 09.2, if participating in a federal nutrition program.

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

- To the maximum extent practicable, schools will participate in available federal school meal programs including the School Breakfast Program, National School Lunch Program (including after-school snacks), Summer Food Service Program, Fruit and Vegetables Snack Program, and Child and Adult Care Food Program (including suppers).
- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.
- Each school council of a school containing grades K-5 or any combination thereof, or if there is no school council, the Principal, shall develop and implement an individual school wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students consistent with KRS 160.345 and Board Policy 02.4241.
- ~~All schools containing grades K-5 or any combination thereof, shall develop and implement an individual wellness policy per KRS 160.345 and Board Policy 02.4241.~~
- The policy may permit physical activity to be considered part of the instructional day, (not to exceed thirty (30) minutes/day or 150 minutes/week) and also in compliance with the school calendar regulation, 702 KAR 7:140 and Board Policy 08.1346.

WELLNESS LEADERSHIP

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~~The Superintendent/designee will direct District officials ("wellness leadership group") to monitor compliance with established District-wide nutrition and physical activity wellness policies and related policies. At the school level, the Principal/designee will monitor compliance with those policies in his/her school and will report on the school's compliance as directed by the Superintendent/designee.~~

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

~~Suggested language may include goals related to activities and opportunities:~~

- ~~1. offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;~~
- ~~2. offered as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;~~
- ~~1. that include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;~~

2. ~~that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;~~
3. ~~that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);~~

~~STUDENTS~~

~~09.2~~

~~(CONTINUED)~~

Student Welfare and Wellness

~~WELLNESS LEADERSHIP (CONTINUED) THAT LINK WITH SCHOOL MEAL PROGRAMS, OTHER SCHOOL FOODS, AND NUTRITION-RELATED COMMUNITY SERVICES;~~

4. ~~that teach media literacy with an emphasis on food marketing; and~~
5. ~~that include training for teachers and other staff.~~

~~PHYSICAL ACTIVITY AND PHYSICAL EDUCATION~~

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

~~DISTRICT WELLNESS PLAN/PUBLIC AND STAFF INPUT~~

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

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

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

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

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

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

~~RECORDKEEPING~~

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

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

~~STANDARDS AND NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES~~

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

~~STANDARDS FOR ALL FOODS AND BEVERAGES SOLD TO STUDENTS~~

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

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

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

- (a) ~~When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in 7 C.F.R. 210.11 and 702 KAR 6:090. Rewards given to students are at the Principal's discretion.~~

~~(b) To ensure that foods provided to students are safe and sanitary, all foods and snacks served to students must be purchased and pre-packaged rather than homemade, and include an ingredient label.~~

- To ensure that foods provided to students are safe and sanitary, all foods and snacks served to students must be purchased and pre-packaged rather than homemade, and include an ingredient label.

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

FOOD AND BEVERAGE MARKETING

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

STUDENT WELFARE AND WELLNESS REFERENCES:

KRS 158.850; KRS 158.854

KRS 160.290; KRS 160.345

702 KAR 6:090 ; 702 KAR 7:140

P. L. 111-296

7 C.F.R. Part 210; 7 C.F.R. Part 220

U. S. Dept. of Agriculture's Dietary Guidelines for Americans

RELATED POLICIES:

02.4241; 07.1; 07.111; 07.12; 08.1346

LEGAL: HB 48 AMENDS KRS 156.095 REQUIRING DISTRICTS TO IMPLEMENT A FOUR (4) YEAR RECURRING PROFESSIONAL DEVELOPMENT TRAINING SCHEDULE THAT INCLUDES ALL REQUIRED PROFESSIONAL DEVELOPMENT TRAININGS, AND THAT ALL CERTIFIED SCHOOL EMPLOYEES COMPLETE DESIGNATED TRAININGS WITHIN TWELVE (12) MONTHS OF INITIAL HIRE AND AT LEAST ONCE EVERY FOUR (4) YEARS THEREAFTER. MOVING PROFESSIONAL DEVELOPMENT REQUIREMENTS TO POLICY 03.19.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.22

Student Health and Safety

PRIORITY

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

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

HEALTH SERVICES TO BE PROVIDED

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

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

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

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

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

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

ANONYMOUS REPORTING TOOL

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

The District may use the Kentucky Office of Homeland Security's anonymous reporting tool or provide an alternative anonymous reporting tool that meets the same requirements and shall develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool.⁴⁵

Student Health and Safety

STUDENT IDENTIFICATION BADGES

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

- a) A national domestic violence hotline;
- b) A national sexual assault hotline; and
- c) A national suicide prevention hotline.³⁴

~~SUICIDE PREVENTION STAFF TRAINING~~

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

SUICIDE PREVENTION STUDENT LESSONS

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

~~SEIZURE DISORDER MATERIALS~~

~~All principals, guidance counselors, and teachers shall complete at least one (1) hour of self-study review of seizure disorder materials no later than July 1, 2019. At least one (1) hour of self-study review of seizure disorder materials shall also be required for all principals, guidance counselors, and teachers hired after July 1, 2019.³~~

REFERENCES:

¹KRS 156.501; KRS 156.502; 702 KAR 1:160

² ~~KRS 158.039~~ ~~KRS 156.095~~

³~~KRS 158.070~~

⁴³KRS 158.038

⁵⁴KRS 158.4451

KRS 156.160

KRS 158.836; KRS 158.838

702 KAR 5:030

STUDENTS

09.22
(CONTINUED)

Student Health and Safety

RELATED POLICY:

09.2241

LEGAL: HB 5 (2024) AMENDED KRS 158.155 AND REPEALED KRS 158.154. REPORTING
REQUIREMENTS STILL EXIST IN THIS AND OTHER POLICIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211

Employee Reports of Criminal Activity

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

KRS 158.154

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

KRS 158.155

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

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

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

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

Employee Reports of Criminal Activity

KRS 158.156

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

KRS 209A.100

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

KRS 209A.110

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

KRS 620.030

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

REFERENCES:

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

RELATED POLICIES:

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

RECOMMENDED: THE KENTUCKY DEPARTMENT OF EDUCATION MEDICATION ADMINISTRATION TRAINING MANUAL FOR NON-LICENSED SCHOOL PERSONNEL (2025) RECOMMENDS OVER THE COUNTER MEDICATIONS NOT BE ADMINISTERED IN THE SCHOOL SETTING WITHOUT BOTH A MEDICAL PRACTITIONER'S ORDER AND SIGNED PARENTAL CONSENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241

Student Medication

Non-licensed Sschool personnel, who provide medication administration, including emergency medications and administration or assisting with the self-administration of insulin subcutaneously to students in a school setting authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160.

School personnel selected by the Principal shall dispense medication to pupils only if the medication has been prescribed or ordered by a health care practitioner or dentist. Antiseptic and appropriate other emergency medications shall be maintained in the firstaid kit.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file,¹ provided the conditions required by administrative procedures are met.

Except for emergency medications (including, but not limited to FDA approved seizure rescue medication and injectable epinephrine devices) and medications approved for students to carry for self-medication purposes all medications dispensed to pupils by authorized school personnel shall be kept in the school in a safe, secure place designated by the Principal. In addition, authorized school personnel shall document on approved forms the dispensing of medications to pupils.

PRESCRIPTION MEDICATIONS

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. If there is a discrepancy between the information on the parent/guardian authorization form and the prescription label, then, either, a new authorization form must be completed by the parent/guardian, or a new prescription bottle or label issued by the dispensing pharmacy. ~~Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee.~~ Prescription Medications shall not be given beyond the date specified on the authorization form or beyond the expiration date on the label. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be ~~sent~~ brought to school by the parent/guardian in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been prescribed, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider and a new prescription bottle from the pharmacy, indicating the change and a note from the student's parent/guardian.

Student Medication

NONPRESCRIPTION MEDICATIONS

Over the counter (OTC) medications should not be administered in a school setting without a medical practitioner's order as well as signed parental consent. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

SELF-ADMINISTRATION

~~A student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.~~

Student self-administration is allowed in certain situations with a written health care provider's authorization which permits a student to responsibly carry self-administered medication. The authorization form must be completed by the parent/guardian and health care provider and be on file in the student's school. The authorization must be renewed each school year and the health care provider shall include the following information:

- The student is capable of administering the prescribed medication;
- The name and purpose of the medication;
- The prescribed dosage of the medication;
- The times in which, or circumstances under which, the medication may be given; and
- The period of time for which the medication is prescribed.

The parent/guardian shall be notified if the student uses the medication inappropriately or more often than prescribed.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.²

~~In accordance with KRS 158.836,~~ sStudents with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.³

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

702 KAR 1:160; OAG 77530; OAG 83115

Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973

[Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes \(2023\)](#)

[Kentucky Department of Education Medication Administration Training Manual for NonLicensed School Personnel \(2025\)](#)

RELATED POLICIES:

09.22; 09.224

LEGAL: HB 48 CREATES NEW SECTION OF KRS 158 REGARDING THE DISPLAY OF DESIGNATED
HOTLINE INFORMATION
LEGAL: HB 48 AMENDS KRS 156.095 ESTABLISHING CHILD ABUSE TRAINING REQUIREMENTS FOR
CERTIFIED PERSONNEL. THE TRAINING REQUIREMENTS CAN BE FOUND IN POLICY 03.19.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney in accordance with KRS 620.030.²

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

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

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

WRITTEN REPORT

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

WRITTEN RECORDS

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

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation or assessment without parental consent.⁴

Child Abuse

AGENCY CUSTODY

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

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

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

REQUIRED TRAINING

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

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services, ~~and~~ the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services, and the Safe Haven Baby Boxes Crisis Line number administered by the Safe Haven Baby Boxes national organization or any equivalent successor entity.

REFERENCES:

- ¹KRS 600.020
- ²KRS 620.030; KRS 620.040
- ³OAG 85134; OAG 92138
- ⁴KRS 620.072
- KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580
- KRS 156.095; KRS 158.041; KRS 199.990; KRS 209.020; KRS 508.125
- KRS 620.050; KRS 620.146
- OAG 77407; OAG 77506; OAG 8050; OAG 85134
- 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
Regulations Implementing Title IX

RELATED POLICIES:

- 09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

LEGAL: SB 120 AMENDS KRS 156.070 ADDING BOYS OR COED LACROSSE TO SPORTS EXCLUDED FROM DISTRICT STANDARDS FOR PLAYING UP IN GRADES 7 AND 8.
FINANCIAL IMPLICATIONS: ANY COST ASSOCIATED

STUDENTS

09.313

Eligibility (Athletics)

Determination of athletic eligibility shall be made in compliance with applicable policies, administrative procedures, and Kentucky High School Athletic Association (KHSAA) requirements.²

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than ~~football and soccer~~, football, and boys or coed lacrosse, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making (SBDM) requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.^{1 & 2}

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

Student athletes will also be subject to random drug testing under the drug testing program the District has established for high school students participating in designated extracurricular activities, including athletics.

CHARTER SCHOOL STUDENTS

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities shall be eligible to participate in such activities at the District school of that student's residence.

REFERENCES:

¹KRS 160.345

²KRS 156.070

KRS 160.1592

702 KAR 7:065; OAG 15-022

Kentucky High School Athletic Association (KHSAA)

Vernonia School District 47J v. Acton. ____ U.S. ____ (1995)

RELATED POLICIES:

02.4241; 09.1222; 09.126 (re requirements/exceptions for students from military families)
09.423

LEGAL: HB 5 (2024) AMENDED KRS 158.155 REPEALING KRS 158.154. REPORTING REQUIREMENTS
STILL EXIST IN THIS AND OTHER POLICIES.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.421

Care of School and Personal Property

PUPILS RESPONSIBLE

Pupils shall be held responsible for damage to school property.

SCHOOL PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages, or removes school property shall be subject to disciplinary action and liability for the cost of restoring or replacing the property.

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

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

~~In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:~~

4. ~~Intentional harm, and~~
5. ~~Damage beyond minor loss or breakage, excluding normal wear and tear.~~

PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at schoolsponsored activities shall be subject to suspension or expulsion from school.²

STUDENTS' PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages, or steals the personal property of students shall be subject to disciplinary action.

PARENTS LIABLE

Parents shall be liable for property damage caused by their minor children.¹

REFERENCES:

- ¹KRS 157.140 (Textbooks)
- ¹KRS 405.025 (Willful Damage)
- ²KRS 158.150
- KRS 158.155; KRS 158.154; KRS 160.290
- 704 KAR 3:455

RELATED POLICY:

09.2211; 09.438

LEGAL: SB 73 CREATES NEW SECTIONS OF KRS 158 AND KRS 531 CREATING THE CRIME OF SEXUAL EXTORTION AND ADDING REQUIREMENTS FOR SCHOOL BOARDS AND SCHOOL PERSONNEL REGARDING NOTIFICATION AND EDUCATION EFFORTS.
FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH NOTICE AND POSTER REQUIREMENTS

STUDENTS

09.4221

Sexual Extortion

DEFINITION

A person is guilty of sexual extortion when he or she communicates, through any means, a threat to:

- (a) Injure the property or reputation of another person or commit violence against another person with the intent to coerce that person to:
 - 1. Engage in sexual conduct; or
 - 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity; or
- (b) Distribute any matter depicting another person engaged in sexual conduct or in a state of nudity or seminudity with the intent to coerce that person to:
 - 1. Engage in sexual conduct;
 - 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity;
 - 3. Provide the payment of money, property, services, or any other thing of value to the perpetrator; or
 - 4. Do any act or refrain from doing any act against his or her will.

Sexual extortion is a Class A misdemeanor unless:

- (a) The victim, as a result of the commission of the offense:
 - 1. Engages in sexual conduct;
 - 2. Produces, provides, or distributes any matter depicting himself or herself engaging in sexual conduct or in a state of nudity or seminudity;
 - 3. Provides the payment of money, property, services, or any other thing of value to the offender;
 - 4. Does any act or refrains from doing any act against his or her will; or
 - 5. Suffers serious physical injury;

In which case it is a Class D felony; or

- (b) 1. The person:
 - a. Was previously convicted of any sexual offense under KRS Chapter 510 or a sex crime as defined in KRS 17.500;
 - b. Occupied a position of special trust or a position of authority as those terms are defined in KRS 532.045 in relation to the victim;
 - c. Used or threatened the use of a deadly weapon or dangerous instrument against the victim during the commission of the offense; or
 - d. Is an adult and the victim is a minor, and there is greater than a four (4) year difference in age between them; or

Sexual Extortion

DEFINITION (CONTINUED)

2. The offense was committed during the course of a kidnapping as described in KRS 509.040;

In which case the person shall be charged one (1) level higher than the level otherwise specified in this subsection.

If the victim attempts suicide resulting in serious physical injury or dies by suicide within ninety (90) days of the commission of the offense as a proximate result of the trauma the victim experience during or following the commission of the offense, the person may be prosecuted for homicide under KRS Chapter 507 or assault under KRS Chapter 508.

This section does not apply to:

- (a) Images involving voluntary nudity or sexual conduct in public, commercial settings, or in a place where a person does not have a reasonable expectation of privacy;
- (b) Disclosures made in the public interest, including the reporting of unlawful conduct, or lawful and common practices of law enforcement, criminal reporting, corrections, legal proceedings, or medical treatment;
- (c) Disclosures of materials that constitute a matter of public concern; or
- (d) When acting in its capacity as a provider of those services, a:
 1. Broadband internet access service provider;
 2. Telecommunications service provider, an interconnected VoIP service provider, or a mobile service providers as defined in 47 U.S.C. sec. 153;
 3. Commercial mobile service providers as defined in 47 U.S.C. sec. 332; or
 4. Cable operator as defined in 47 U.S.C. sect. 522; or
- (e) An interactive computer service, as defined in 47 U.S.C. sec. 230, related to content provided by a user of the interactive computer service.¹

STUDENT AND PARENT NOTIFICATION

The Superintendent shall require the Principal of each school to provide written notice of the "Definition" section of this policy to students in grades four (4) and above in an age-appropriate manner and to parents or guardians of all students within ten (10) days of the first instructional day of each school year.²

SIGNAGE

By August 1, 2025, the Board shall require each school with instructional spaces for students in grades six (6) through twelve (12) to display, in a prominent location in each school building, a legible printed sign in English and Spanish at least eight and one-half (8.5) inches by eleven (11) inches in size that shall contain:

Sexual Extortion

SIGNAGE (CONTINUED)

- a) An age-appropriate description of sexual extortion consistent with the “Definition” section of this policy;
- b) Contact information for state or local law enforcement for reporting or seeking assistance relating to sexual extortion;
- c) Contact information for federal law enforcement for reporting or seeking assistance relating to sexual extortion;
- d) Contact information for a national suicide prevention hotline; and
- e) The Uniform Resource Locator (URL), a Quick Response (QR) code, or similar resource to identify the website address for informational and support resources regarding sexual extortion provided by the National Center for Missing and Exploited Children or any federally funded successor entity.³

The Kentucky Department of Education shall publish recommendations for information to be included consistent with district signage requirements.

REFERENCES:

¹KRS 531.125

²KRS 158.157

³KRS 158.158

KRS 17.500

KRS Chapter 507; KRS Chapter 508; KRS 509.040; KRS Chapter 510; KRS 532.045

47 U.S.C. sec. 153; 47 U.S.C. sec. 230; 47 U.S.C. sec. 332; 47 U.S.C. sec. 522

RELATED POLICIES:

08.2323

09.2211; 09.4; 09.42; 09.422; 09.425; 09.4261; 09.42811; 09.428111

LEGAL: HB 208 AMENDS KRS 158.165 PROHIBITING STUDENT USE OF A PERSONAL TELECOMMUNICATION DEVICE DURING INSTRUCTIONAL TIME WITH SPECIFIC EXCEPTIONS AND AMENDS KRS 156.675 INCLUDING SOCIAL MEDIA IN PROHIBITED MATERIAL TO BE MADE INACCESSIBLE THROUGH SCHOOL TECHNOLOGY. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4261

Telecommunication Devices

DEFINITION OF PERSONAL TELECOMMUNICATIONS DEVICE

A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone.¹

Telecommunication device does not include any device a student is authorized to use pursuant to the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess ~~and use~~ personal telecommunications devices ~~as defined by law¹~~ and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher.

Students shall, ~~provided they~~ observe the following conditions:

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

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

1. ~~Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day.~~

Telecommunication Devices

POSSESSION AND USE (CONTINUED)

2. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF POLICY

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

REFERENCES:

KRS 158.165

KRS 156.675

KRS 525.080

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

42 U.S. C. § 12101 Americans with Disabilities Act

29 U.S.C. § 701 Rehabilitation Act of 1973

RELATED POLICIES:

08.2323; 09.426; 09.436; 09.438

LEGAL: HB 15 AMENDS KRS 159.051 ALLOWING PERSONS WHO ARE AT LEAST FIFTEEN (15) YEARS OF AGE TO APPLY FOR A MOTOR VEHICLE INSTRUCTION PERMIT. THIS BILL CONTAINS AN EMERGENCY CLAUSE MAKING IT ALREADY IN EFFECT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4294

Driver's License Revocation

The Principal/designee shall notify the Superintendent of Sstudents who are fifteen (15) years of age but less than eighteen (18) years of age~~sixteen (16) or seventeen (17) years old~~ who become academically deficient or drop out of school as defined in KRS 159.051~~deficient in attendance.~~ The Superintendent/designee shall be reported, within ten (10) days after receiving notification, send the required student information to the Transportation Cabinet for driver's license, permit or driving privilege revocation.¹

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for students fifteen (15) years of age but less than eighteen (18) years of age ~~sixteen (16) or seventeen (17)~~ enrolled in regular, alternative, parttime, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

REFERENCES:

¹KRS 159.051; KRS 186.470
601 KAR 13:070
OAG 77419

RELATED POLICIES:

08.221
09.123